



**Planning a Funeral  
or Memorial Service  
for Your Loved One  
or Yourself**

**Trietsch Memorial  
United Methodist Church**

Dear Friends,

The loss of a loved one can be one of the darkest seasons of our lives. The Psalmist knew this pain well when he penned Psalm 23:44: ***Even though I walk through the darkest valley, I fear no evil; for you are with me; your rod and your staff—they comfort me.*** Please know that your church family and staff are here to walk with you through this journey and beyond.

Planning a service for a loved one can be overwhelming, we would like to assist you in any way we can. The information in the pages that follow is intended to serve as a guide as you consider how best to recognize the life and death of a family member. We have included suggestions on what to do if you wish to have the service here at Trietsch Memorial United Methodist Church as well as general topics for your consideration.

In Christ's Love,  
Caring Ministry  
Trietsch Memorial United Methodist Church



# **We Are Here for You**

## ***Prior to a death***

Our clergy consider it a sacred privilege to come and pray with you during this difficult time. If time and circumstances allow, please contact the church office at **972-539-8547**, and one of our pastors will make every effort to come and pray with you and your family.

If you call after hours you will be directed to the pastor “on-call” by our answering service. A pastor will be in touch with you as soon as possible.

## ***When your loved one dies***

When your loved one passes, please notify the church office at **972-539-8547**. If possible, one of our pastors will come and be with you.

## **Service Guidelines**

### ***Setting the date and time for a service***

Our staff is happy to help you plan a meaningful service to commemorate the life of your loved one. If you wish for one of our pastors to assist in leading the service, please include them in discussions as you schedule the date and time.

If you desire to hold the service at Trietsch, we will do everything we can to accommodate your request.

### ***Planning the service***

If your desire is to have the service at Trietsch and have one of our pastors preside, we will schedule a planning meeting as soon as possible. During this meeting, we will plan the service and cover important details that will help make the service meaningful to all involved.

***\*At the back of the booklet you will find the checklist that our staff uses for services held at Trietsch.***

If the service is held at a funeral home or a location other than Trietsch, the presiding pastor will work with you to cover all the important aspects of the service.

In addition, the presiding pastor may want to schedule a time to visit with the family, either in your home or at the church, to gather important reflections and stories to be used in the service.

# Questions to Consider

## ***What type of service do you want to have?***

- A funeral service at the church or funeral home, followed by the burial
- A graveside service followed by a service at the church
- A graveside service only
- A memorial service (in which the body is not present)

## ***Where will the service be held?***

- At Trietsch?
- At a funeral home/cemetery?

## ***What time and day of the week?***

- We request that services held at Trietsch occur at 11 am or 2 pm.
- Services held on Saturday should be in the morning due to the time required to prepare the building for Sunday worship.
- Services are not held on Sundays.

## ***Will there be a cost?***

There is no fee for the use of the building for Trietsch members. Other possible charges and honorariums are outlined on the service checklist.

## ***Will I be responsible for providing a service program?***

If desired our Communications department will create a printed bulletin for the service.

## ***Can we show a video at the service?***

Many families choose to create a video remembrance to show during the service or prior to the service. The composition of the video is the responsibility of the family and must be formatted in a way compatible with the church's A/V software. These details are explained in the service checklist.

## ***Can there be a reception following the service?***

A cookie and punch reception may be held in the Connection Center following the service provided by the Good Samaritan Ministry.

## ***Other considerations:***

***Memorial gifts*** are a special way to honor a loved one. These may be directed towards one of the church's ministries or the Building Fund. In addition, we are happy to work with you to direct giving to other charitable causes. Memorial information may be placed on the back of the bulletin.

***Flowers and plants*** are allowed in the Sanctuary. Traditionally, the funeral home will remove the floral arrangements, or you may ask family and friends to remove all arrangements following the service. Please note that there is no overnight AC/heat set for the Sanctuary. Floral deliveries may only be accepted the day of the service.

# Traditional Order of Service

**Prelude** – selection of favorite hymns/music

**Words of Grace, Greeting & Prayer** – delivered by a pastor

**Hymn or song** – congregational singing or solo

**Scripture reading(s)** – led by a pastor or participant

**Lord's Prayer** – led by a pastor

**Video tribute and/or reflections (memories)** – shared by family and friends

**Hymn or song** – congregational singing or solo

**Words of Faith** – message delivered by a pastor

**Benediction** – closing offered by a pastor

**Postlude** – selection of hymns/music

*\*A list of hymn and scripture suggestions can be found in the back of the planning booklet.*



# Thoughts on My Memorial Service

It is a gift to ourselves and to those we love when we take the steps necessary to plan and arrange for our own service before we die. We encourage you to take time to fill out these pages and to communicate your desires with your loved ones. Be sure to keep in a place easily accessible by your family.

I would like my family to plan my service using these wishes as a guideline for the service.

Location (church, funeral home, graveside) \_\_\_\_\_

Pastor(s) \_\_\_\_\_

I would like to be buried in \_\_\_\_\_ Cemetery.

I would like to be cremated. Disposition of ashes \_\_\_\_\_

## ***Service Details***

Hymns to be sung by the congregation \_\_\_\_\_

\_\_\_\_\_

Music to be played by pianist \_\_\_\_\_

Solo(s) \_\_\_\_\_

Hymn Leader/Soloist \_\_\_\_\_

Special Music \_\_\_\_\_

Video Remembrance \_\_\_\_\_

Please include these scripture readings \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If available, please ask these individuals to share personal reflections

\_\_\_\_\_

\_\_\_\_\_

In lieu of flowers please request memorials given to

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Pallbearers

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Other thoughts/requests/suggestions \_\_\_\_\_

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Name \_\_\_\_\_ Date \_\_\_\_\_

*This is for planning purposes only. Every effort will be made to adhere to your wishes, however, we can not make any guarantees.*

# Funeral/Memorial Service Checklist

## ***Bulletins***

Bulletins can be designed and printed by Trietsch's communication department.

**Estimated attendance** — It is helpful if you have a rough estimate for attendance (consider friends, family, coworkers, groups to which they belonged) to calculate the number of programs to print.

- Estimated number of bulletins to print \_\_\_\_\_

**Picture for cover** - Traditionally, this is a picture of the deceased.

- Please email to Tammy Hise, Director of Communications, [tammyh@tmumc.org](mailto:tammyh@tmumc.org).

**Back of the Bulletin** – Family's choice of background and scripture/poem/quote or picture.

- Please email to Tammy Hise, Director of Communications, [tammyh@tmumc.org](mailto:tammyh@tmumc.org).

**Memorials/Donations** — (*optional*) Information can be placed on back of the bulletin with the name of the organization, address/website information.

- Memorial information provided

**Remembrances** — (*optional*) Prearranged persons to speak (usually 2 – 3 minutes each).

- Names and speaking order of remembrances provided

**Scripture Readings** — (*usually 1-3*) In the case that someone other than clergy is reading the scriptures, please provide name(s) so they can be listed in the bulletin.

- Scriptures and readers' names provided

**Words from the Family** — (*optional*) Space can be provided in the bulletin for the family's thoughts or notes of gratitude.

- Words from the Family provided

## ***Picture for Sanctuary screens*** (*optional*)

The picture, with or without the name and date of birth/death, will be displayed on the screens during the service. This may be the same or different picture than used on the bulletin cover.

- Please email to Amy Parsons, Funeral/Memorial Media Coordinator, [amyp@tmumc.org](mailto:amyp@tmumc.org).

## ***Video Remembrance*** (*optional*)

- The video is typically 6-8 minutes in length.
- The video must be in an .MP4 format. **This is the only format compatible with the church software.**
- The video may be brought to the church on a USB flash drive, which will be transferred to the church computer. Or it can be uploaded and sent via Dropbox to our media department.
- The video must be to our media department **at least two business days prior to the service** so we can ensure the video will show correctly.
- Our Funeral/Memorial Media Coordinator is Amy Parsons, [amyp@tmumc.org](mailto:amyp@tmumc.org).



# Funeral/Memorial Service Checklist (Continued)

## Family Room

- The Garden Room (room 292) is provided for the family to gather prior to the service. We recommend arriving at least 30 minutes before the service. Please provide an estimated number of chairs that you will need. This number will also be used to reserve pews in the Sanctuary for the family. Estimated number of chairs for family \_\_\_\_\_

## Music - (usually 2-3 selections)

- Can be solos, congregational hymns or prerecorded music. Note: The video remembrance is a good place to use special music, or a favorite song.
- If a pianist and/or soloist is needed, the contracted fee is \$100 per individual. The pianist will play for the prelude, postlude, and all music selections not prerecorded.

## Memory table(s) (optional)

Please note that the church schedule of events will need to be reviewed to determine setup time.

- Tables are for pictures and memorabilia reflecting the life of the deceased loved one. Trietsch will set up the tables outside of the Sanctuary in the Narthex. 6- or 8-foot tables are available, and will be covered with cloths.
- Please let us know if you need tabletop easels for pictures.
- Floor easels are also available for larger pictures.
- The family is responsible for unpacking/packing items on the table.

## Guest Book

- The book is provided by the family or funeral home. Trietsch will set up lectern for the book.

## Cookie and punch reception (optional)

- The Good Samaritan Ministry can set up cookies and punch in the Connection Center following the service. This allows the family an opportunity to greet the attendees.
- Please have a rough estimate of attendance (consider friends, family, coworkers, groups to which loved one belonged). Estimated attendance for cookies/punch \_\_\_\_\_

## Fees

- There are no building usage fees for the service for members of Trietsch
- An honorarium may be given to the officiating clergy. (Recommended \$100-\$200)
- The fee for a pianist and a soloist, if needed, is \$100 per individual
- Payment may be made by cash or check made payable to the person who is part of the service and collected on or before the day of the service

## Flowers and plants

- Flowers and plants are allowed in the Sanctuary.
- Traditionally, the funeral home will remove the floral arrangements, or you may ask family and friends to remove all arrangements following the service.
- Please note that there is no overnight AC/heat set for the Sanctuary. **Floral deliveries may only be accepted the day of the service.**

# Scripture Suggestions

## *Old Testament*

**Psalm 18:1-6** “The Lord is my rock and my fortress, and my deliverer, my God, my rock in whom I take refuge, my shield...”

**Psalm 23** “The Lord is my Shepherd, I shall not want...”

**Psalm 27** “The Lord is my light and my salvation, whom shall I fear?”

**Psalm 34:15-18** “The Lord is near to the brokenhearted and saves the crushed in spirit.”

**Psalm 41:8-10** “I will strengthen you, I will help you, I will uphold you with my victorious right hand.”

**Psalm 46:1-7, 10** “God is our refuge and strength, a very present help in trouble...”

**Psalm 91** “He who dwells in the shelter of the Most High, who abides in the shadow of the Almighty, will say to the Lord, ‘My refuge and my fortress; my God, in who I trust.’”

**Psalm 103:8, 13-14, 17** “The steadfast love of the Lord is from everlasting to everlasting upon the faithful...”

**Psalm 121:1-8** “I will lift up my eyes to the hills. From whence does my help come? My help comes from the Lord...”

**Psalm 130:1-8** “Out of the depths I cry to you, O Lord. Lord, hear my voice...”

**Psalm 139:1-14** “I praise you, for I am fearfully and wonderfully made.”



**Proverbs 31:10-31** "A good wife who can find? She is far more precious than jewels..."

**Ecclesiastes 3:1-8, 11** "For everything there is a season..."

**Isaiah 40:1-8** "Comfort, O comfort my people says your God. Speak tenderly to Jerusalem..."

**Isaiah 40:28-31** "...those who wait upon the Lord shall renew their strength; they shall mount up with wings like eagles..."

**Isaiah 43:1-3** "Do not fear, for I have redeemed you..."

**Lamentations 3:21-26** "The steadfast love of the Lord never ceases, His mercies never come to an end; they are new every morning; great is Your faithfulness."

## ***New Testament***

**Matthew 5:4** "Blessed are those who mourn, for they shall be comforted."

**John 1:1-5, 9-13** "In Him was life and the life was the light of all people."

**John 3:16, 17** "For God so loved the world that He gave His only Son..."

**John 14:1-7** "Let not your hearts be troubled; believe in God, believe also in me. In my Father's house are many rooms..."

**Romans 8:35, 37-39** "Nothing will be able to separate us from the love of God in Christ Jesus our Lord."

**Romans 14:7-9** "None of us lives to himself and none of us dies to himself. If we live, we live to the Lord, and if we die, we die to the Lord..."

**I Corinthians 13:1-7, 13** "Love bears all things, believes all things, hopes all things, endures all things."

**I Corinthians 15:51-57** "I tell you a mystery. We shall not all sleep, but we shall all be changed... Death is swallowed up in victory..."

**Ephesians 2:8-10** "For by grace you have been saved through faith..."

**I Thessalonians 4:13-18** "But we would not have you uninformed brethren, concerning those that have died; that you may not grieve as others do who have no hope..."

**II Timothy 4:6-8** "I have fought the good fight, I have finished the race. I have kept the faith..."

**I Peter 1:3-5** "Blessed be the God and Father of our Lord Jesus Christ. By His great mercy we have been born anew to a living hope through the resurrection of Jesus Christ from the dead..."

**I John 3:11, 14, 16-18** "...we should love one another. We know that we have passed from death to life because we love one another. "

**I John 4:7-12** "Love one another...one who loves is born of God..."

# Music Suggestions

## *Opening Hymns*

A Mighty Fortress Is Our God .....	No. 110
Christ the Lord Is Risen Today .....	No. 302
Fairest Lord Jesus .....	No. 189
God of Grace and God of Glory .....	No. 711
Great is Thy Faithfulness .....	No. 577
How Firm a Foundation .....	No. 140
How Great Thou Art .....	No. 77
Joyful, Joyful, We Adore Thee .....	No. 89
Love Divine, All Loves Excelling .....	No. 384
My Hope Is Built on Nothing Less .....	No. 368
Praise to the Lord, The Almighty .....	No. 139

## *Hymns of Hope and Comfort*

Abide with Me .....	No. 700
Amazing Grace, How Sweet the Sound .....	No. 378
Be Still, My Soul .....	No. 534
Beneath the Cross of Jesus .....	No. 297
Blessed Assurance .....	No. 369
Blest Be the Tie That Binds .....	No. 557
Children of The Heavenly Father .....	No. 141
He Leadeth Me: O Blessed Thought .....	No. 128
Hymn of Promise .....	No. 707
I Love to Tell the Story .....	No. 156
In the Garden .....	No. 314
It Is Well with My Soul .....	No. 377
Jesus, Keep Me Near the Cross .....	No. 301
Jesus Loves Me .....	No. 191
My Faith Looks Up to Thee .....	No. 452
Nearer, My God, to Thee .....	No. 528



On Eagles' Wings.....	No. 143
Precious Lord, Take My Hand .....	No. 474
Rock of Ages, Cleft for Me .....	No. 361
Savior, Like a Shepherd Lead Us.....	No. 381
Shall We Gather at the River .....	No. 723
Soon and Very Soon .....	No. 706
Surely the Presence of The Lord .....	No. 328
What a Friend We Have in Jesus .....	No. 526

### ***Closing Hymns***

Lead On, O King Eternal.....	No. 580
Lift High the Cross.....	No. 159
O God, Our Help in Ages Past .....	No. 117
Thine Be the Glory .....	No. 308

# LIFE HIGHLIGHTS OF LOVED ONE

*We hope you will find this useful in your reflections and planning*

Full name: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Date and place of death: \_\_\_\_\_

Names of parents: \_\_\_\_\_

Names of siblings: \_\_\_\_\_

\_\_\_\_\_

Schooling – schools and dates: \_\_\_\_\_

\_\_\_\_\_

College – Place and degree(s): \_\_\_\_\_

\_\_\_\_\_

Marriage – date and place: \_\_\_\_\_

Spouse's name: \_\_\_\_\_

Children: \_\_\_\_\_

\_\_\_\_\_

Grandchildren: \_\_\_\_\_

\_\_\_\_\_

Great grandchildren: \_\_\_\_\_

Career: \_\_\_\_\_

Things loved one like to do: \_\_\_\_\_

\_\_\_\_\_

Things important to loved one: \_\_\_\_\_

Any particular life challenges: \_\_\_\_\_

Faith/Church: \_\_\_\_\_

Additional notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# How We Help Those Who Are Grieving

No two people grieve a loss the same way; there is not a “best” way to do it. That said, we have found that to participate in a group setting with others who have traveled this road can be helpful.

## ***Coping with Loss Grief Seminar***

Trietsch holds a 5-week-long grief seminar, “Coping with Loss,” once a quarter. The seminar is led by trained grief facilitators, and it is held on Thursdays from 7-9 pm, at Trietsch Memorial United Methodist Church.

For upcoming dates, please visit [tmumc.org/grief](http://tmumc.org/grief).

This seminar is designed to help persons:

- Understand the emotional and physical dynamics of grief
- Decrease a sense of isolation and increase a sense of normalcy through contact with others in similar situations
- Share personal experiences within a safe, caring, and understanding environment
- Develop healthy coping skills and activities

To enroll, please call the church office at 972-539-8547.

For information call Doug Meyer at ext. 242 or [dougm@tmumc.org](mailto:dougm@tmumc.org).

Childcare is available with 48-hour advance reservation to [childcare@tmumc.org](mailto:childcare@tmumc.org).

## ***Handling the Holidays***

“Handling the Holidays” is a special, one day, seminar we offer prior to Thanksgiving and Christmas to prepare those who have lost loved ones for the holiday season.

## ***Stephen Ministry***

Stephen Ministry is a program that equips lay persons through extensive training to provide confidential, one-to-one care and support to those who are experiencing all kinds of life needs and circumstances, both in our congregation and community, for as long as needed.

To request a Stephen Minister, contact Rev. Doug Meyer, [dougm@tmumc.org](mailto:dougm@tmumc.org), or call 972-539-8547, ext. 242.



**This planning guide is brought to you  
by the Caring Ministries  
of Trietsch Memorial United Methodist Church.**

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