

A planning guide for:

# *Memorial Services and Funerals*



*Faith United Methodist Church*  
*15101 80<sup>th</sup> Ave. Orland Park, Illinois*  
*Phone: (708) 444-8560*  
*Website: [www.faihumcop.org](http://www.faihumcop.org)*

Dear Friends,

Faith United Methodist Church seeks to be a church that serves our community in various capacities, not the least of which is care (before, during and after) the loss of a loved one. We hope the information contained in this guide will provide you with comfort and help during this difficult time.

If you have additional questions, please contact:  
Pastor Jacques A. Conway at the church (708-444-8560). In case of emergency call Pastor Conway at 708-699-5801.

**Vital Information:**

Full name of your loved one (include middle name):

\_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of death: \_\_\_\_\_

Person making arrangements: \_\_\_\_\_

Relationship to the deceased:

\_\_\_\_\_

Phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_

List other family members:

Name \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**As you begin, there are many things to consider...**

**DATE, TIME AND PLACE OF SERVICE:**

**Before arranging for the date, time and place of the service, please call the church office and speak to the pastor. We will need to check the date and time of the pastor's schedule. If you'd like to have the service at the church, we need to check the church calendar.**

**We will do our best to accommodate the family's needs.**

**Please speak to family members who are out of town, so you are aware of when they will be in town for the service. Some of them may need to make arrangements with work and/or for transportation.**

**Name of funeral home: \_\_\_\_\_**

**Contact at funeral home: \_\_\_\_\_**

**Phone number of funeral home: \_\_\_\_\_**

**Address of funeral home: \_\_\_\_\_**

**Town: \_\_\_\_\_**

**Note: Arrangements at cemeteries are difficult and much more expensive on weekends.**

**Cemetery you will be using: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**Town: \_\_\_\_\_**

**PLACE SERVICE WILL BE HELD:**

- **Church**
- **Funeral home**
- **Graveside**
- **Other \_\_\_\_\_**

## TYPE OF SERVICE:

There are several types of services to consider. Check which you will be using.

- Traditional service (where the casket is present)
- Memorial service (no casket, possibly ashes)
- Graveside service only

Additionally, a visitation can be scheduled before the service (on the day of the service) or the evening before. The visitation could be at the funeral home or the church (if the service is going to be at the church), or a combination of both.

Examples:

- You could have the visitation and service at the church.
- You could have visitation at the funeral home one day and the service at the church on the following day.
- You could have both the visitation and service at the funeral home.

The needs of the family, the age of the person who has died, and the location of family members should all be taken into account when making this decision.

## MAKING THE SERVICE PLANS:

Following the selection of the date, time, place and type of the service, the minister will arrange a meeting with the family. This meeting can either be at the family home or at the church. At this meeting, the service details will be discussed. This will also be a time to share memories.

It is helpful if you have a current picture of your loved one. This will be used on the cover of the service bulletin. Finding other pictures is also helpful as they can be displayed during the visitation time.

How many people do you expect at the funeral service?

\_\_\_\_\_ # of family and friends.

Additional questions and costs...these are listed in ( ):

**Do you want:**

- Organist (\$125.00)**       **Soloist (\$75.00)**

**Song(s):** \_\_\_\_\_  
\_\_\_\_\_

- Family member will read the scripture.**  
 **We prefer for the pastor to read the scripture.**

**Scripture:** \_\_\_\_\_

**Some suggested scriptures are:**

<b>Psalm 23</b>	<b>The Lord is my shepherd</b>
<b>Ecclesiastes 3:1-15</b>	<b>A time for everything</b>
<b>Matthew 19:14</b>	<b>Let the children come to me</b>
<b>John 3:16</b>	<b>God so loved the world</b>
<b>John 11:25</b>	<b>I am the resurrection and the life</b>
<b>Revelation 21: 1-5</b>	<b>Then I saw a new heaven</b>

- Special reading:** \_\_\_\_\_
- Time for sharing reflections**
- We will order flowers to be delivered to the church on the service day.**
- We will use multi-media (at the church) (\$75.00)**  
**This is the charge for the AV technician (for pictures before the service, words to songs on the screen and sound system). The family must prepare their own slideshow.**
- Live streaming to Facebook can be arranged. (\$50.00)**

**Janitor - For set up and clean-up of service \$50**

**For set up and clean-up of funereal luncheon \$50**

Luncheon and costs:

**Would you like to have a luncheon after the service at the church?  
(Luncheon option is offered for church members only)**

**Yes**       **No**

**About how many people do you expect? \_\_\_\_\_**

**The family is asked to pay for the meat and rolls.**

**The members of Faith United Methodist Church will provide side dishes and desserts.**

**You will receive a copy of the bill from the caterer.**

**Please make your check out to Faith United Methodist Church.**

**Please speak to Mary Kough in regards to luncheon arrangements.  
(708) 513-1378.**