

Westover United Methodist Church Funeral Planning Checklist

This planner is to help you and your family to make decisions about your funeral before you should die. Death is a natural part of life. We hope that we live a long life, but as we never know when and under what circumstances it will happen, it is better to be prepared than to have to make decisions in the throes of grief. Pre-planning is a way to have a conversation about what is important to you and the family. If you plan to involve the church or pastor, we want to make the decisions easy for you. Feel free to complete this planning checklist or use it as a conversation starter with your family. Please return completed checklists to the Pastor via the church office or email especially in the event that a death has occurred, and you need to communicate your plans with the Pastor and church. While there is no fee for member funerals, any honoraria that is provided will be used by the pastor toward meeting the needs of community requests for assistance.

1. Full Name of Person for Whom This Planner is Being Completed as You Wish It to Appear on a Bulletin: _____
2. Date of Birth and Date of Death (if applicable): _____
3. Main Contact Person in Case of Death: _____
4. The Best Phone Number to Reach the Contact Person: _____
5. Funeral Home: _____
6. Will the Service Be at the Funeral Home, Church or Graveside? _____
(Please do not set a date and time for the funeral without checking with the Pastor's schedule in case of death.)
7. Church funerals for members are traditionally officiated by the current pastor of the church. If you wish for other clergy to be involved in the service, who are the clergy you want to involve with the service and in what capacity?

8. Will the body/remains be laid to rest after the service? _____ If yes, please indicate where and if you want the pastor to commit the body. _____

9. Will you want music at the church? If yes, please indicate if you want an organist, pianist, soloist or will provide your own music. Music selection must be discussed with the Pastor. The family will be responsible for arranging payment with musicians even though the church may make arrangements. _____

10. Will the family want a bereavement meal after the service? _____

11. If you want a meal, please see the separate Bereavement Meal selection sheet.
12. Are there any other arrangements that have not been addressed that you would like to discuss? _____
13. If memorial donations are made, who should receive the letter of donors and provide address: _____
- Office Use: Actual date of funeral: _____

Sample Order for Funeral

Gathering

The Word of Grace

Greeting

Hymn or Song Choice: _____

Prayer

Psalm

Old Testament Lesson Choice: _____

Psalm 23

New Testament Lesson Choice: _____

Hymn Choice: _____

Gospel Lesson Choice: _____

Naming

Witness

Sermon

Hymn Choice: _____

Commendation

Prayers

Prayer of Thanksgiving

The Lord's Prayer

Hymn Choice: _____

Dismissal with Blessing

Bereavement Meal

The church United Methodist Women will provide a catered meal/refreshments for the family and guests if desired. Please let the Pastor know if this is of interest to you so that she may connect you to the UMW representative to order your meal. This policy will change as COVID-19 concerns change.

Music

If the service takes place at the church, the current music director has the first right of refusal. This means that he plays all funeral services unless he decides that he will not. Fees for services must be approved by the music director. Extra fees will apply for travel or other non-standard services.

Our current music director:

Mr. Bruce Smith