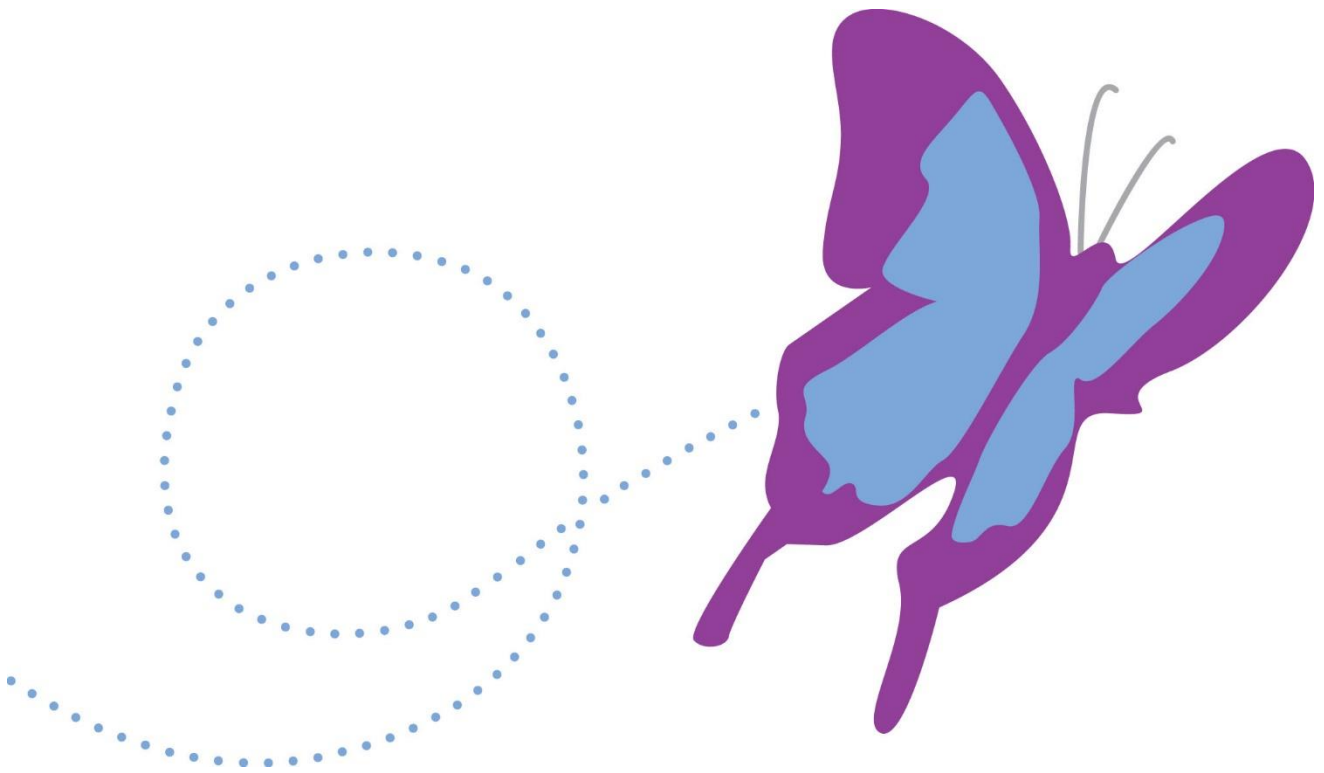


*Funeral &
Memorial Planning*



St. Andrew Lutheran Church

11345 Miller Road, Whittier, CA 90604
(562) 944-1148
office.standrewlutheranchurch@gmail.com

Losing someone you love is one of the most difficult experiences in life. Planning a service for the loved one can be overwhelming but it can also begin the healing process. During the planning process you can focus on the details of the person's life and their qualities that were significant to you. As your family prepares for the service, you may share the responsibilities as you support each other.

The mortuary will be a significant resource for you as you make decisions about burial or cremation. They should provide guidance on the service at the cemetery.

This document is designed to help you in the planning process for the service at St. Andrew.

Type of Service:

A *funeral* is a service typically held with the casket or cremation urn present. It is usually followed by a graveside service.

A *graveside or interment service* is held at the site where the remains are deposited. The graveside service and interment may be held on the day of the service or at the convenience of the family, friends and pastor. Only family members and/or very close friends may be invited to participate in the graveside service before or after the service in the church or all attendees may be invited to accompany the remains to the cemetery after the service. It is accompanied by a short service of interment by the pastor.

A *memorial service* is typically held after the remains are interred. It can be held a week to several weeks after the person has passed on.

Scheduling the Service:

The pastor will assist the family in scheduling the services at the church. You need to consider the availability of the family members, the pastor and the facilities. You may want to consider timing the service with a reception following.

Elements of the Funeral or Memorial Service:

The format of the service in the Lutheran Church will be shared by the pastor. The pastor will meet with the family to discuss the

elements of the service and assist with the selection of scripture and songs/hymns.

Words of Remembrance:

Sharing memories by the family at the service may be a blessing to those in attendance. It's best if written by a family member with input from other close family. It can be read by the writer or someone else. Sentiments shared are best if they focus on how God used that person to impact the family member's own life. It could be a statement of what they appreciated about the deceased or a special story that honors his or her memory.

If more than one sharing of sentiments is anticipated, it is best to ask specific people to speak about different aspects of the person's life. The comments should be generally kept to just a minute or two.

If the family feels there may be multiple people who wish to speak, it is best to have a time for sharing at the reception. This time of sharing will be announced by the pastor during the service.

Biography:

When meeting with the family, the pastor will assist in planning how to share the biography of the loved one. It is recommended that it be written in a memorial folder/prayer card or read during the time of remembrance. A brief biography may be included in the service bulletin. Preparation and printing of a special memorial folder or prayer card is the responsibility of the family.

Service Bulletin:

The pastor will assist the family in planning the service. A bulletin will be prepared and printed by the church office. The family is asked to assist in estimating the number of attendees so an adequate number of bulletins are printed.

Music:

Music is an important addition to the service. The pastor will discuss the selection of music with the family at their meeting. A list of suggested hymns will be given to you. The St. Andrew organist, if available, will play at the service. If he is not available, the church

staff will assist the family in identifying another accompanist. Any other music must be appropriate for the sacred nature of the service. Congregational singing of one or two songs is a good way to allow all to participate. A soloist may provide special music. Special music must be approved by the pastor. It is customary to pay an honorarium to each musician. The sound system in the church will be available under the supervision of St. Andrew technical staff or volunteers.

Video or Slide show:

A slide show or video memorializing the loved one may be prepared by the family. The family should consult with the pastor to determine where the video/slide show would be shown. If there is a reception following the service, it may be best to show the video in the church hall after the service. If a video and slide show is to be shown in the church, it should be submitted several days before the service to make sure the technology is compatible and a church member/technical support person is available to assist with running the program. If the show is shown in the hall, the family is responsible for setting up and running the program.

Guest Book/Bulletin Distribution/Box for Cards:

The church will provide hosts/hostesses to assist the family and guests before and during the service. The family may designate someone to assist guests to sign the book, distribute bulletins and serve as ushers or the church volunteers will assist with those tasks. Please notify the pastor or volunteers if someone from the family is assigned to these tasks. The church provides a decorative box for guests to place sympathy cards for the family. The box is for the family to take with them after the service. There will be a table set up in the back of the church for the guest book, card box and bulletins. If there is a reception, the guest book and box will be taken to the hall after the service.

Decoration for the Church:

Flowers sent to the church for the service are placed in front of the altar before the altar rail. The family may place a picture of their

loved one and items of remembrance on a table at the front of the church. The table will be covered with a white tablecloth or the family may plan a cover of significance to the loved one. Please discuss plans for the church display with the pastor and funeral coordinator.

Reception:

The church fellowship hall is available for receptions after the funeral or memorial service. The hall seats approximately 120 at a combination of round and oblong tables. A full kitchen is available. The Hospitality Commission can provide tablecloths and flowers as decorations for each table or the family may provide table decorations if desired. Several long oblong tables are available for the food presentation. A committee of volunteers is available to prepare the room, serve and clean up food and drink that is provided. The Chair of the Hospitality Commission or designee will be available to assist in planning and hosting the reception.

The family is responsible for providing food for the reception. You may choose to provide desserts, snacks/finger foods, a light or complete meal. The Hospitality Commission will provide water and/or lemonade, coffee and tea, plastic plates, plastic cutlery, napkins, cups and glasses. Food will be served by the Hospitality Commission volunteers. Names of caterers in the area may be provided by the Funeral Coordinator, Hospitality Commission Chair or the pastor. The Hospitality Commission will assist with set-up and clean-up in the Fellowship Hall.

Flowers from the church service will be brought to the hall. You may also want to prepare a memory table for the reception with albums, mementos, photos and/or a poster of family pictures. Some families provide notecards at the reception for guests to write their favorite memories of the loved one to be given to the family. Some families prepare something for the guest to take home from the service such as a prayer card, charm, picture or stone etc.

Funeral/Memorial Service and Reception Costs:

Costs vary depending on the desired services. See the contacts below for details.

Contact Information for the Funeral Coordinator:

Name: Kathy Mitzen

Phone number(s): (562) 760-5548

Email address: kmitzen1335@gmail.com

**Contact Information for the Hospitality Commission
Chairperson/Reception Coordinator:**

Name: Isla Holmes

Phone number: (562) 882-0846

Email address: teachfirst63@gmail.com

Pastor:

Name: Rev. Jeffrey Nelson

Phone number:(562) 944-1148

Email address: nelsons4christ@yahoo.com

“Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and psalms, spiritual gratitude in to God. And you do, word or deed, the name of Jesus, giving God the through him.”
Colossians 3:16-17

