



# Memorial/Funeral Service Guide



**SUDLEY CHURCH**

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## Remembrance Program

- Cover Photo:** a favored headshot of your loved one
- Eulogy or page of remembrance** (assistance with content may be found on the worksheet insert.)

*Should be in to the church office, no later than, 24 hours before the day of the service.*

## Facility

- Sanctuary** can hold 155 people.
- Overflow** is in the fellowship hall that has a large screen and a small screen showing the service in the sanctuary.
- Reserved Seating for Family** a pew holds 8/9 people  
# \_\_\_\_\_ pews needed
- Fellowship Hall** can seat:  
96 at tables ♦115 classroom style ♦120 mixed, standing/seated
- Nursery** expected # \_\_\_\_\_ babies, # \_\_\_\_\_ preschoolers

## The Reception or Fellowship Meal

- At Sudley**  **No Reception**  **Reception other location**

Will you have a Seated Dinner Buffet or a Finger Food Buffet?

- Seated Dinner** (Hall seats up to 96 people)
- Finger Food Buffet** (60 seats & mingling, up to 120 people)

Who will provide food?

- Family:** A Sudley Kitchen Coordinator is required for a safer and more seamless fellowship experience.
- Professional Caterer:** A Sudley Kitchen Coordinator is required for a safer and more seamless fellowship experience.
- Sudley Sonshine Committee:** The church committee may be requested to provide a home-style buffet.  
(provided as a love gift for members only)

## How may we help with your remembrance service?

Member	Non-Member
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*Pastor*

*The pastor will sit with the family to gather information and memories to include as a part of the service. He will help you plan the order of worship for your loved ones service, preside over the service and present the sermon.*

Discretionary      200  
Honorarium

*Organist or Pianist, Soloist*

*The musician will play the selections you have made for each part of the service as you request. If they are to accompany a soloist or instrumentalist, rehearsal time is needed with an additional fee of \$25 per soloist/instrumentalist.*

150 Pianist      150 Pianist  
75 soloist      75 soloist

*Audio Visual Use/Technician TBD*

*Provided by family: videos, power points, music*  
 *Technician created: Fee determined by Tech.*

25

*Funeral Service Coordinator*

NC      200

*Takes the burden of detail and coordination of the facility, music, photo displays, service and fellowship/reception from the family.*

*Ushers and Parking Lot attendants*

NC      30 each

*Two each recommended for services anticipating attendance of 75 or more to help with seating people, orderly exit of the sanctuary; parking and exiting the parking lot. # \_\_\_\_\_*

*Facility Use*

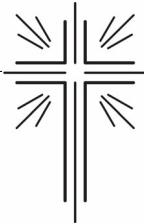
<i>Church</i>	NC	100
<i>Fellowship Hall Reception (Kitchen coordinator required)</i>	NC	100
<i>Nursery (certified staff required)</i>	75	75

*Bulletin/Program Design & Production*

NC      100

*100 Single fold, 4 page program*

Individual checks must be written to each person whose services have been requested above.  
Financial hardship will be considered on an individual basis at the discretion of the Pastor.



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## The Order of Service

- PRELUDE**
  - PROCESSIONAL—IMMEDIATE FAMILY IS SEATED**
  - GATHERING, WORD OF GRACE, GREETING**
  - HYMN**
  - PRAYER**
  - SCRIPTURAL READINGS**
    - OLD TESTAMENT
    - NEW TESTAMENT
  - WORDS OF COMFORT**
  - SPECIAL MUSIC**
  - TRIBUTES**
    - READING OF EULOGY OR OBITUARY
    - REFLECTIONS FROM SELECT FAMILY OR FRIENDS
  - PRAYER OF COMMENDATION**
  - THE LORD'S PRAYER**
  - HYMN**
  - BENEDICTION**
  - POSTLUDE**
  - RECESSIONAL—IMMEDIATE FAMILY FIRST**
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*In accordance with the Methodist Book of Discipline:*

Christian funerals are an act of worship, so the appointed pastor has the right and responsibility to make decisions about how, when, where, and by whom a funeral service is performed in and by the church. Pastors are required by *The Book of Discipline* to have “due Counsel” with the parties involved prior to the service, and the decision to perform the service is the right and responsibility of the pastor. Pastors are encouraged to work with the family’s preferences around the type of funeral service, wording, music, photography, video, processions, and symbolic acts in the service, but the pastor is responsible for making final decisions about the event.

## MEMORIAL PLANNING SHEET

Some things to consider for your memorial service.

### Family's Primary Point of Contact for the Church:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Physical Setting:

- Casket/Urn present (Funeral Service)
- Flowers
- Photo Display / Remembrance Table

### Who will be responsible?

Write /Submit Obituary \_\_\_\_\_

Write /Present Eulogy \_\_\_\_\_

Write /Present Tributes (each tribute limited to 3 minutes)

Point Person for Program Design \_\_\_\_\_

Scripture Selection/Reading \_\_\_\_\_

Other Poems/Readings \_\_\_\_\_

Hymn Selection \_\_\_\_\_

### Soloist/Group & Song selection for special music

- Family Provided       Sudley Provided

Pall Bearers or ushers? #PB \_\_\_\_\_ #U \_\_\_\_\_

Flower bearers to carry flowers out of the church with coffin or urn?

Receiving line & who will represent family in the line?

### Other Options:

- Open time for Tributes? How long? \_\_\_\_\_
- Flowers/Charitable donation? Charity \_\_\_\_\_

## MEMORIAL PLANNING SHEET

Help with service planning.

### Outline of a Eulogy

- ✓ Brief history including birth date, place of birth, parents, grandparents, siblings.
- ✓ Where did they grow up? What was their childhood like?
- ✓ Education/School, College, Degrees?
- ✓ Professional and career accomplishments? awards, recognitions.
- ✓ Who did they marry? When and where? How long?
- ✓ Mention any children and grandchildren.
- ✓ Significant life accomplishments.
- ✓ Personal interests, hobbies, Civic organizations, achievements.
- ✓ Character qualities, Christian service, and how they affected others' lives.

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### Suggested Hymns from the United Methodist Hymnal

77 How Great Thou Art	381 Savior Like a Shepherd Lead Us
117 O God, Our Help in Ages Past	384 Love Divine, All Loves Excelling
140 Great Is Thy Faithfulness	504 The Old Rugged Cross
314 In the Garden	528 Nearer My God To Thee
334 Sweet, Sweet Spirit	534 Be Still, My Soul
337 Only Trust Him	536 Precious Name
338 Where He Leads Me	557 Blest Be The Tie That Binds
364 Because He Lives	673 God Be With You Till We Meet Again
377 It Is Well With My Soul	701 When We All Get To Heaven
378 Amazing Grace	723 Shall We Gather at the River

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### Suggested Scriptures

Psalms 46:1-10	II Corinthians 1:3-5	I Thessalonians 4:13-14
I Corinthians 15:50-57	Psalm 23	Romans 14:7-9
Romans 8:select verses	Isaiah 57:1-2	Philippians 1:21-23
John 14: select verses	Lamentations 3:22-32	

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### Solo Song Ideas

Another Soldiers Coming Home	If You Get There Before I Do	The Lord's Prayer
Believe	In a Little While	Then Came the Morning
Beyond the Sunset	In the Garden	There's a Hello After Goodbye
Celebrate Me Home	Lead Me Home	We Shall See Jesus
Cry'in For Me	One More Day	What a Day That Will Be
Going Home	Precious Memories	When I get Where I'm Going
His Eye is on the Sparrow	See You Again	You'll Never Walk Alone
I Can Only Imagine	Sunrise, Sunset	
I Will Remember You	Swing Low Sweet Chariot	