



Funeral & Memorial Service Handbook

We know you come to this Handbook with a heavy, grieving heart and a feeling of being overwhelmed with all that needs to be done following the death of your loved one. We offer our deepest sympathy to you and your family and hope the following details will help to guide you through this difficult time of saying farewell until you meet again.

TRINITY  **LUTHERAN
CHURCH**

513 Madison Street SE • PO Box 1177 • Watertown, MN 55388
Phone: 952-955-1891 • email: trinityoffice@trin.org • www.trin.org

The Purpose of a Funeral or Memorial Service

Celebrating the life of a loved one with a funeral or memorial service may provide comfort to you as well as others. Honoring the memory of your lost loved one creates a gathering of friends and family to mourn the loss and provides a means to support one another. It is also a public acknowledgement of how important this person was to you. Remembering and sharing stories of our interactions with other people is an important part of the life and death experience.

Funeral and Memorial Service Policies

- a) Funerals and Memorial services may be scheduled for members and non-members.
- b) All services will be held in the Worship Center; unless a very small group is gathering and an alternate location would be more comfortable.
- c) Services may be scheduled on Mondays through Saturdays. No services should be scheduled on Sundays or on church holidays.
- d) The scheduling of funeral and memorial services will take priority over other events at the church, unless there is a major conflict such as a wedding, banquet, etc.
- e) Visitations may be scheduled the day before the service and/or 1-3 hours prior to the service. The Gathering Hall is the preferred location for visitations. (The front of the Worship Center or the Nylunda Chapel may also be used.)
- f) The date and time of the service is subject to the Pastor's schedule as well as facility availability.
- g) Receptions/Luncheons following the service will be held in the Fellowship Hall. The Trinity Funeral Service Team and the church administrative staff will coordinate the event.
- h) The family is responsible for any human remains that are present at the service. Under no circumstances will the church staff accept human remains from a crematorium.

Funeral and Memorial Service Guidelines

Scheduling

- a) The Funeral Director will communicate directly with the church office when making arrangements for pastoral services, and scheduling date, time and locations. When a funeral home is not involved in the arrangements, the family will speak directly with the administrative staff and the pastor.
- b) We request at least 3 days from the initial call to the Service, with a minimum of 2 full working days.
- c) A family member should call the church to go over the preliminary arrangements and to schedule an appointment with the Pastor to discuss the details of the service.

Order of Service

- a) The family will meet with the Pastor and discuss the content of the service. There are many details to consider when planning the service: scripture, music, special readings, remembering the deceased, who will be participating in the service, etc.
- b) **Service Bulletin:** An order-of-service bulletin will be printed by Trinity Lutheran Church for the service. It will outline the order of the service and list who is participating in each portion of the service. These details will be discussed with the Pastor during your planning visit.
- c) **Trinity Lutheran Church does not provide Picture Memorial Cards.** If such cards are desired, the family will need to make arrangements with the funeral home or another printing vendor.
- d) **Scripture Readings:** Scripture readings are included in the service. The scripture is usually read by the Pastor but may be read by a family member or friend. Psalm 23 is often read in unison.

Following is a list of scripture passages that are commonly used for Funeral/ Memorial Services (the Pastor can also provide other passages if needed):

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| Romans 8:14-23, 31-39 | Nothing can separate us from the love of God. |
| 1 Corinthians 15:20-24a | In Christ all shall be made alive. |
| 1 Corinthians 15:50, 53-58 | Death is swallowed in victory. |
| John 6:47-58 | Whoever believes in me has eternal life. |
| John 11:17-27 | I am the resurrection and the life. |
| John 14:1-6, 25-27 | Let not your hearts be troubled. |
| Isaiah 40:28-31 | Those who wait for the Lord shall renew their strength. |

Music in the Service

Congregational songs/hymns are usually part of the service. There may be a soloist or other music as well. Family preferences for the music are considered, although the music must be considered appropriate by the Pastor for our church setting. The administrative staff will schedule the accompanist (organ or piano) and in some cases other musicians and soloists. Plan to include this in the discussion with the Pastor.

Suggested Hymns: (There are usually a total of 3-4 music selections including any special music). The hymn numbers are from the red Evangelical Lutheran Worship Book.

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| #413 Holy Holy Holy | #733 Great Is Thy Faithfulness |
| #423 Shall We Gather at the River | #742 What a Friend We Have in Jesus |
| #439 Soon and Very Soon | #759 My Faith Looks Up to Thee |
| #451 We Are Baptized in Christ Jesus | #763 My Life Flows On |
| #581 You Are Mine | #764 Have No Fear, Little Flock |
| #595 Jesus Loves Me | #765 Lord of All Hopefulness |
| #597 My Hope is Built on Nothing Less | #770 Give Me Jesus |
| #608 Softly and Tenderly Jesus Is Calling | #773 Precious Lord, Take My Hand |
| #613 Thy Holy Wings | #779 Amazing Grace |
| #618 Guide Me Ever Great Redeemer | #781 Children of the Heavenly Father |
| #619 I Know that My Redeemer Lives | #785 When Peace like a River |
| #628 Jerusalem, My Happy Home | #787 On Eagles' Wings |
| #629 Abide with Me | #790 Day by Day |
| #631 Love Divine, All Loves Excelling | #805 Lead On, O King Eternal |
| #638 Blessed Assurance | #836 Joyful Joyful We Adore Thee |
| #660 Lift High the Cross | #838 Beautiful Savior |
| #661 I Love to Tell the Story | #856 How Great Thou Art |
| #732 Borning Cry | #881 Let All Things Now Living |

Sound

A sound technician will be in attendance at every funeral to monitor the sound equipment and microphones.

Pre-Recorded Music

If you have personal music (e.g., DVD, MP3, etc.) that is to be used during the service, visitation or reception, please let the administrative staff know as soon as possible. We will ensure that the format is compatible and/or equipment is available.

The Day of the Service

Standard Set Up

- a) The church will be opened and a support person will be available one hour prior to the visitation and/or service to assist the family and Funeral Director.
- b) Heat/air conditioning will be set for the hours of the service in the Worship Center, Gathering Hall and Fellowship Hall.
- c) Exterior entrances are opened on the North and South sides of the building.
- d) A card box is set up at the visitation location and then in the Narthex prior to the service. Memorial envelopes and pens will be provided by Trinity Lutheran Church if not provided by the Funeral Director.
- e) Pews in the front of the Worship Center will be reserved for the family. We will need an approximate number of attending family members so we can reserve enough rows.
- f) The family can use the Pioneer Room as a quiet place during the visitation.
- g) Flowers delivered to the church will be set up by the Funeral Director. If no Funeral Director, then the family, along with church staff, will need to set up flowers.
- h) The Pastor will gather the immediate family in the Pioneer Room for a time of prayer approximately 10 minutes prior to the start of the service.

Reception/Luncheon

- a) The family will provide an approximate count for the number of guests at the reception/luncheon.
- b) The Trinity Funeral Service Team will coordinate menu items with the family. **Traditional luncheon food served:** sandwiches (white/wheat buns with ham/turkey), pickles, cake/bars (provided by members of Trinity), coffee and water (lemonade/milk upon request). Other food requests may be made and will be coordinated with the Trinity Funeral Service Team Leader.
- c) **The family is responsible for the cost of the reception/luncheon food** (other than the donated desserts) and payment will be included in the Funeral Director fees. If a funeral home is not used, a check from the family can be made payable to Trinity Lutheran Church for the cost of food.
- d) Trinity volunteers will set up the buffet style luncheon, serve beverages and clean up after the meal.

Honorariums and Fees

Trinity Lutheran Church is grateful to walk with families in the planning of a funeral/memorial service, and has no expectation of financial compensation for these services. That said, many families do like to acknowledge the extra work that goes into a funeral service. Listed below are common donations that are made:

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| Pastor | \$100 - 150 |
| Organist/Pianist | \$125 |
| Soloist* (<i>when Trinity's Minister of Music is the soloist</i>) | \$75 - \$100 |
| Sound Technician | \$50 |
| Luncheon/Reception Volunteers | \$100 |

** If additional musicians, other than Trinity's Minister of Music, are asked to participate in the service, we ask the family to share an honorarium with them directly.*

When using a funeral home, please discuss the suggested honorariums with the Funeral Director. The Funeral Director will arrange payment of honorariums as needed.

If a funeral home is not used, the family may write one check payable to Trinity Lutheran Church for the honorariums that they wish to give. (Please complete the **Funeral/Memorial Service Honorarium Disbursements Form** at the end of this document and include it with your check.)

Please note: When a funeral home is not used for a visitation and/or Funeral/Memorial Service, additional duties are often placed on the church staff to coordinate and prepare for the service. With this in mind, if the family would like to include an honorarium to acknowledge this, it can be included on the **Funeral/Memorial Service Honorarium Disbursements Form** under "Other" and designated for "Admin".

Burial/Interment at Trinity Lutheran Church Cemetery

When the burial/interment will take place at the Trinity Lutheran Church Cemetery, arrangements will be made by the Funeral Director. If there is not a Funeral Director present, burial arrangements should be discussed with the Pastor. The family may also need to work directly with the Trinity Lutheran Church Cemetery Board President to finalize details.

Memorials

Memorials to Trinity Lutheran Church in honor of your loved one will be gratefully accepted and may be designated for specific ministry areas (i.e., Capital Appeal/Building Fund; Worship & Music; Children or Youth Ministries, Trinity Preschool, Trinity Foundation, etc.) Funds donated to the church without designation will be used where most needed, determined by the Finance Committee and Church Council.

Trinity Lutheran Church also has a “wish list” of items that memorials can be designated toward. Please contact the church office for a copy of the current wish list items.

Funeral/Memorial Service Honorarium Disbursement Form

Many families choose to acknowledge the church staff and volunteers who have coordinated and/or taken part in the funeral/memorial service and reception. If you would like to give these types of honorariums, please note the exact amount in the line provided and make one check payable to Trinity Lutheran Church. Please include this completed form with your check.

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| Pastor (suggested \$100 – 150) | \$ _____ |
| Organist/Pianist (suggested \$125) | \$ _____ |
| Soloist* (suggested \$75 - \$100) <i>(when Trinity's Minister of Music is the soloist)</i> | \$ _____ |
| Sound Technician (suggested \$50) | \$ _____ |
| Luncheon/Reception Volunteers** (suggested \$100) | \$ _____ |
| Other _____ | \$ _____ |
| TOTAL | \$ _____ |

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