

Hamline Church United Methodist Memorial/Funeral Information Worksheet

Please bring this form with you when you come to plan the service.

Name of Deceased:

Funeral Director/Home:

If you are not using a funeral director, you will want to find people to:

Usher/hand out service programs

Host signing of guest book and receiving sympathy cards

Arrange flowers prior to service

Help with any displays

Date of service: Memorial or Funeral (circle one)

Times: Visitation-- Service -- Reception – Interment –

Family members who will be planning the service:

Name/Family:

Relationship:

Contact info:

Name/Family:

Relationship:

Contact info:

Name/Family:

Relationship:

Contact info:

Are you having:

Flowers delivered

Guest book

Organist

Soloist

Visitation prior

Reception

Other needs:

Flower stands

Guest book table

Memorial display equipment – easels, picture stands, tables

Projector equipment

What are some of your favorite hymns? (Usually the congregation will sing 1-2 during the service. In addition, the family often walks in during the playing of a hymn or other piece of music, and does the same as they walk out)

Are there pieces of music that are significant to you? There is often a prelude played before the service and a postlude afterwards.

Do you want a soloist to sing a special piece? Or instrumentalists to play? Do you want the choir to sing something? Please let us know your requests.

What scripture passages are important to you? Please add a sentence or two about their significance, if you wish.

If you have other readings that are significant or readings you want included in the bulletin or read at the service, please indicate them here.

Eulogies (remembrances and stories about your life) can be done in a wide variety of ways. If you have a preference, please put it here. In general, there are three options. The first is to have the pastor include stories and memories as part of the sermon. The second is to have family members or friends come forward and share (we suggest less than 5 minutes/person) before the pastor gives the sermon. The third option is to have a microphone available and to invite those gathered to share their stories and memories (this would be time limited and moderated by the pastor). Obviously, these options can be combined or changed a bit. For instance, a family member might write a eulogy but ask that it be read by another person or by the pastor.

There are also many ways to involve friends and family members in the service if you wish. People can read scripture, be recruited to usher, asked to offer a eulogy, etc. If you have wishes, you can put them here. Otherwise, those details can be worked out between your family and the pastor.

If this is a funeral, the casket can be at the front of the sanctuary or in the commons for the visitation. If you have a preference, let us know. Upon closure of the casket you may choose to have it draped with a woven pall which the church owns. It is woven in white with a large cross. This arrangement should be planned with the pastor and would be used in place of a floral spray.

If this is a memorial service, we can place ashes, a picture and/or special arrangement of flowers on a table at the front of the sanctuary. Let us know if you want any or all of these. We can place items on the altar table at the very front of the sanctuary or on a table at the base of the chancel steps.
