



BEARING WITNESS
TO THE LORD JESUS CHRIST
AND
CELEBRATING A LIFE

*A Guide to Planning a
Memorial Service or Funeral
and Reception*



FIRST
PRESBYTERIAN
CHURCH
LAKELAND, FLORIDA





CONTENTS

I. Setting the Tone

At the Time of Death	3
The Christian Funeral or Memorial Service	4
Music for a Christian Funeral or Memorial Service	4

II. Planning the Service

A Typical Funeral or Memorial Service may include	5
Form for Planning a Service at FPC	6
List of hymns	10
Contemporary Music for a Memorial Service	11
List of Scripture Readings	12
Biographical Information of the Deceased	14

III. Planning the Bulletin..... 15

IV. Planning the Reception 16

V. What to Expect at the Service 17

VI. Information at your fingertips

Costs of a Funeral/Memorial Service at FPC	18
How to contact FPC staff	back cover

VII. Grief Resources 19



AT THE TIME OF DEATH

If you have just lost a loved one, the pastors and staff of First Presbyterian Church, Lakeland will want to provide consolation and support to you and the family and friends of the deceased. They can also assist you in making arrangements for the funeral or memorial service. Therefore, please inform First Presbyterian Church pastors and staff of a death by calling the church office. (Contact information provided on back cover.)

If you are thinking ahead to plan your own funeral or memorial service, we affirm your foresight and hope this brochure will be helpful to you. You are welcome to fill out the planning forms included and file a copy at the church. Please call the church office if you need assistance.

When a death has occurred and a funeral or memorial service needs to be planned, church staff will schedule a planning meeting in which you and other family members can meet with a pastor and the staff to plan the service. It would be helpful if you could read this brochure and fill out the forms provided prior to the planning meeting. Please note: at the planning meeting, church staff will make copies of your completed planning pages.

Here are some helpful things to keep in mind as you plan a Funeral or Memorial Service:

The funeral or memorial service for a believing Christian is usually held in a church, at a time when the congregation can be present. Family members, friends, or members of the congregation may participate in parts of the service. The deceased has to be a member or be affiliated with a member of the church. The ceremonies and rites of fraternal, civic, or military organizations, if any, should occur at some other time and place.

The remains of a person who has died are cared for by a mortuary or funeral home. If you would like names of funeral homes in Lakeland that have been used by FPC members, please contact the church office. The remains of the deceased are either placed in a casket or cremated. If the casket is present in the church during the service, that service is called a funeral. If the casket is not present during the service, that service is called a memorial service.

The burial, or interment, of the deceased can occur in a graveside service before the memorial service or after the funeral or memorial service. If the graveside service occurs immediately after the funeral service, the funeral service and reception need to be planned accordingly. Often, only family and close friends attend a graveside service.

If the remains of the deceased are cremated, loved ones should decide how they wish to care for the ashes. Options include: keeping the ashes in their urn (provided by the crematorium) at a place designated by the deceased or by the family, scattering the ashes in a place meaningful to the deceased or the family, or requesting that the ashes be scattered in the First Presbyterian Church Columbarium or Scatter Garden.*

If the interment service or committal of ashes involves a minister of the First Presbyterian Church, and if either the interment or committal of ashes immediately precedes or follows the funeral or memorial service, these realities need to be taken into account in the scheduling of the funeral or memorial service.

**Note that ashes of members of First Presbyterian Church and their immediate family may be placed in the Columbarium/Scatter Garden. For more information on the pricing and availability of First Presbyterian Church Columbarium and Scatter Garden options, please contact First Presbyterian Church's Administrative Coordinator.*



THE CHRISTIAN FUNERAL OR MEMORIAL SERVICE

A funeral or memorial service held at First Presbyterian Church Lakeland, includes a recognition of the loss and sadness felt by family and friends of the deceased and a celebration of the life of the person who has died. But above all, a service held at First Presbyterian Church focuses attention on the hope that all believers share in the salvation and eternal life purchased on the cross by Jesus Christ the Son of God, and on the hope provided by His resurrection. Therefore, a funeral or memorial service at First Presbyterian Church is a worship

service, usually conducted by a minister, although family members and friends of the deceased may participate in the service by reading passages of Scripture or giving brief remembrances of the deceased. The meditation given by a minister guarantees that while the reality of death is acknowledged, and the deceased is honored, a note of victory and hope for life beyond the grave by the power of God pervades the service. The minister also will assure that the presence and comfort of God is held out for all who mourn.

MUSIC FOR FUNERAL OR MEMORIAL SERVICES

Since, as stated above, funerals and memorial services held at First Presbyterian Church are worship services, the music included should be sacred in nature. Music selected for a worship service should seek to focus the congregation's prayers and reflections on the goodness and salvation of God, through Jesus Christ, our Lord. Since God is our source of comfort and strength always, and especially at a funeral or memorial service, musical selections that divert attention toward earthly sentiments should be avoided. At First Presbyterian Church, secular music is rarely

used during a memorial service. On some occasions, families have asked and been permitted to use secular musical selections during the gathering music played before a service begins. Usually, however, families are encouraged to include any meaningful secular songs at the reception following the service. If secular music is approved for a particular service, family members will be responsible for providing sheet music appropriate for the instruments being used.

THE CHRISTIAN FUNERAL OR MEMORIAL SERVICE

MAY INCLUDE THE FOLLOWING:

Prelude or Gathering Music is music that allows people to gather and pray

Call to Worship is normally a brief Scripture reading

An Opening Hymn or Song is sung in affirmation of Christian faith

An Opening Prayer is offered for the comfort of all who are bereaved

A Confession of Sin acknowledges that we all fall short of God's plan for humankind

An Assurance of Pardon declares the mercy of God's forgiveness

A brief family tribute or remembrances, appropriate for Christian worship, may be offered by one or two family members or friends

A Prayer for Illumination asks God's help in hearing God's Word

Scripture Readings, normally 1-2 from both the old and the new testaments, are read

A Meditation recalls elements of the deceased person's life, recalls our hope in the resurrection and offers encouragement for faithful living

A Christian hymn or song may be sung at this point

An Affirmation of Christian Faith may be included

A Pastoral Prayer can be offered for the life of the one who has died

The Lord's Prayer can be used in conclusion

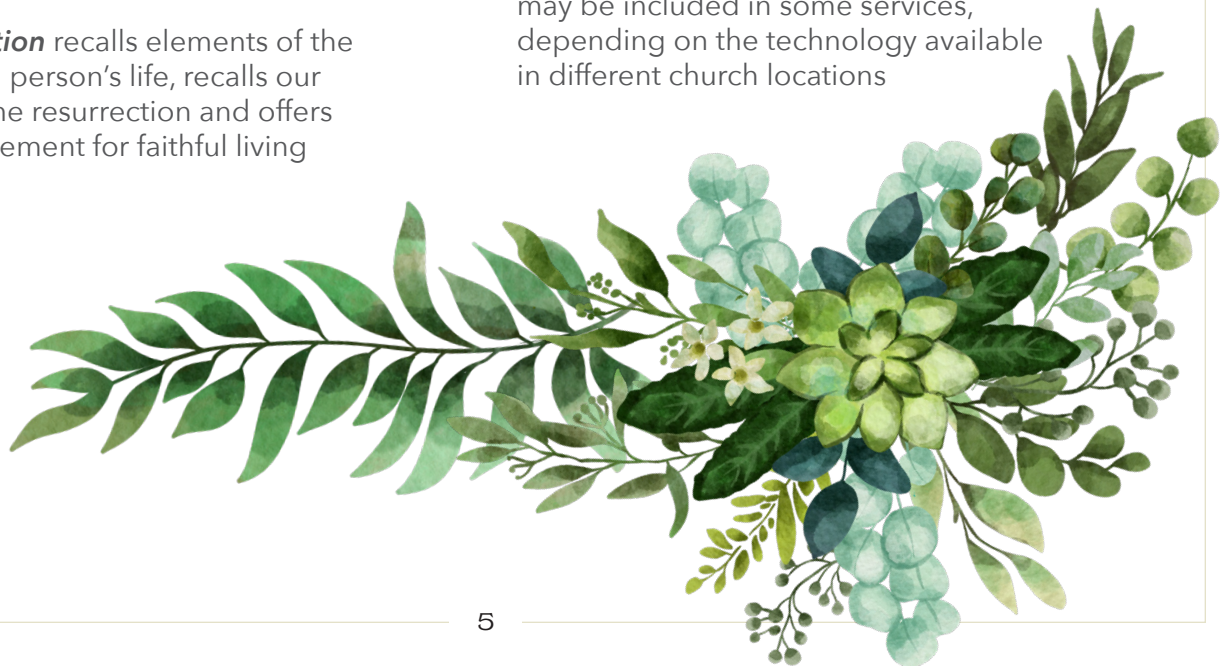
A Christian hymn or song affirms God's mercy and our hope, sung at the end of the service

A Benediction/blessing is offered to the people

The Interment of the body or Committal of ashes often follows the service immediately, but a separate time for interment or committal may be arranged

A funeral reception may follow the memorial service, or the interment or committal

Note: photographic slide shows may be included in some services, depending on the technology available in different church locations





FORM FOR PLANNING A MEMORIAL SERVICE OR FUNERAL AT FIRST PRESBYTERIAN CHURCH

Information as it should appear on bulletin:

Deceased's name:

Date of birth: mm/dd/yyyy

Where will the funeral or memorial service be held?

☐ Sanctuary

☐ undecided

☐ Chapel

Estimated number of attendees:

Will the casket be present at the service? ☐ yes ☐ no ☐ undecided

Will interment or committal of ashes immediately follow the service? ☐ yes ☐ no ☐ undecided

Will interment or committal of ashes occur at another time? If so, when?

Interment Location: (Cemetery burial, First Presbyterian Church Columbarium, other)

Funeral Home:

Which First Presbyterian pastor is involved in interment or committal? Or, if another minister is presiding, please name:

Would you like the church to provide a guest registry book? yes no

Music:

If family members do not have suggestions for the Gathering Music, Postlude Music and Hymns or Songs, the organist, band director or minister can make recommendations.

Gathering Music or Prelude:

Postlude Music:

Hymn or Songs: (see attached lists of hymns or contemporary music, pages 10 & 11)

1.

2.

3.

Solos or Special Music:

Note: If vocal or instrumental solos are desired there is an extra fee. (Please see page 18.)

Scriptures:

See attached list of suggested Scriptures (pages 12 & 13) or consult pastors. If desired, family members or friends may wish to read Scripture passages. If not, pastors will do so.

Old Testament:

Epistle:

New Testament:

Other readings, poems:

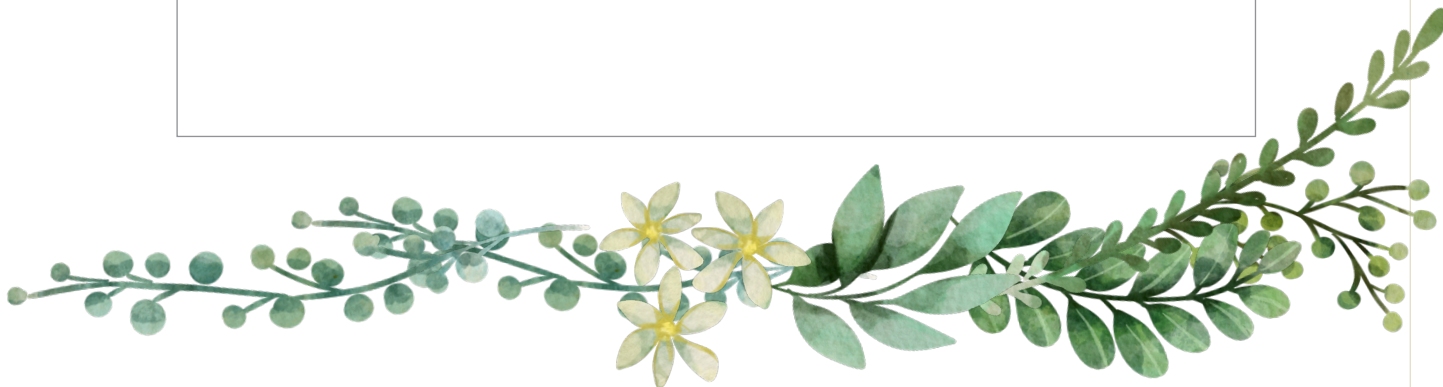
Speakers:

Who will do meditation? (usually a pastor)

Who will do remembrance(s): family members or friends

Flowers: Will there be memorial donations in lieu of flowers? ☐ yes ☐ no ☐ undecided

What are the names and addresses of the organizations?



Will the family wish for the memorial service to be recorded and/or streamed?

Video recording ☐ yes ☐ no ☐ undecided

Video streaming ☐ yes ☐ no ☐ undecided

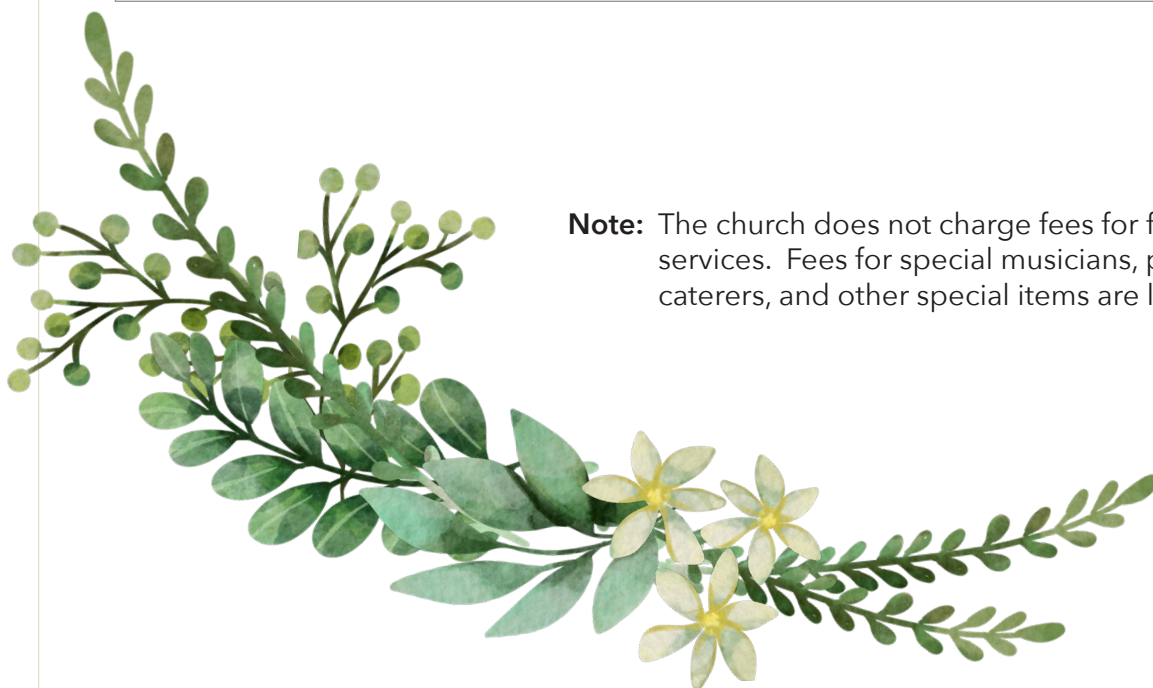
The video streaming site is available for public viewing. One day after the funeral is streamed, the video link will be removed from the FPC YouTube site, FPC website, and FPC Lakeland Roku channel. A recorded copy of the video is available upon request.

Video Slideshow for Reception

If you'd like to have a video slideshow running on the screens during the reception, please provide a 1080 format mp4 video on a thumb drive at least 48 hours prior to the date of the service.

Names, addresses, and phone numbers of primary relative(s):

Note: The church does not charge fees for funeral/memorial services. Fees for special musicians, professional caterers, and other special items are listed on page 18.



NOTES



HYMNS
OFTEN USED
AT FIRST
PRESBYTERIAN
CHURCH



Abide With Me
Amazing Grace
Be Thou My Vision
Beneath the Cross of Jesus
Eternal Father, Strong to Save
Fairest Lord Jesus
For All The Saints
God of Our Life
Great is Thy Faithfulness
Holy, Holy, Holy
How Great Thou Art
I'll Fly Away
In the Garden
It Is Well With My Soul
My Faith Looks Up to Thee
My Hope is Built on Nothing Less
Near to the Heart of God
Nearer, My God, to Thee
O God, Our Help in Ages Past
Rock of Ages
The Old Rugged Cross
There's a Sweet, Sweet Spirit in the Air
What a Friend We Have in Jesus
What Wonderour Love is This

I Will Rise (*Chris Tomlin*)
You Are Faithful (*Vintage Worship*)
O Lord My Rock and My Redeemer
(*Sovereign Grace*)
The Lord is (*Sovereign Grace*)
I Will Cast My Cares
(*Sovereign Grace*)
Cornerstone (*Hillsong*)
Heaven Song
(*Phil Wickham*)
My Hope (*Paul Baloche*)
Not for a Moment (*Vertical*)
Cast My Cares (*Tim Timmons*)
Sovereign Over Us (*Aaron Keyes*)
Feet of Jesus
(*Steven Curtis Chapman*)
Jesus Will Meet You There
(*Steven Curtis Chapman*)
Our God is in Control
(*Steven Curtis Chapman*)
My Redeemer is Faithful and True
(*Steven Curtis Chapman*)
Be Still and Know
(*Steven Curtis Chapman*)
Hallelujah, You Are Good
(*Steven Curtis Chapman*)

**MODERN/
CONTEMPORARY
MUSIC
APPROPRIATE
FOR A
MEMORIAL
SERVICE**





SCRIPTURE READINGS FOR FUNERAL OR MEMORIAL SERVICES

OLD TESTAMENT

Job 19:23-27 *I know that my redeemer lives*

Ecclesiastes 3:1-15 *For everything there is a season*

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 their strength*

Isaiah 43:1-3a, 18-19, 25 *When you pass through the waters, I will be with you*

Isaiah 44:6-8 *I am the first and the last*

Isaiah 55:1-3, 6-13 *Ho, everyone who thirsts*

Isaiah 61:1-4, 10-11 *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*

Daniel 12:1-3 *Many of those who sleep in the dust shall awake*

Joel 2:12-13, 23-24, 26-29 *Return to the Lord with all your heart*

PSALMS

Psalms 16:5-11 *The Lord is my chosen portion*

Psalms 23 *The Lord is my shepherd*

Psalms 27:1, 4-9a, 13-14 *The Lord is my light and my salvation*

Psalms 39: 4-5, 12 *Lord, let me know my end*

Psalms 42:1-6a *As a deer longs for flowing streams*

Psalms 43 *Give judgment for me, O God*

Psalms 46:1-5, 10-11 *A very present help in trouble*

Psalms 90:1-10, 12 *Teach us to number our days*

Psalms 91 *The one who dwells in the shelter of the Most High*

Psalms 103 *Bless the Lord, O my soul*

Psalms 106:1-5 *O give thanks to the Lord*

Psalms 116:1-9, 15 *The Lord has heard my voice*

Psalms 118 *Open the gates of righteousness*

Psalms 121 *I lift up my eyes to the hills*

Psalms 130 *Out of the depths I cry to the Lord*

Psalms 139:1-12 *Where shall I go from your spirit?*

Psalms 145 *I will extol you, O God my King*

Psalms 146 *Hallelujah! Praise the Lord, O my soul*

EPISTLES

Romans 5:1-11 *Hope does not disappoint*

Romans 6:3-9 *Baptized into Christ's death, raised to live with him*

Romans 8:14-23, 31-39 *Nothing can separate us from the love of God*

Romans 14:7-9, 10b-12 *Whether we live or die, we are the Lord's*

1 Corinthians 15:3-8, 12-20a *Christ raised from the dead*

1 Corinthians 15:20-24a *In Christ shall all be made alive*

1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58 *Death is swallowed in victory*

1 Corinthians 15:35-44 *The natural body and the spiritual body*

1 Corinthians 15:50-57 *We shall all be changed*

2 Corinthians 4:16-5:1 *Visible things are temporary, invisible things eternal*

2 Corinthians 5:1-10 *From God we have a house not made with hands*

Ephesians 1:11-2:1, 4-10 *Saved by grace through faith*

Philippians. 3:7-11 *Knowing him and the power of his resurrection*

Philippians. 3:20-21 *Our citizenship is in heaven*

Colossians 3:1-17 *Set your minds on the things that are above*

1 Thessalonians 4:13-18 *The comfort of Christ's coming*

2 Timothy 2:8-13 *If we died with him, we shall also live with him*

Hebrews 2:14-18 *Christ was tested in every way*

Hebrews 11:1-3, 13-16; 12:1-2 *Faith, the pilgrimage, the cloud of witnesses*

1 Peter 1:3-9 *Without seeing Christ, you love him*

1 Peter 3:18-22; 4:6 *Christ's ministry to the spirits in prison*

1 John 3:1-3 *We are children of God*

Revelation 7:2-3, 9-17 *These are they who have come out of the great tribulation*

Revelation 14:1-3, 6-7, 12-13 *Rest for the saints*

Revelation 21:1-4, 22-25; 22:3-5 *A new heaven and a new earth*

Revelation 22:1-5 *The Lord God will be their light*

GOSPELS

Matthew 5:1-12a *The Beatitudes*

Matthew 11:25-30 *Hidden from the wise, revealed to infants*

Matthew 25:1-13 *Wise and foolish bridesmaids*

Matthew 25:31-46 *The Last Judgment*

Luke 7:11-17 *Jesus raises the son of the widow of Nain*

Luke 18:15-17 *We enter the kingdom only as children*

Luke 23:33, 39-43 *Today you will be with me in paradise*

John 3:16-21 *God so loved the world*

John 5:24-29 *Whoever hears and believes has eternal life*

John 6:37-40 *Anyone who comes to me I will never drive away*

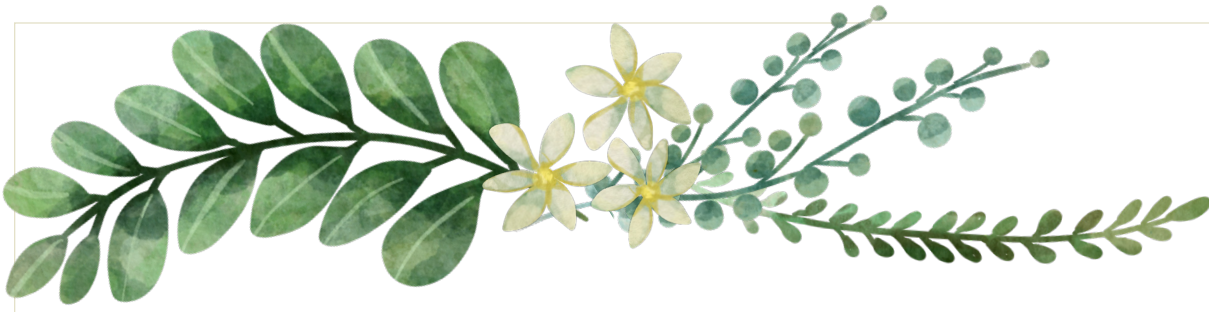
John 6:47-58 *Whoever believes in me has eternal life*

John 11:17-27 *I am the resurrection and the life*

John 11:38-44 *Lazarus raised from the dead*

John 14:1-6, 25-27 *Let not your hearts be troubled*





BIOGRAPHICAL INFORMATION OF THE DECEASED

Significant Dates:

Education:

Military:

Employment/Vocational:

Honors:

Church Activities & Service:

Other Affiliations, Honors, & Service:

Hobbies & Special Interests:



PLANNING THE BULLETIN FOR A FUNERAL OR MEMORIAL SERVICE

The executive assistant at First Presbyterian Church will be happy to assist you in planning the bulletin for your funeral or memorial service.

The information that you have filled out on pages 6-9 will be used to fill in the content of the bulletin.

First Presbyterian Church's executive assistant has a file of various kinds of cover

art that can be used on the front and/or back cover of the bulletin. Some people prefer a plain cover or to have a photo of their loved one on the front or back cover. A biography of the deceased is another option for the back cover.

Please consult with the executive assistant about the remainder of the bulletin content or covers. For contact information, see back cover.

NOTES



PLANNING THE RECEPTION

LOCATION OF RECEPTION

☐ Near Chapel

☐ Welcome Center

☐ Other: _____

FOOD

First Presbyterian Church gladly provides, at no cost, a modest reception that includes coffee, tea, water, lemonade and cookies for funerals that are not catered.

If the family of the deceased would like to provide food or drink items besides those listed above, they may obtain or provide such items at their own cost, and should inform church staff in advance of their plans.

If the family would like a catered event, they are encouraged to inform church staff and contact caterers of their choice.

WHAT TO EXPECT AT A FUNERAL/MEMORIAL SERVICE

BEFORE THE SERVICE BEGINS

Ushers greet those who attend the service. Ushers are usually provided by the church, but may be chosen by the family.

Normally, family members of the deceased, and anyone participating in the service, gather before the service in the church parlor, or another quiet location. One of the pastors will meet the family there and pray with them before the service starts. Immediately before the service begins, during the gathering music, family members are escorted into the sanctuary and seated in the front pews.

The service then proceeds as laid out in the bulletin.

AT THE END OF THE SERVICE

Family members are escorted from the service following the benediction, while others in attendance wait until the family is out of the chapel/sanctuary. All proceed to wherever the reception (or interment) is held. When a casket is present, the family departs after the casket is removed. (When a reception or luncheon follows the service, the family is encouraged to reassemble in the reception area and be prepared to greet other attendees.)





FUNERAL/MEMORIAL SERVICE COSTS AT FIRST PRESBYTERIAN CHURCH

PASTOR: No Charge

Honorariums are at the discretion of the family

ORGANIST: No Charge

Honorariums are at the discretion of the family

FAMILY SOLOIST: No Charge - Provided by the Family (relative, friend, etc.)

Arranged by the family with First Presbyterian Church guidance

CHURCH SOLOIST: Starting at \$175 depending on request, paid to soloist

Provided by First Presbyterian Church

INSTRUMENTAL SOLOIST: Negotiated with soloist(s) - harp, bagpipe, ensemble

Provided by First Presbyterian Church

RECEPTION:

- Provided by the church **free of charge:** coffee, tea, water, lemonade, and cookies
- Additional food or drink choices may be purchased or arranged and paid for by family members or friends of the deceased, but church staff should be informed well in advance regarding what is ordered, and how and when it will be delivered.

GRIEF RESOURCES

If you or your family members are in the process of planning a funeral or memorial service for a loved one, then you, or they, are in the process of grieving. Grieving will have many different emotions and intensities in the coming days, weeks, months, and even years. Some days will be surprisingly difficult, while others may not be. Particularly in the first weeks after a death, there are so many decisions to be made and so many people assisting in the process that loved ones may not have the time or energy to feel sad. In fact, they may not feel much of anything at first, or they may feel numb.

Grief is a recognition of love and value in relationship, and the emotions of grief surface at different times and in different ways depending on the personalities and backgrounds of those involved, as well as the amount of physical and emotional energy available. No two people will follow the exact same course of grief.

People who are grieving can benefit from grief resources such as support groups and

literature (see below). For some, the intensity of the loss, or the depth of loneliness, anxiety or depression may call for meeting with a counselor or grief support specialist. First Presbyterian Church, Lakeland, is blessed to have the **St. Andrew Ministry**, which provides access to individual and family counseling at no cost to members of our congregation. (For information or to make an appointment, contact Dr. Paul Suich.)

There is a support group for widows that meets monthly, called **Widows' Journey**. FPC also has the **Care Net Ministry** which coordinates church volunteers who help with practical needs such as transportation, meals, and repairs.

In the days and weeks following the funeral or memorial service, FPC pastors and staff would like to be supportive of any family members experiencing grief. FPC can be a community that listens, cares, and prays after the visitors go home and the casserole dishes are returned. Please let us know how we can be supportive and helpful.

SUPPORT GROUPS:

- Grief Share is a national organization with both support groups and events in almost every city or town in the U.S. Check their web-site (griefshare.org) for resources near you.

LITERATURE:

- If you were not given an envelope which contained the books ***Grieving the Loss of Someone You Love*** and ***A Healing Year: 12 Essentials for the First Months of Grief***, please contact Jackie Hansen, in the church office, to receive these resources.
- There are many excellent resources available. One very good resource is the website www.centerforloss.com.

For additional resources,
please contact Dr. Paul Suich
or Rev. Richard Phillips.





FIRST PRESBYTERIAN CHURCH CONTACT INFORMATION

CHURCH OFFICE: 863-686-7187

EXECUTIVE ASSISTANT:

Jo Ahearn, ext. 232
jo@fpclakeland.org

ADMINISTRATIVE COORDINATOR:

Jackie Hansen, ext. 224
jhansen@fpclakeland.org

SAINT ANDREW MINISTRY:

Dr. Paul Suich, ext. 293
psuich@fpclakeland.org

CARE MINISTRY COORDINATOR:

Rev. Richard Phillips, ext. 233
rphillips@fpclakeland.org

PASTORS: 863-686-7187, extension 232