

# **Funeral/Memorial Service Planning Guide**

## **Kviteheid Lutheran Church**

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As Christians we know that we have nothing to fear in death. In fact, it is through dying that we are born to a new and eternal life.

No one cares to plan a funeral, but the reality is that we have to, and sometimes when we least expect it or are least prepared to do so. No matter how much warning we may have, the event of death does come as a shock.

There are many decisions that must be made in the days surrounding the death of a loved one. This Planning Guide is designed to help you with some of these decisions and to help you better understand the service that Kviteheid Lutheran Church offers during this time.

Please take the time to read through this Planning Guide before you make any final arrangements. Please call the Kviteheid pastor if you have any questions or concerns about anything addressed in this Planning Guide.

May the grace of God bring you comfort and keep you throughout this difficult time. Please also know that your Kviteheid church family is praying for you.

### **The Purpose of a Funeral/Memorial Service**

The resurrection is a central doctrine of the Christian faith and shapes Christian's attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death, Christians do not bear bereavement in isolation but are sustained by the power of the Holy Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

There are two main purposes for a funeral or memorial service. The first is to honor the life and celebrate the memory of the person who has died. The second purpose is to proclaim the Resurrection and celebrate the promise of life eternal in heaven.

Funerals and memorial services are provided for members and non-members alike.

### **Service at Church**

Church members are encouraged to use the church for funeral/memorial services. Just as we are baptized by God in church and have been nourished by God through the church, so it is wholly appropriate that thanksgiving to God for our lives should be offered in church.

### **Funeral Arrangements**

When death is anticipated or has already occurred, call the pastor so that the ministry of the community of faith can begin to serve you in those earliest hours of death. The pastor can bring prayers and the presence of the community of faith to the hospital, nursing home, or home.

Primary arrangements for the funeral service will be made with the Kviteseid pastor. At the time of death, either the family or the funeral home will contact the pastor to start the planning process.

The time of the funeral/memorial service is arranged in consultation with the pastor, the family members, funeral director and church calendar.

### **Pastor**

The Kviteseid pastor will conduct all funeral services held at Kviteseid Lutheran Church.

Requests for the participation of a guest pastor to assist in the service must be made to the Kviteseid pastor, who, if it is appropriate, will extend an invitation. The Kviteseid pastor will still meet with the family and plan the service and will coordinate the details with the guest pastor. The Kviteseid pastor will preside at the service. A guest pastor should be provided an honorarium and reimbursement for travel expenses.

If the Kviteseid pastor is unavailable, an area ELCA Lutheran pastor will be contacted to conduct the funeral service. If the family chooses to have another pastor conduct the service, that pastor must be approved by the Kviteseid pastor. The Kviteseid pastor will contact and make arrangements with the pastor conducting the service.

### **A Time of Worship**

In the Lutheran tradition, a funeral/memorial service is considered a service of worship, and will be approached with the dignity and joyful celebration accorded worship.

The funeral liturgy from the Evangelical Lutheran Worship Hymnal (ELW) will be used for the service.

A typical order of worship will include: prelude and postlude of sacred music; hymns and songs of praise and faith; scripture lessons from the Old and New Testaments; a message – which expresses thanksgiving to God for the life of the deceased, and reminds all of Christ's resurrection and promise of eternal life; prayers of intercession and thanksgiving; a commendation; a benediction.

In consultation with the pastor, other elements, such as remarks from family members and friends, may be included in the service. The Kviteseid pastor will make the final determination on the elements of worship.

It is very appropriate for family members and friends to be involved and assist in the service as pallbearers, lectors or musicians.

### **Scripture Readings**

Generally there are three Scripture readings, including one from one of the four gospels (Matthew, Mark, Luke and John). A list of suggestions will be provided. The pastor may choose the readings if you wish, based on a conversation with you.

### **Music**

All music used in the service should be appropriate for a worship setting. Congregational hymns are encouraged and normally come from the ELW Hymnal to facilitate maximum participation from those attending the funeral. Hymns, solos, and other music should reflect the hope that is ours in the resurrection of Jesus.

Normally the Kviteseid organist will serve as the accompanist for the service, as she is familiar with the digitized organ. The family may choose to have another pianist or organist. **HOWEVER**, the guest organist must coordinate a time with the Kviteseid organist to receive instruction to play the digitized organ.

There is a minimum of three hymns/solos during a funeral service.

Please note that the use of recorded music is discouraged.

The organist/pianist will start playing music about 15 minutes before the service begins.

### **Media**

Kviteseid has a projector system in the sanctuary which can be used during visitation and/or before or during the funeral service only if the parish assistant is available to run it. A gratuity for the parish assistant is expected. The family must prepare the media presentation and get it to the parish assistant at least one week day before the visitation/funeral service.

Arrangements for media must be discussed with the parish assistant at least three week days before the visitation/funeral service.

Kviteseid has a camera system in the sanctuary to record and livestream services only if a camera operator is available to run it. A gratuity is expected. Arrangements must be made at the time of planning the service.

Laptops, jump drives, CD players and other devices ARE NOT to be hooked into the Kviteseid projector or sound system.

### **Funeral Pall and Cremains Pall Available**

A funeral pall or urn pall is available from the church upon request. A pall is simply an off white cloth that covers the casket or urn. The white color reminds us of the resurrection and further symbolizes that, in baptism, we put on the robe of Christ's righteousness. Additionally, the pall helps the congregation emphasize the worship of God and the hope of the resurrection rather than the value of the casket. Please notify the pastor if you are interested in using the pall.

### **Committal Service**

The pastor is available to lead a brief committal service at the cemetery (locally) where the casket/cremains are to be interred. This service typically includes: prayers, words of committal and a benediction.

### **Visitation**

There may be occasions when it is desirable for visitation with the family to take place at the church rather than the funeral home the day prior to the funeral/memorial service. This visitation time must be coordinated with the pastor and the church.

### **Prayer Service**

The pastor is available to lead a brief prayer service before or after the visitation the day prior to the funeral/memorial service. This service typically includes: prayers, scripture readings, blessing and sharing of memories by friends and family of the deceased. The time of the service must be coordinated with the pastor at the time funeral arrangements are made.

### **Memorials**

Gifts given in memory of a loved one are appropriate and welcomed. Kviteseid Lutheran Church, or a charitable organization of the donor's choice, are potential recipients of such gifts.

### **Costs/Fees**

There is no charge for funerals. These guidelines are listed for those who would like to give.

#### **Costs/Fees for Members of Kviteseid**

Custodian:	\$ 50
Organist/pianist:	\$100-150
Soloist:	\$ 25
Media operator (if used)	\$ 50
Camera operator (if used)	\$ 50
Pastor:	\$100 - 200
Gift to Helping Hands for Funeral Lunch	

#### **Costs/Fees for Non-Members**

Custodian:	\$ 50
Organist/pianist:	\$100-150
Soloist:	\$ 25
Media operator (if used)	\$ 50
Camera operator (if used)	\$ 50
Pastor:	\$100 – 200

Use of church building               \$ 50  
Gift to Helping Hands for Funeral Lunch

### **Kviteseid Funeral Serving Policy**

Serving for members or non-members:

The Helping Hands service groups will serve ham sandwiches, pickles, cake/cupcakes/bars and coffee. The Helping Hands organization usually receives a donation for their services of whatever the family would like to give.

If the family chooses to have other than ham sandwiches served, the family would be expected to supply that and cover the cost. Helping Hands will provide dinner rolls as well as cake if families choose hot dish. If a salad is chosen, Helping Hands will provide ham sandwiches as well as cake to go along with it.

The family will be asked to provide the church with an estimated number of guests for the service and lunch.

Lunch will be served immediately following the funeral service unless otherwise requested.

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### **If a Funeral Home is NOT Coordinating the Funeral/Memorial Service**

If a family chooses not to have a Funeral Home assisting them, please understand the family will be responsible for the following items:

Meet with the Kviteseid pastor to plan the funeral/memorial service. The meeting will address details regarding: music, scripture lessons, family or friend involvement in the service, luncheon planning, and other related items.

Burial - including securing and paying for the plot, the digging of the grave and the vault, coordination of the service at the cemetery and providing chairs for family members during the committal service.

Transporting or handling the body or the cremains. The church will not handle or transport the cremains or the body nor will they be stored at the church.

Additionally, the church is not liable if the cremains are lost or spilled.

Coordinating military honors.

Procession to the cemetery. PLEASE NOTE: Kviteseid Lutheran Church is not legally responsible for the procession to the cemetery.

Provide the church with ONE contact person who will work with the church to coordinate all services.

Provide hymns to the pastor at least three days prior to the service.

Provide the service order, including scripture texts, to the pastor at least three days prior to the service.

Provide the church with an estimated number of guests for the service and lunch.

Provide ushers to assist with visitation and the service, hand out bulletins and welcome guests.

Provide pall bearers.

Write obituary.

Provide obituary or death notice to newspapers and radio stations. Kviteseid will announce the funeral arrangements in worship announcements when possible.

Flowers. The family must arrange the display of flowers and pick them up after the memorial service.

Note: the church does not provide flower stands.

Set up picture board displays and memorabilia if desired and provide easels if needed.

Provide memorial folders if desired.

Provide bulletins.

Provide guest book if desired.

Provide card box.

Kviteseid is not responsible for cards and memorials.

Be responsible for all honorariums.

Removal of all items related to the funeral service from the church after the service.

Arrange for death certificate.

Notify Social Security Administration.

If visitation is held at the church the day before the funeral service, the family must provide coordination and maintain order.

In addition, a member of Kviteseid will supervise the visitation time. The family will be responsible for payment to the Kviteseid member of \$20/hour for the time of visitation plus 30 minutes before and 30 minutes after the visitation for set up and clean up.

The day of the funeral, a member of Kviteseid will coordinate the visitation time and funeral service. The family will be responsible for payment to the Kviteseid member of \$20/hour for the time of visitation and the funeral service.

### **Fees if a Funeral Home is NOT Coordinating the Service**

Payable by noon the day before the service at the church office

Pastor	\$ 200
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Organist/pianist	\$100-150
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Custodian	\$ 50
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Media operator (if used)	\$ 50
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Camera operator (if used)	\$ 50
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Visitation the day before

Use of the church	\$ 150
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Supervision as noted above	\$ 20/hour
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Day of funeral

Coordination as noted above	\$ 20/hour
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Gift to Helping Hands for Funeral Lunch

*Please note: if you are unable to afford these expenses, please speak with the pastor*