



# Planning a Memorial Service

Memorial services and funerals have always been an important ministry of First Lutheran Church. Our goal is to provide grieving families with a service that brings comfort and closure. This begins at the time of their loss and continues through their first year of grief.

With that in mind, the following policies have been established.

## **The Worship Service:**

Services are available for members or relatives of members of First Lutheran Church. Services for non-members are done at the pastor's discretion. Nonmember services may involve costs that are normally waived for members.

Services are held weekdays and may be scheduled as early as 10:00 am or as late as 2:00 pm. Saturday services are discouraged as they require additional staff and expenses for the church. Fees to offset these costs will be the members responsibility. (See fee schedule.)

All services are officiated by either the Senior Pastor or an Associate Pastor of First Lutheran. Families are welcome to include pastors from other churches to participate in a service, however, not as the sole officiant. A visiting pastor's role will be determined by the officiating pastor of First Lutheran.

All services are conducted in the Lutheran tradition, any other rites or customs should be conducted off site and separate from the worship service.

Services are generally held in the sanctuary with a reception following in the Gathering Place. The Library is reserved for the family prior to the service. Smaller services may be held in the Worship Center with the reception in the Fireside Room.

Families wishing to have family or friends come forward to share their memories may do so during the reception following the worship service.

Cremains and closed caskets may be present at the front of the sanctuary, covered with a pall provided by the church. Open caskets for viewings should be held at a funeral home the day before the service.

Military Honors are a welcome addition to a service at First Lutheran. These may be held in the Gathering Place during the reception. We try to honor the fact that the church is located in a residential neighborhood, therefore, salutes that include firearms should be held at a graveside service.

**Bulletin:**

The church will create a bulletin for the service. The family will work with the officiating pastor in selecting hymns and scriptures to be used. There are a variety of bulletin covers for the family to choose from. A picture of the deceased may also be included in the bulletin with the family providing either a digital version or a photograph. The bulletin will include encouragement to have memorial donations made in memory of the deceased to the First Lutheran Memorial Fund. This should also be noted in the obituary.

**Flowers:**

The church provides two bouquets of flowers for the altar at no cost, (the family may request specific colors or types of flowers and we will do our best to accommodate these requests.) Flowers may also be held over for the following Sunday worship services (time allowing) if the family wishes to do so. It will be noted in the Sunday bulletin that the flowers are given to the Glory of God and in loving memory of the deceased.

Flowers delivered to the church other than the altar flowers will be displayed at the reception and at the guestbook table.

**Music:**

The services of the church organist are provided at no charge. Friends and family members may participate in the musical portion of the service, other than the organist, these participants need to coordinate with the church organist for a rehearsal prior to the service. Recorded music is not used.

**Childcare:**

The nursery staffed with one to two workers is available upon request for up to two hours during the service and reception.

**Ushers:**

Members of the church volunteer to serve as ushers. If the deceased was a member of a church small group or outreach ministry, participants from this group would be the first invited to serve as ushers.

**Guestbook:**

The family may provide their own guestbook or choose to have one provided by the church at no cost.



## **The Reception:**

### **Food:**

The church provides a reception at no cost to the family. Refreshments may include cookies, sweet-breads, cheese, cracker and fruit platters, coffee and lemonade. Families may choose to provide additional food themselves or through a catering company at their expense.

Sit-down meals cannot be accommodated and should be held at an alternate location following the worship service.

### **Set-Up:**

Standard set-ups of tables, table cloths and chairs are provided by the church. Set-ups and tear-downs are done by church staff.

### **Displays:**

Six or eight foot tables with table cloths are available for displaying items that represent your loved one. These may include photo albums, military honors, hobbies, etc. Easels are also available to display larger photos or collages.

The family is welcome to set-up displays either the day before or the day of the service. It is suggested that these be in place no later than one hour prior to the service.

### **Audio/Visual Presentations:**

Equipment to display audio/visual presentations are provided by the church. Power Point type presentations made by the family need to be brought to the church at least one day in advance so the set-up is ready prior to the service. The best practice is to bring your personal laptop which we will connect to the projector or TV via HDMI.

### **Host/Hostesses:**

A reception team made up of members of the church oversee memorial receptions. If the deceased was a member of a church small group or outreach ministry, participants from this group would be the first invited to serve as host/hostesses.

### **Family/Friends Participation:**

Those wishing to have family or friends come forward to share their memories are encouraged to do so during the reception. A podium and microphone may be provided by the church upon advanced request.



## Fee Schedule:

### Member Memorials:

#### Weekday Service:

There are no charges for member memorials scheduled during the week. The church provides the altar flowers, organist and refreshments for the reception at no cost. Food beyond the standard refreshments may be provided by the family at their expense. Honorariums for the officiating pastor and organist are left up to the discretion of the family.

#### Saturday Service:

Saturday is a staff day off so we have to hire in people to assist with services.

The following fees apply -

Pastor:	\$200.00
Organist:	200.00
Reception:	50.00
Sexton:	<u>50.00</u>
Total:	\$500.00

### Non-Member Memorials:

Non-member services may only be scheduled Monday through Friday. Fees are the same as listed above for a Saturday service. The family will need to provide two bouquets of flowers for the altar. If you prefer, the church can order these for you at our cost which is \$150.00.

### Payment:

Fees for Saturday and non-member services are due the day of the service. Checks should be made payable to First Lutheran Church. You may also pre-pay using a debit or credit card online at [flccsc.net](http://flccsc.net). (click on the "Give" tab then "Make a Donation" tab and note that it is for memorial services.)



## **Burials and Inurnments:**

### **First Lutheran Columbarium:**

If a niche has been purchased in the Columbarium, an inurnment will need to be scheduled. It is recommended that a “private inurnment” be held for family members. This may be scheduled Monday through Friday between the hours of 10:00 am and 3:00 pm. Generally the Senior Pastor officiates.

If you are also having a memorial service at the church, then it is recommended that the inurnment take place 30 minutes prior to the service. The pastor scheduled to officiate at the memorial service will also officiate at the inurnment.

Military honors may be part of the inurnment service. This would include taps and the flag folding ceremony. We honor the fact that the church is located in a residential neighborhood, therefore, salutes that include firearms are not permitted.

### **Graveside Services**

First Lutheran pastors are available to officiate at local graveside services for members or nonmembers Monday through Friday, schedules permitting. Pastors may also officiate at burials at Ft. Logan National Cemetery in Denver if their schedules allow. It is best to consult with the pastor prior to scheduling a date and time.



## Flower Arrangements and Donations:

### Flowers and Plants:

Flower arrangements and potted plants delivered to the church, other than the 2 altar bouquets, will be placed at the guestbook table, the serving tables at the reception and display table. Only the altar bouquets are used in the sanctuary.

### Donations:

The family may request in lieu of flowers, donations be made to the First Lutheran Church Memorial fund or to a charity of their choosing. This should be indicated in the obituary as well as the service bulletin.

Donations to the church may be made by check, payable to *First Lutheran Church Memorial Fund*. The memo line should indicate, "In memory of (person's name)." Donations may also be made online at [flccsc.net](http://flccsc.net). (click on the "Give" tab then "Make a Donation" tab.)

A letter of acknowledgement and thanks will be sent to those who make a donation and a copy of the letter will be sent to the family. Permanent documentation of memorial donations are recorded in the "Record of Remembrance" of the church.

As a thank you to the family for requesting donations to the FLC Memorial Fund, the church provides an engraved leaf on the Tree of Life. This serves as a permanent memorial for your loved one. You will receive a letter from the church with suggested wording for the leaf as well as guidelines should you choose to customize the leaf with your own words.

