

Service of Resurrection Planning Assistant

Rev. Matthew S. German

Salem United Methodist Church

Dear Friends,

We know that planning the details of a funeral can be overwhelming, and we would like to assist you in any way we can. It is our hope that this information will be helpful to you.

As Christians, we grieve as those who have a unique hope in the risen Christ, thus empowering us to mark the occasion of death as a time in which the hope of the Gospel is reaffirmed with joy and peace. A United Methodist service acknowledges this hope and offers family and friends the opportunity to remember a loved one's life and offer them into God's care. The service should be a time to celebrate the wonderful gift God gave to us in our relationship with the deceased.

The properly planned service can be a benediction and a comfort to us, as well as a witness to our faith. Please know we are here for you and welcome the opportunity to be of assistance to you and your family.

If you have questions regarding Funeral and Memorial service planning, please call the church at 319-362-6178 and we will provide you with assistance.

Blessings,

A handwritten signature in black ink that reads "Rev. Matt German". The signature is written in a cursive, flowing style.

Rev. Matt German
Pastor

A Step By Step Guide

1. Prior To Death

Our pastor considers it a sacred privilege to come and pray with you during this difficult event. If time and circumstances allow, please call the church office at (319) 362-6178 and notify us of your situation. Our pastor will make every effort to come and pray with you and your family.

In the event that you call after office hours, you will be directed to the pastor's emergency phone line. Please leave a message and the minister will be in touch with you as soon as possible.

2. When your loved one dies

When your loved one passes away, please call the church office. If possible, our minister will come to be with you. If this occurs after hours, call the church and you will be directed to the pastor's emergency line. The pastor will call you back as soon as possible.

3. Setting a date and time for the service

Our pastor is happy to help you plan a meaningful service to celebrate the life of your loved one. If you wish for our pastor to assist in planning and leading the service, please visit with them before you schedule the service date and time. Our clergy team will preside over all funeral services at Salem UMC unless an invitation by our appointed pastor is extended to another (clergy, funeral director, person, etc.) to participate.

To avoid any potential conflicts, our pastor will review the building use calendar before a final service time will be set. Please know that every effort will be made to accommodate the wishes of your family.

4. Planning the service

An important early step in planning the service is to gather your family together at home or the church to visit with the minister leading the service. This is a valuable time to share stories and favorite memories of your loved one. Many families comment that this type of gathering proves very comforting and helpful.

During this gathering, try to recall your loved one's favorite scripture and hymns. At the back of this resource, you will find a list of hymns and scriptures appropriate for funerals and memorial services.

Important questions to consider:

What type of service do you desire? Some options are:

- A graveside service followed by a memorial service
- A traditional funeral service followed by a graveside service
- A memorial service only (in this type of service the body is not present)
- A graveside service only

Where will the service be held?

- At our sanctuary?
- At a funeral home or cemetery?

5. Costs

There is no charge for the usage of the sanctuary for a funeral or a memorial service for members of Salem United Methodist Church. For non-members, there is a \$100 building usage fee assessed.

The following is often financially cared for through the funeral director : a \$200 honorarium is customarily paid to the presiding pastor, \$125 to the organist/piano player, \$75 to the sound/video technician, and \$100 to the janitor. If you wish for the church to provide a luncheon following a memorial service, please connect with our Funeral Luncheon Coordinator for scheduled fees. If long distance travel is required, expenses (mileage and/or lodging) of the clergy should be covered at the IRS business rate. If additional vocalists or instrumentalists are contracted by the church, the family will be responsible for an honorarium on the day of service.

6. Memorials

Memorial gifts are a special way to honor a loved one. If you are interested in learning more about memorial gift opportunities for Salem United Methodist Church, please discuss this with our pastor or the Church office.

7. Important questions and concerns

Topics to discuss with the funeral home:

- Casket and casket container
- Cemetery lots
- Flowers
- Processional to cemetery
- Scheduling a visitation time and location
- Obituary in the newspaper and deadline for submission
- Military/Veteran Honors

8. Flowers

The flower is a symbol of the resurrection of our Lord and Savior Jesus Christ and is an appropriate way to honor a loved one.

We ask that the funeral home or family take responsibility for the removal of all flowers upon the completion of the service. All deliveries need to be coordinated with the funeral home and the Church office.

It is customary to leave a memorial flower arrangement on the altar for that week's Sunday service as a memorial and testimony of the resurrection of the deceased in Jesus Christ. The name of your loved one will be lifted up in prayer during the Sunday service.

Questions regarding floral arrangements should be directed to the funeral home.

8. Music

If the service is to be in our sanctuary and an organist is requested, the funeral home or the presiding pastor will contact the musician to make arrangements.

When a loved one dies, people often find themselves at a loss for words. Music can unveil a dimension of meaning and feeling that words alone cannot yield. Since music plays a significant part of our lives, it is natural that the church involves music at the service designed to remember and celebrate the life of your loved one. These suggestions exist to assist you, the family, at this difficult time.

Funerals and memorial services are occasions to sing the great music of the church that witness to the Lord of life. Secular music is not appropriate for a worship setting, but could be played at the funeral home visitation or other settings outside of the sanctuary.

The pastor and/or organist will help you determine if a song is appropriate for this service of worship; but a guiding question is, "Does this music give glory to God and witness to our hope in Jesus Christ?" The officiating minister has the final discretion.

Music - Soloists and/or instrumentalists are frequently included in funerals or memorial services. If you have a family member or a friend of the deceased that wishes to offer gifts of music unto the Lord, this is a welcomed addition to a service of resurrection. Printed music for the church accompanist is required as well as contacting the church musician to schedule a time in advance to rehearse. While it is acceptable to have a friend or relative provide such music, they should have the musical abilities necessary and the emotional strength to sing or play at a

time when they may be grieving. Music, in addition to congregation hymns, can certainly enhance the service of worship, but it is optional and family members should not feel obligated to arrange for it.

Salem UMC's Sanctuary instruments include an organ and Clavinova (stage piano); these should only be used at the discretion of the organist and/or lead pastor. Salem can share a list of referrals/contacts, and also offer a brief orientation for outside musicians to familiarize them with Salem's musical equipment. Any musical instruments present may not be moved without prior consent and should be discussed with the lead pastor. Praise Band instruments are not available for use.

Prelude/Postlude - the organist/pianist will provide 10-20 minutes of pre and post-service selections from either traditional or contemporary sacred literature.

Congregational Hymns - Congregational singing is encouraged as it involves everyone and gives expression to the faith we hold. It is usually wise to select one or two hymns that are more commonly known.

Many congregational hymns can be sung as solos. All music selections should give glory to God and witness to our hope in Jesus Christ. We have listed some of the hymns you might consider for use in the service.

9. Time of Reflection

Listed later in this document is a suggested order of worship for a funeral or memorial service. This order of service is amendable at the request of the family but the pastor yields final discretion for the integrity of the worship service.

Part of this order of worship is a time of reflection. This is a time where friends and loved ones can offer their fond memories of their loved one that bear witness to the resurrection in Jesus Christ and attribute glory to God. It is encouraged that 3-4 persons offer 2-3 minutes of reflection of their loved one. Reflections must be pre-written prior to service and made available to the pastor at his/her request.

Opening Hymns

• A Mighty Fortress is Our God	No. 110
• Christ the Lord is Risen Today	No. 302
• Fairest Lord Jesus	No. 189
• For All the Saints	No. 711
• God of Grace and God of Glory	No. 577
• Great is Thy Faithfulness	No. 140
• How Firm a Foundation	No. 529
• How Great Thou Art	No. 77
• Joyful, Joyful We Adore Thee	No. 89
• Love Divine, All Loves Excelling	No. 384
• My Hope is Built on Nothing Less	No. 368
• Praise to the Lord, the Almighty	No. 139

Hymns of Hope and Comfort

• Abide with Me	No. 700
• Amazing Grace, How Sweet the Sound	No. 378
• Be Still, My Soul	No. 534
• Beneath the Cross of Jesus	No. 297
• Blessed Assurance	No. 369
• Blest Be the Tie That Binds	No. 557
• Children of the Heavenly Father	No. 141
• Hymn of Promise	No. 707
• I Love to Tell the Story	No. 156
• In the Garden	No. 314
• It Is Well with My Soul	No. 377
• Jesus, Keep Me Near the Cross	No. 301
• Jesus Loves Me	No. 191
• My Faith Looks Up to Thee	No. 452
• On Eagles' Wings	No. 143
• Precious Lord, Take My Hand	No. 474
• Rock of Ages, Cleft for Me	No. 361
• Savior, Like a Shepherd Lead Us	No. 381
• Shall We Gather At the River	No. 723
• Soon and Very Soon	No. 706
• Surely the Presence of the Lord	No. 328
• What a Friend We Have in Jesus	No. 526

Closing Hymns

• Guide Me, O Thou Great Jehovah	No. 127
• Lead On, O King Eternal	No. 580
• Lift High the Cross	No. 159
• O God, Our Help in Ages Past	No. 117
• Thine Be the Glory	No. 308

10. Suggested Solos

Amazing Grace	No. 378
How Great Thou Art	No. 77
Hymn of Promise	No. 707
It Is Well With My Soul	No. 377
Lord of the Dance	No. 261
On Eagles' Wings	No. 143
Surely the Presence of the Lord Is In This Place	No. 328

11. Suggested Scriptures

Listed below are scriptures appropriate for use in a memorial or funeral service

Old Testament

Job 19:23-27	I know that my redeemer lives
Isaiah 25:6-9	God will swallow up death forever
Isaiah 26:1-4,19	God will keep them in peace
Isaiah 40:1-11, 28-31	Comfort my people
Isaiah 40:28-31	Those who wait for the Lord shall renew
Isaiah 43:1-3a, 18-19m 25	When you pass through the waters
Isaiah 44:6-8	I am the first and the last
Isaiah 55:1-3, 6-13	Ho, everyone who thirsts
Isaiah 61:1-4T	The spirit of the Lord is upon me
Isaiah 65:17-25	I create new heavens and a new earth
Lamentations 3:19-26, 31b-32	The Lord's steadfast love
Joel 2 (sel.)	Return to the Lord with all your heart

Psalms

Ps. 16:5-11	The Lord is my chosen portion
Ps. 23	The Lord is my shepherd
Ps. 27:1, 4-9a, 13-14	The Lord is my light and my salvation
Ps. 39: 4-5, 12	Lord, let me know my end
Ps. 42:1-6a	As a deer longs for flowing streams
Ps. 43	Give judgment for me, O God
Ps. 46:1-5, 10-11	A very present help in trouble
Ps. 90:1-10, 12	Teach us to number our days
Ps. 91	The one who dwells in the shelter of
Ps. 103	Bless the Lord, O my soul
Ps. 106:1-5	O give thanks to the Lord

Ps. 116:1-9, 15
 Ps. 118
 Ps. 121
 Ps. 130
 Ps. 139:12
 Ps. 145
 Ps. 146

The Lord has heard my voice
 Open the gates of righteousness
 I lift up my eyes to the hills
 Out of the depths I cry to the Lord
 Where shall I go from your spirit
 I will extol you, O God my King
 Hallelujah! Praise the Lord, O my soul

New Testament

Matthew 5:1-12a
 Matthew 11:25-30
 Matthew 25:1-13
 Matthew 25:31-46
 Luke 7:11-17
 Luke 18:15-17
 Luke 23:33, 39-43
 John 3:16-21
 John 5:24-29
 John 6:37-40
 John 6:47-58
 John 11:17-27
 John 11:38-44
 John 14:1-6, 25-27
 Romans 5:1-11
 Romans 6:3-9
 Romans 8:28-39
 Romans 14:7-9, 10b-12
 1 Corinthians 15 (sel.)
 2 Corinthians 4:16-5:1
 2 Corinthians 5:1-10
 Ephesians 1:11-2:1, 4-10
 Philippians 3:7-11
 Philippians 3:20-21
 Colossians 3:1-17
 1 Thessalonians 4:13-18
 2 Timothy 2:8-13
 Hebrews 2:14-18
 Hebrews 11-12 (sel.)
 1 Peter 1:3-9
 1 Peter 3:18-22; 4:6
 1 John 3:1-3
 Revelation 7:2-3, 9-17
 Rev. 14:1-3, 6-7, 12-13
 Rev. 21:1-4, 22-25; 22:3-5

The Beatitudes
 Hidden from the wise, revealed to infants
 Wise and foolish bridesmaids
 The Last Judgment
 Jesus raises the son of the widow of Nain
 We enter the kingdom only as children
 Today you will be with me in Paradise
 God so loved the world
 Whoever hears and believes has eternal life
 Anyone who comes to me I will never drive
 Whoever believes in me has eternal life
 I am the resurrection and the life
 Lazarus raised from the dead
 Let not your hearts be troubled
 Hope does not disappoint
 Baptized into Christ's death, raised to live
 Nothing can separate from the love of God
 Whether we live or die, we are the Lord's
 Christ raised from the dead
 Visible things are temporary, invisible things
 From God we have a house not made with
 Saved by grace through faith
 Knowing him and the power of his resurrection
 Our citizenship is in heaven
 Set your minds on the things that are above
 The comfort of Christ's coming
 If we died with him, we shall also live with him
 Christ was tested in every way
 Faith, the pilgrimage, the cloud of witnesses
 Without seeing Christ, you love him
 Christ's ministry to the spirits in prison
 We are children of God
 These are they who have come out of the
 Rest for the saints
 A new heaven and a new earth

12. Planning Worksheet

As you make plans for the service, feel free to use this as a guide.

Order of Service

Prelude

Word of Grace

Greeting

Hymn

Opening Prayer (congregational)

Reading of Psalm 23

Scripture Reading(s)

Gospel Lesson

Meditation **by minister officiating the service*

Hymn

Naming

Reflections (optional)

Pastoral Prayer

Lord's Prayer

Hymn

Benediction

Postlude

NOTES

Name of deceased_____

Family Point of Contact_____

Phone number:_____

Address:_____

Funeral Home/Director_____

Preferred location for the funeral of a church member is in the Sanctuary.

Preferred Location for Funeral_____

Do you prefer internment of your body or do you prefer cremation?

Cemetery or Columbarium Location_____

Funeral Time_____

Time/Location of Luncheon_____

Visitation Time_____

Hymn

Preferences_____

Scripture Preference_____

Soloist_____

Organist_____

Audio/Visual Technician_____



NOTES