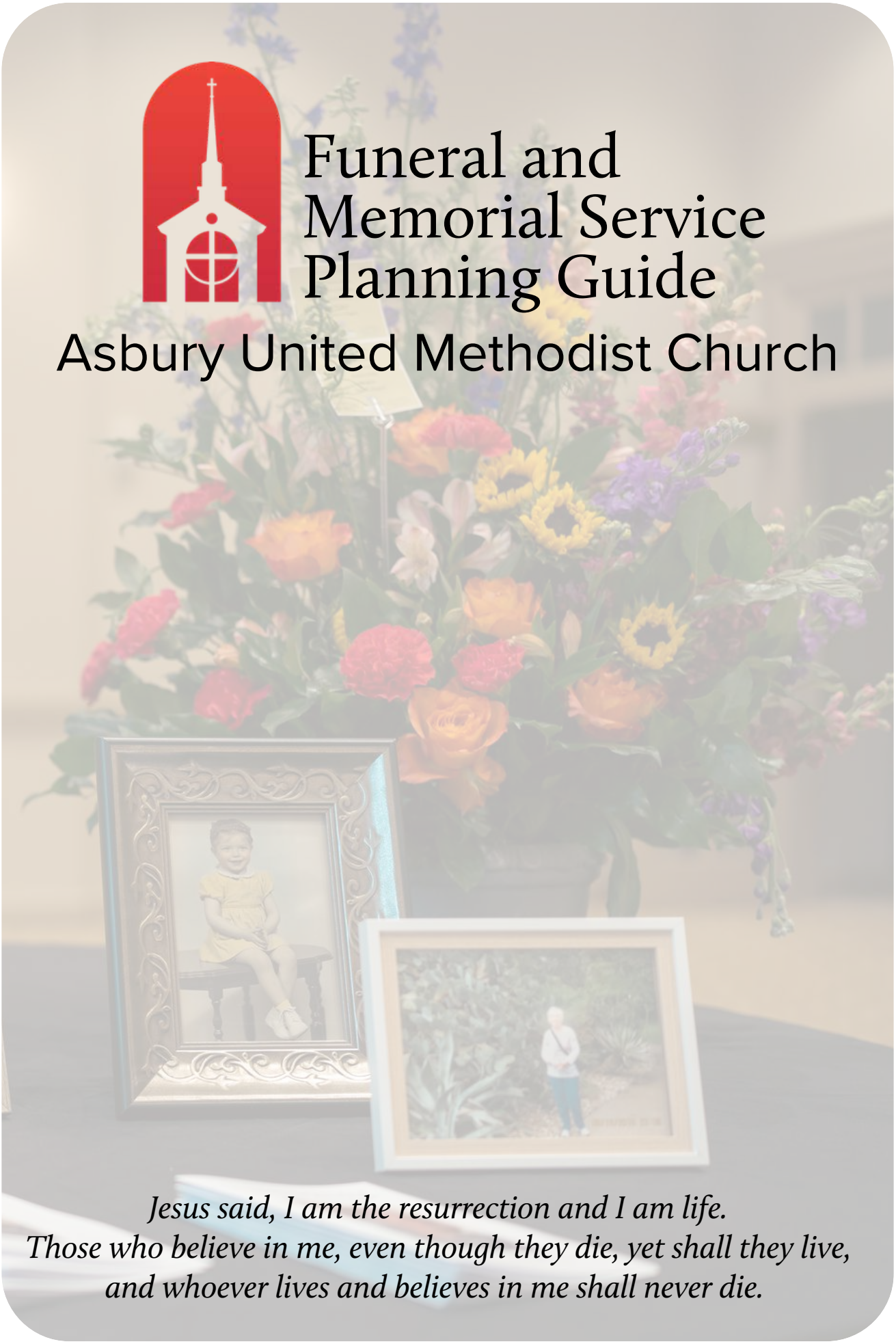
Funeral and Memorial Service Planning Guide

Asbury United Methodist Church



Jesus said, I am the resurrection and I am life.
Those who believe in me, even though they die, yet shall they live,
and whoever lives and believes in me shall never die.

Dear Asbury Family,

When the death of a loved one has occurred, it is often a time of deep grief and pain as we wrestle with loss. At Asbury, we are honored to provide care and support during this difficult time.

A worship service following the death of a loved one does at least two things: It enables us to face the reality of our mortality and comforts us in the celebration of another reality—life after death in God. This service enables the believing community to witness its shared faith by providing opportunity for people to share pain and joy, support the family, pray, and grieve as one community while reaffirming its covenant with God and with each other.

The information in this packet serves as a beginning point for families and friends facing the death of a loved one. If you are working through this process and have any questions, please call the church office at 205.995.1700.

Sincerely,
Rev. Maggie Dunaway
Congregational Care Pastor

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WHEN DEATH IS IMMINENT OR WHEN DEATH OCCURS

When death is imminent, or your loved one has died, a minister or a member of our Congregational Care team will be honored to come pray with you. If time and circumstances allow, please call the church at 205.995.1700 to notify us of your situation. In the event that you call after hours or during the weekend, you will be directed to the "minister on call" by our emergency extension in the voicemail system. A minister will be in touch with you as soon as possible.

DATE, TIME AND PLACE OF SERVICE

The first decision in your planning should focus on when and where to hold the service. A funeral or memorial service for a member, longtime visitor, or immediate member of a member's family can be held at Asbury in the Sanctuary or Williams Chapel. Small services, with 20 guests or less, can be held in our Prayer Garden. Families may also choose to have the service at a funeral home. There are many excellent funeral homes, cremation facilities, and cemeteries in the Birmingham metro area. The church does not endorse specific providers. Should you decide to hold the service at Asbury, and we ask that you call the church to coordinate a service that does not conflict with church activities.

TYPE OF SERVICE

There are several types of services to consider:

- Visitation: Often held before a funeral or memorial, a time for friends and extended family to offer expressions of sorrow and sympathy to the family of the deceased.

- Funeral Service: Ceremony commemorating the deceased with a casket present during the service.

- Committal Service: Service that takes place at the gravesite, usually following the funeral service.

- Graveside Service: The funeral service takes place at the gravesite. Frequently a graveside service is the choice of those who want a simple service.

- Memorial Service: A service of commemoration where there is no casket.

COLUMBARIUM

A columbarium is a permanent structure with niches or compartments designed to hold urns containing ashes of loved ones. A columbarium provides individuals the opportunity to have a final resting place within the shadow of their church home, a place they know, love, and cherish. Family, friends, and the church family can visit and meditate at any time.

Asbury United Methodist Church is honored to offer a custom, granite columbarium to its church members and their immediate families. A set of two 104-niche units is located along the long, left wall in the Prayer Garden between the Sanctuary and Williams Chapel.

If you are interested in purchasing a niche, visit asburybham.org/columbarium to review the policy and download an application. The completed application and reservation fee can be submitted to the church office during business hours. When approved, inurnment ownership rights will be sent to the purchaser. To set up an appointment to view and select an available niche in the columbarium, contact Maggie Dunaway, Congregational Care Pastor.

MINISTER

All the ministers at Asbury perform funeral or memorial services and will be happy to assist in honoring your loved one. Approval from the senior pastor must be obtained if you are interested in having another pastor or minister (who is not on staff) officiate services held at Asbury.

FEES

There are no fees for funerals or memorials held at Asbury UMC. However, a list of suggested honoraria for clergy, staff, and others involved in the service can be found on page 10 of this guide.

FLOWERS

Floral offerings are a wonderful way to pay tribute to a loved one. Flowers should be delivered at least one hour prior to the service. Removal of flowers is the responsibility of the funeral home or the family.

MEMORABILIA

Frequently, family members set up a memory table in the entry area of the sanctuary with photos, albums, awards or certificates of achievement, hobby examples, or other personal items relating to their loved one. We provide the table(s) and cloth(s) for these displays and will be happy to assist you in arranging the items. You may also wish to play a photo slideshow of your loved one in the sanctuary prior to the service. Contact Maggie Dunaway, Pastor of Congregational Care, to make these arrangements.

MEMORIAL GIFTS

Memorial gifts provide a meaningful way for individuals, families and groups to witness their thanksgiving for the life of a loved one. To give a gift in another's memory is a faithful expression of respect and love that goes beyond death. In lieu of flowers, families may wish to offer donations to Asbury, specific ministries of Asbury, capital improvement projects, or other areas of interest to the family. We are also happy to assist with gifts offered to other national or local charities. This information is typically included in the obituary as a "family wish" statement and also included on the Order of Worship bulletin given to family and friends at the service.

MUSIC

Music is an integral part of any worship service at Asbury. Often, music can speak volumes when we are unable to speak ourselves. There is great and wonderful church music available in traditional or contemporary styles. Nancy Beard, Director of Music, will help the family arrange musicians and vocalists. You are encouraged to include music that is important to you or your loved one. If you do not have any particular hymns in mind, your pastor will help you choose appropriate music for the service. A list of possible selections is also included on page 9 of the guide. Secular music is not encouraged for a service but can be used during the visitation.

- Prelude: The organist/pianist will play for 15 minutes prior to the service. This will include requested hymns or a selection of the musician's choice.

- Processional: The family will walk into the sanctuary with the pastor and be seated.

- Solos and Congregational Hymns: These complement the service and will be interspersed at the discretion of the pastor.

- Recessional: The casket (if applicable), pastor and family exit the chapel to this music.

- Postlude: The organist/pianist will play until the guests have left the sanctuary.

ORDER OF WORSHIP

This is a suggested guideline for a typical order of service at Asbury, but it can be modified to suit the needs of the family.

- Prelude
- Family Entrance
- Pastoral Greeting
- Opening Congregational Hymn
- Prayer, often with the Lord's Prayer in unison
- Words of Remembrance or Eulogy
- Special Music
- Reading of Scripture
- Homily, offered by the officiating pastor
- Closing Congregational Hymn
- Benediction
- Family Recessional
- Postlude

SCRIPTURE

Scripture readings are the heart of the funeral service, as they provide a firm foundation for our understanding of what God is doing in our lives through Jesus, for his promises transcend our doubt, and his life redeems our deaths. The pastor can include readings that are important to the family or the deceased or if you do not have any particular scripture in mind, a list of possible scripture selections are listed on page 8 of this guide.

EULOGY OR WORDS OF REMEMBRANCE

Family members and friends may wish to share their own memories of their loved one during the service in addition to the pastor's sermon. If you wish to do this, please keep these suggestions in mind:

- Funerals are very emotional experiences, and intense grief can surprise even seasoned public speakers. Speakers should type their eulogy in advance of the service so that the pastor can read it in the event the speaker is unable to continue.

- A eulogy should be targeted to about 500 words in length. This will take about 4-5 minutes to present. Longer eulogies can easily lose a congregation's attention or fail to communicate about the deceased effectively.

- No more than two eulogies (total of 8-10 minutes) should be planned. The service will become uncomfortably long when more eulogies are included.

Even when a deceased person is not well known to the pastor, the pastor will give full attention to honoring and naming the memory and identity of the individual in his/her sermon.

LIST OF SUGGESTED SCRIPTURES

Old Testament

Genesis 15:15 Abraham's death
Genesis 49:1, 29–33; 50:1–2, 12–14 Jacob's death and Joseph's response
Exodus 15 (UMH 135) Canticle of Moses and Miriam
Joshua 3:14–4:7 Crossing over Jordan
Job 1:21 Job's faith
Job 14:1–12a We are of few days
Job 19:25–27 My Redeemer lives
Proverbs 31:10–13, 19–20, 30–31 A good woman
Isaiah 25:1, 6–9 God will swallow up death
Isaiah 26:1–4, 19 Your dead shall live
Isaiah 35:1–6, 10 Zion restored
Isaiah 41:8–10, 13 Do not fear
Isaiah 57:14–19 Poem of consolation
Isaiah 61:1–4, 10–11 The Spirit of the Lord is upon me
Isaiah 66:10–13 A mother comforts, so does God
Ezekiel 34:11–16 Shepherd of Israel
Ezekiel 37:1–14, 21–28 These bones can live
Micah 6:6–8 What does the Lord require?
Zephaniah 3:16–20 Restoration of Israel

Psalms

Psalm 27 (UMH 758) Devotion and deliverance
Psalm 34 (UMH 769) Thanksgiving for deliverance
Psalm 40 (UMH 774) Thanksgiving for deliverance
Psalm 71 (UMH 794) Deliverance from evil
Psalm 77 (UMH 798) Deliverance from trouble
Psalm 84 (UMH 804) How lovely is your dwelling place
Psalm 118 (UMH 839) Thanksgiving for deliverance
Psalm 126 (UMH 847) Prayer for deliverance
Psalm 143 (UMH 856) Prayer for deliverance

Gospels

Matthew 5:1–12 The Beatitudes
Matthew 6:19–21 Do not lay up treasures on earth
Matthew 11:25–30 Come to me all who labor
Matthew 25:31–46 As you did it to one of the least
Matthew 28:1–10, 16–20 Go make disciples
Mark 16:1–8 Jesus goes before you
Luke 1:67–75 (UMH 208) Canticle of Zechariah
Luke 12:22–40 Do not be anxious; be ready
Luke 24:1–12 The empty tomb
John 3:13–17 God's gift of eternal life
John 5:19–29 Whoever hears and believes has life
John 6:30–40, 47–51 Jesus the bread of life
John 10:1–18, 27–30 Jesus the Good Shepherd
John 12:20–36 Unless a grain of wheat dies
John 15:1–17 The vine and the branches
John 16:12–22, 33 Sorrow becomes joy
John 20 Jesus' resurrection

Epistles

Acts 10:34–43 Peter's sermon on the resurrection
Romans 5:1–11, 17–21 Peace with God through faith
Romans 6:3–11 Dying and rising with Christ
Romans 14:7–9 Lord of the dead and the living
2 Corinthians 5:1–11a, 14–20 At home in the Lord
Ephesians
3:14–21 Know the love of Christ
Philippians 3:7–21 The power of Christ's resurrection
Colossians 3:1–17 Raised with Christ
1 Thessalonians 4:13–5:11 Concerning those who sleep
2 Timothy 4:6–8, 17–18 I have fought the good fight
Hebrews 11–12 The saints of God
1 John 3:1–3 We shall be like God

LIST OF SUGGESTED HYMNS

from Book of Worship of The United Methodist (1992)

110 A Mighty Fortress is Our God

700 Abide with Me

154 All Hail the Power of Jesus' Name

378 Amazing Grace

163 Ask Ye What Great Thing I Know

451 Be Thou My Vision

364 Because He Lives

369 Blessed Assurance

557 Blest Be the Tie That Binds

400 Come, Thou Fount of Every Blessing

140 Great is Thy Faithfulness

128 He Leadeth Me

593 Here I Am Lord

77 How Great Thou Art

707 Hymn of Promise

103 Immortal, Invisible, God Only Wise

314 In the Garden

377 It Is Well With My Soul

89 Joyful, Joyful, We Adore Thee

357 Just as I Am

133 Leaning on the Everlasting Arms

368 My Hope Is Built

57 O For a Thousand Tongues to Sing

117 O God Our Help in Ages Past

143 On Eagle's Wings

474 Precious Lord, Take My Hand

702 Sing with All the Saints in Glory

496 Sweet Hour of Prayer

328 Surely the Presence of the Lord

395 Take Time to Be Holy

545 The Church's One Foundation (stanzas 1, 5)

383 This Is a Day of New Beginnings

98 To God Be the Glory

526 What a Friend We Have in Jesus

HONORARIUMS

There is no charge to hold a funeral or memorial at Asbury;
you are welcome to give an honorarium
to those who helped make the service possible.

MINISTER	→	$300
MUSICIAN/SOLOIST	→	$200
SOUND/AUDIO TECHNICIAN	→	$150
PUBLICATIONS	→	$150
FACILITIES PERSONNEL	→	$100

SERVICE WORKSHEET

Visitation Date, Time, & Location: _____

Funeral/Memorial Date, Time, & Location_____

If using a funeral home, which one: _____

_____ Embalmed? or _____ Cremated?

If there is a Casket or Coffin during visitation: _____ Open? or _____ Closed?

Burial Location: _____

Is there a committal service at graveside or columbarium: _____ Yes or _____ No

Presiding Pastor(s): _____

_____

Musician(s):_____

Soloist(s): _____

Song(s) for Solo or Anthem: _____

_____

Congregational Hymn(s): _____

_____

Scripture(s): _____

Words of Remembrance Speaker(s) and relation to deceased: _____

_____

_____

Pallbearers (6, if needed): _____

_____

Honorary Pallbearers: _____

_____

_____

Is there a charity or organization recommended in lieu of flowers? If so, what is it?

_____

_____