

---

# Funeral Planning Guide and Worksheet

---



Our Savior's Lutheran Church  
910 9<sup>th</sup> St.  
Menomonie, WI 54751  
715-235-0693  
office@oslme.com  
www.oslme.com

February 2013

# Funeral Planning Guide and Worksheet

Jesus said: *“I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also.”* John 14:3

This material is designed to:

- provide a tool for planning for the future when your life on this earth ends, and
- to support and guide families making plans upon the death of a loved one

In the first days following a loved one’s death, the family makes an average of 200 decisions. During such an emotional, stressful and demanding time, plans that have been made earlier lighten the load after death. If you’ve not made advance plans, this guide will be helpful to you as you make arrangements for services and burial of your loved one.

This guide will walk you through a series of questions. Your responses can be marked on the worksheet at the end. Pastor Heather is available to discuss any items with you. For advance planning, please share your worksheet with a family member or friend who will act on your behalf after your death. You are also invited to share your worksheet with Pastor Heather so that it can be held in safekeeping for the future.

## The Goal of the Christian Funeral Service

The gathering of family and friends, who form a community of hope for a funeral or memorial service, is a rich opportunity to recall the promises of God. Because of Christ’s suffering, death, and resurrection to new life, each time we gather to worship upon the death of a loved one, we do so in the context of God’s promise. Every funeral includes praising God in Christ who is our hope and our salvation, even as we remember the deceased and give thanks to God for the time shared with that person.

Lutheran Christians believe in Jesus Christ whose bodily death and resurrection made possible life everlasting. Christians view death as another step in our life as children of God. Yet, Christians also experience death as a time of loss when sorrow, grief, and bereavement are both natural and appropriate. These two truths inform the Christian funeral service and guide the church in its ministry to those who have lost a loved one to death, affirming with both joy and tears the promise and hope of the Good News of Jesus.

A funeral or memorial service should be comforting to those who mourn as well as bear witness to our faith in Jesus Christ. The concern of gathered friends does minister to our grief but, above all else, a funeral is a service of worship to God. In God’s presence together, we witness to our faith in the communion of saints, the resurrection of the body, and the life ever-lasting. In doing so, the assurance of God’s love and salvation in Christ become a ministry, especially to the bereaved.

## Planning Faithfully, Choosing Wisely

### **What is the difference between a funeral and memorial service?**

Simply put, at a funeral service the body of the deceased is present, whereas at a memorial service either the deceased’s ashes or no remains are present. Both services provide an opportunity to proclaim God’s death defeating acts in Christ as we remember all that God has given us in the life of our loved one.

**How does the Church view cremation?**

Cremation is an acceptable way for Christians to deal with one's earthly remains. The Scriptures tell us that we are formed "of the dust of the ground" (Genesis 2:7) and, after death, we shall return "again to dust." (Job 34:15)

**If I choose cremation, do I need to secure the services of a Funeral Director?**

In almost every circumstance, yes. A Funeral Director will ease the strain upon family members by coordinating all the details and thus contributing to your wishes being carried out with dignity and honor. Even if cremation is your desire, a Funeral Director handles many details that are not taken care of by the church, the Pastor, or family members. Attempting to save money by not using a Funeral Director is likely to cause confusion and frustration at a time when you most need guidance and support.

**Should I make pre-arrangements with a Funeral Director?**

Making the decision to pre-arrange some aspects of your funeral and/or burial is helpful. An appointment with a Funeral Director in advance of death is a wise step to help you decide what you and your family need from the many services available. If you are a family member caring for a dying loved one, making an initial contact now with a Funeral Director can be very helpful and will lessen the decisions and demands you'll face upon death.

**How soon after death does a funeral or memorial service take place?**

Funeral services are generally held within three to five days following death, thereby allowing appropriate time for family members and friends to gather for the service. Memorial services can be held at any time. However, waiting for weeks or even months after a death will have a bearing on finding a sense of closure, and this may impact the grief work that follows the death of a loved one.

If a funeral or memorial service is to be followed by a burial that same day, the schedule of the cemetery workers dictates that burials be held during normal business hours for city cemeteries. Surcharges apply for weekend burials, and burials are not available on holidays. It is also possible to have the burial before the service which allows for a late afternoon or evening service.

Funeral or memorial services on Sunday are highly discouraged, as Sundays are reserved for the worship services of the congregation.

**What fees are associated with a funeral or memorial service at OSL?**

There are fees for the people involved in providing the worship service as well as those who prepare and clean up following the service and reception. A fee schedule is available from area Funeral Directors. There is no building rental fee for OSL members. Payment of these fees are coordinated through the Funeral Director.

**Who makes arrangements for the musician(s)?**

The Funeral Director will make these arrangements. A vocalist and/or organist may be selected by you or your family, through the guidance of the Funeral Director and/or the OSL Music Minister.

**May we have a visitation at the church the evening before the service, or must that take place at a funeral home?**

The visitation may take place at OSL the afternoon or evening before the service if there are no other events already scheduled. In addition, a visitation time is typically offered at the church prior to the service.

**Who is responsible for producing the order of worship and bulletin?**

After the service has been planned with Pastor Heather, the church office will produce the bulletin at no cost to your family.

**Who is responsible for submitting the death notice and obituary to the newspaper?**

The Funeral Director will take care of this for you. A simple death notice is printed in the Dunn County News shortly after death at no cost to you. A full obituary normally appears 2-3 days before the visitation and funeral. There is a cost for this, and the Funeral Director will assist you. Notices to other newspapers can also be handled by the Funeral Director at your request.

**Who plans the reception following the funeral or memorial service?**

If using the Friendship Room, the church office staff will schedule the room and make these arrangements with the Funeral Director and your family. When plans are being made for a reception following the funeral, the Funeral Director will work with the Our Savior's Women Coordinator to order food appropriate to the number of people you anticipate attending. We know it is difficult to estimate a number; we have experience in planning and, with a few questions, can assist in that estimate. We assure you that there will be sufficient food for all who choose to attend the reception. Any leftover food is yours to take home. Payment for the reception food is coordinated through the Funeral Director.

**What if I desire to have memorials directed to OSL or other organizations?**

This is an honorable thing to do. OSL and any other organizations you choose are blessed when memorials are directed to support their ministries and missions. The Funeral Director will be happy to include any memorial designation(s) in the notices about the funeral service. All memorial gifts received directly by OSL will generate an acknowledgment to you and be listed in the monthly newsletter.

# FUNERAL PLANNING WORKSHEET

When planning your funeral, or a funeral for a loved one, there are many choices to make. Facing some of those choices now will make the process less demanding for your loved ones later. This Funeral Planning Worksheet will lead you through a variety of decisions. After death, Pastor Heather will meet with family members and review your worksheet to form the funeral or memorial service.

This worksheet may be used by:

- an individual making their advance plans known, or
- a family planning the funeral of a loved one nearing death or recently deceased.

Please supply as much information as you wish to share on any parts of the worksheet.

Guide for the Christian Funeral of \_\_\_\_\_

Full Name: First, Middle (Maiden), Last

Date Completed: \_\_\_\_\_

## For the Person Making Advance Plans:

When you have completed this worksheet, please consider sharing it with Pastor Heather. Your information will be kept in a confidential file. It will be used in consultation with your family or whomever you have directed to carry out these wishes upon your death.

Also, after completing the worksheet, consider telling someone you trust about it. You may wish to discuss with them what you have written to be certain that it is clear. Consider providing copies:

1. To your Family

2. Attached to your Documents, i.e Advance Directives, Will, Power of Attorney, Trust

FYI End-of-Life online planning guides available:

- *Five Wishes Booklet* : [www.agingwithdignity.org/five-wishes.php](http://www.agingwithdignity.org/five-wishes.php)

- *Conversation Starter Kit* : [www.TheConversationProject.org](http://www.TheConversationProject.org)

3. To a Funeral Director

4. Or simply give to someone you trust with a note that says....*I have recorded my desires regarding my death and burial. I keep this information in the following place: \_\_\_\_\_ (i.e. on file at the church, with my will). At the time of my death, I ask that you use this information to provide guidance for my family and my church in making arrangements for the funeral I desire. Although this information is being left for safekeeping, I understand that it is not legally binding or enforceable. This worksheet does not make the church or anyone obligated or responsible for the execution of these instructions.*

*With gratitude,*

*Signature and Date*

## For Family Members Making Plans for the Funeral of a Loved One Nearing Death or Recently Deceased:

Please use this worksheet to assist with plans that will honor your loved one's expressed wishes or desires and will reflect his/her values. If you haven't already contacted a Funeral Director, please consider doing so now. The professional services, compassionate care, and guidance they provide will greatly assist you in the days ahead.

When death occurs, please contact the church office at 715-235-0693. Area Funeral Directors also have personal contact information for Pastor Heather and will contact her on your behalf.

## Visitation

*A Visitation is an informal gathering for friends and family to express sympathy, view photographs/video tribute, etc.*

### Will a Visitation be Held?

- Yes  
 No

### Location of Visitation

- At the Funeral Home  
 At Our Savior's Lutheran Church  
 Other: \_\_\_\_\_

### Will the Remains be Present at the Visitation?

- Coffin with Viewing of Body  
 Closed Coffin  
 Urn with Photograph next to it  
 No Remains Present

### Time of the Visitation

- Evening Prior to the Funeral or Memorial Service  
 Before the Funeral or Memorial Service Only  
 Both

### Displays

- Photographic Displays  
 Momentos (Awards, Certificates, etc.)  
 Bible of the Deceased  
 Video Tribute (Usually Produced by the Funeral Home)  
 Other: \_\_\_\_\_

## Christian Worship Service Plans

### Location of Service

- Our Savior's Lutheran Church  
 Funeral Home  
 Cemetery (A Graveside Service Only)  
 Other: \_\_\_\_\_ (i.e. Care Facility, etc.)

### Time of the Worship Service

- Morning  
 Afternoon  
 Evening

### Will the Remains be Present at the Worship Service?

- Yes (Coffin or Urn with Ashes)  
 No

### Will Holy Communion be Celebrated? *(Only available for services at OSL)*

- Yes  
 No

**Display Items to be On or Near the Casket/Urn**

- Floral Spray and/or additional Flower Bouquets
- Bible or Other Symbol of Faith: \_\_\_\_\_
- Photograph
- Cross
- Flag (*Only Used During Visitation and at Cemetery*)

*Please Note: The Funeral Pall will always be used to cover the casket during the worship service.*

**Favorite Biblical Theme or Image** \_\_\_\_\_

**Readers**

- The Pastor who officiates will read.
- I would like this/these person(s) to read at my service: \_\_\_\_\_  
\_\_\_\_\_

**Bible Readings**

- The Pastor who officiates may choose the readings.
- My Family will choose the readings.
- I have chosen the readings as indicated below.

**Old Testament**

- Job 19:23-27
- Isaiah 40:1-11, 28-31; Isaiah 40:28-31; Isaiah 65:17
- Psalms 23; Psalm 46:1-5, 10-11; Psalm 90:1-10, 12; Psalm 121; Psalm 130; Psalm 139:1-12

**Gospels**

- Matthew 5:1-12a
- Luke 23:33, 39-43
- John 11:17-27
- John 14:1-6, 25-27

**New Testament**

- Romans 8:14-23, 31-39
- Romans 14:7-9, 10b-12
- 1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58
- 2 Corinthians 4:16-5:1
- 1 Thessalonians 4:13-18
- Revelation 21:1-4, 22-25, 22:3-5
- Revelation 22:1-5

**Other Readings Selected:** \_\_\_\_\_  
\_\_\_\_\_



**Congregational Hymns**

- The Pastor who officiates may choose the hymns.
- My family will choose the hymns
- I have chosen the hymns as indicated below.

**Suggested Hymns**

- Beautiful Savior
- Guide Me Ever, Great Redeemer
- I Know That My Redeemer Lives!
- Love Divine All Loves Excelling
- O God, Our Help in Ages Past
- For All the Saints
- The King of Love My Shepherd Is
- Lift High the Cross
- The Lord's My Shepherd
- Lord Take My Hand and Lead Me
- A Mighty Fortress
- My Faith Looks up to Thee
- My Hope Is Built on Nothing Less
- Amazing Grace
- How Great Thou Art
- This Is My Father's World
- What a Friend We Have in Jesus

Other Hymns Selected: \_\_\_\_\_  
\_\_\_\_\_

**Soloist**

If possible, I would like this vocalist to sing: \_\_\_\_\_

**Vocal Solos Selected** (*Selection of solos must aim to reflect the spirit of Christian worship*).

\_\_\_\_\_  
\_\_\_\_\_

**Remembrances to be Shared During Worship by a Family Member or a Friend?**

(Please ask speakers to limit their remarks to 3 minutes).

- Yes
- No

**I would like this person to speak:** \_\_\_\_\_

**Reception Following Worship**

**I would like a reception following the service for mutual conversation and consolation.**

- Yes
- No

**I would like the Reception**

- Immediately Following the Worship Service; Before Burial
- Following the Worship Service and After Burial

**Location for the Reception**

- Our Savior's Lutheran Church
- Other Location: \_\_\_\_\_



**Menu for the Reception**

- Cake/Bars and Beverages
- Light Lunch (Sandwiches, pickles, cake/bars, beverages)
- Meal (Casserole, sandwiches, pickles, cake/bars, beverages)
- Secure your own caterer OR provide your own food
- Other: \_\_\_\_\_

**Funeral Home**

**Preferred Company** \_\_\_\_\_

*(Specific arrangements in advance at the funeral home of your choice are encouraged).*

**Have Pre-Arrangements Been Made?**

- Yes
- No

**Disposition of the Body**

- Embalm Body *(Usually required if unrefrigerated over 24 hours before burial).*
- Cremate Body Shortly After Death
- Cremate Body After Visitation and/or Service

**Burial Wishes**

- Bury Coffin/Urn in Cemetery
- Other: \_\_\_\_\_  
*(This might include keeping ashes with a family member, spreading ashes at a favorite spot, etc)*

**Bury Coffin or Urn**

- Before Visitation
- After Visitation but Before Funeral Service
- After Funeral Service but Before Luncheon Reception
- After Luncheon Reception
- At a Later Date: \_\_\_\_\_

**Grave Marker**

I have made arrangements for a grave marker with this company: \_\_\_\_\_

I would like the following to be included on the grave marker:

Name: \_\_\_\_\_

Dates: (birth/death dates) \_\_\_\_\_

Maiden name: \_\_\_\_\_

Bible Verse: \_\_\_\_\_

Graphic: \_\_\_\_\_

Other: \_\_\_\_\_

**Eligible for Military Honors**

- Yes
- No

**Names of Pall Bearers** *(Six Pall Bearers needed only when there is a coffin for burial).*

_____	_____
_____	_____
_____	_____

**Cemetery**

\_\_\_ I have made arrangements for my burial.

Name of Cemetery \_\_\_\_\_

Location of Cemetery \_\_\_\_\_

\_\_\_ I do not have arrangements for my burial. I suggest the following arrangements:

\_\_\_ I have arrangements for a memorial marker with the following company:

\_\_\_\_\_  
*(Include Contact Information)*

### **Desired Expressions of Sympathy**

\_\_\_ Flowers

\_\_\_ I desire Memorial Gifts in lieu of Flowers

### **Memorial Suggestions**

\_\_\_ Our Savior's Lutheran Mission Endowment Fund

*This is an Endowed Fund where memorial gifts are invested, and the interest growth is disbursed annually to support a variety of ministries and missions of OSL.*

\_\_\_ Our Savior's Memorial Fund

Specific Mission or Ministry: \_\_\_\_\_

*Ideas include: Greatest Need, Benevolences, Building, Education, Evangelism, Fellowship, Global Missions, Health Ministry, OSL Women, OSL Preschool, Worship & Music, Youth & Family (See special memorial envelopes available in the church office with more information).*

\_\_\_ Other: \_\_\_\_\_

## **Obituary**

Full Name *(including Maiden Name)* \_\_\_\_\_

Birth Date and Location \_\_\_\_\_

Parent's Names *(including Mother's Maiden Name)* \_\_\_\_\_

Baptism Date, Church, and Location \_\_\_\_\_

Confirmation Date, Church, and Location \_\_\_\_\_

Marital Status, Marriage Date, and Name of Spouse \_\_\_\_\_

Other Marriages/Divorces/Spouse(s) \_\_\_\_\_

Names of Children

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Next of Kin

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal History**

*On a separate page, record additional information including place(s) of residence, special events, hobbies/interests, schools attended and degrees received, accomplishments, memberships, employment history, volunteer activities, military service, etc. Include as many full names, city of residence, birth and death dates, etc. as possible. All this information is important to your family. This information does not need to be prepared in paragraph form.*

**Important Documents and Advisors**

*It is important that survivors be able to locate vital records and important documents. Before your death, you should have a current will/living trust and related health care directives which express your wishes on important personal, financial, medical, and charitable issues for your survivors. If you need information regarding estate planning, planned giving, and/or the inclusion of a Christian preamble for your will, please consult your legal or financial advisor.*

**Location and Date of Will/Living Trust** \_\_\_\_\_

**Location of my Five Wishes Booklet or Living Will** \_\_\_\_\_

**Attorney/Will Preparer** \_\_\_\_\_

**Power of Attorney/Financial** \_\_\_\_\_

**Power of Attorney for Health Care** \_\_\_\_\_

**Executor of Will/Estate** \_\_\_\_\_

**Guardian (for Minor Children)** \_\_\_\_\_

**Additional Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_