

Bethany Lutheran Church, ELCA
Family Funeral Packet
Funeral Information Form

Name of Saint (full) _____

Date of Birth _____ Date of Death _____

Date and place of baptism (if known) _____

Family contact _____

Phone _____

Email _____

Address _____

Funeral Home _____

Director _____

Phone _____

Will the funeral home be at the church for the service? _____

Will there be a casket or urn? _____

Visitation location, date, time _____

Date, place, time of funeral _____

Place and date of committal (if burial) _____

Pre- Service:

Will there be a slideshow presentation on TV at church? Yes or No (circle)

Who will bring and when?:

(Images should be in .jpgs format. Please save all images in a folder on a flash drive.)

Will there be items for memory table(s)? Yes or No (circle)

Who will bring and when?:

Do you have a sign in book? Yes or No (circle)

(These can be bought from funeral homes for around \$35)

Will there be memorial cards? Bethany Lutheran Memorials _____ Other _____

Service:

How many do you estimate will attend the funeral service? _____

How many pews reserved for immediate family? _____

Presiding/preaching pastor _____

Reader (s) _____

Readings (see p. 5-6): 1st _____ 2nd _____ Psalm _____

Gospel(Pastor reads) _____

Usher(s): _____

Hymn #'s (see p. 6); Gathering _____ Hymn of the Day _____ Sending _____

Bereavement Choir (church provided choir)? Yes or No (circle)

Communion? Yes or No (circle)

Post Service:

Would you like Bethany to provide a luncheon at church? Yes or No (circle)

(Lunch fare is \$5/person and includes cold cut sandwiches, salads, desserts, & refreshments.)

If yes, how many do you estimate will attend the luncheon? _____

Special Notes:

For Pastoral/Office Planning:

_____ Contact Altar Care if communion. How many stations? _____

_____ Contact Head Start if a weekday.

_____ Contact Funeral Luncheon Coordinator if BLC providing luncheon.

_____ Contact Funeral Coordinator if funeral home will not be at church.

_____ Bulletin choice: _____

Funeral Information Sheet

No, in all these things we are more than conquerors through him who loved us. For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.

Romans 8:38-39

On the loss of your loved one, Bethany Lutheran extends our deepest prayers, sympathies and condolences; trusting that through the death and resurrection of Christ Jesus, death has been conquered. In these trying times for your family, Bethany promises to walk with you through the process of commending your loved one into the company of the saints.

This booklet will provide you an overview of what is involved in planning a funeral at Bethany Lutheran Church. If you have other questions, please feel free to contact the church office at 815-459-2690.

THE BASICS

FUNERAL INFORMATION FORM

On the next page, you will find the Funeral Information Form that you need to fill out for you and your loved one. Please fill it out and return it to the office at your earliest convenience, but at least 2 days prior to the planned date of the funeral service.

FUNERAL LITURGY PLANNING

A pastor from Bethany will contact you (if they haven't already) to set up a time to plan the funeral service. If your loved one had favorite scripture passages, hymns or other music selections, this is the time to let us know. If you would like to include elements in the service that might be unique to your loved one, we'll do our best to work it into the funeral service, subject to the pastor's approval.

SCHEDULING

When you schedule your funeral with the pastor, please have two dates in mind. Bethany will do its best to accommodate your first option, but this is not always possible.

HONORARIUMS

Bethany Members: \$400 (Pastor - \$200, Music Director - \$200)

Non-members: \$500 (Pastor - \$250, Music Director - \$250)

If you choose not to use Bethany's Music Director, a bench fee of \$100 will be charged, payable to the Music Director.

Funeral Coordinator: \$100

Luncheon Coordinator (if having a luncheon): \$100

*Honorariums are usually handled through the funeral home, however if you are not working with a funeral home, please make out individual checks to the Pastor, and the Music Director and to Bethany Lutheran Church for Funeral Coordinator and Luncheon coordinator if applicable and drop them off at the office on or before the date of the service.

FUNERAL SERVICE BULLETINS

Bethany will print bulletins for the service for you if you have the Funeral Liturgy Planning Form filled out at least 2 business days prior to the date of your service.

ACCESS FOR THE DISABLED

Bethany Lutheran Church's sanctuary, bathrooms, and fellowship hall are all accessible to the disabled.

DRUG & ALCOHOL POLICY

The use of alcohol or any illegal drugs anywhere on the church property is prohibited. The staff of Bethany Lutheran Church reserves the right to ask intoxicated persons to leave if drug or alcohol use is discovered. Smoking is also prohibited in the church building.

DECORATIONS

Bethany's worship space holds approximately 300 people on the main floor. Often during the church year the sanctuary is decorated with seasonal banners and other items used to enhance worship. Decorative items will not be moved or altered for funeral services; however Bethany has a special funeral banner where the name of your loved one can be added. A funeral pall will cover the casket during the funeral service as a remembrance of baptism.

LUNCHEONS

If your family is interested in having a luncheon at Bethany after the funeral, we will be happy to assist you. Bethany will provide buns rolls with cheese/deli meat, with salads and refreshments. The cost for luncheons is \$5.00 per guest (as estimated beforehand) and an additional flat fee of \$100 for the luncheon coordinator.

FREQUENTLY ASKED QUESTIONS

Q: How long will the service be?

A: Typically about 30-45 minutes, depending on the option of communion and other factors.

Q: Can my non-Lutheran family members take communion?

A: All baptized Christians, regardless of church background, are welcome to receive communion at Bethany Lutheran Church. If you choose to have communion celebrated during the service, the whole assembly will be invited to the table.

Q: Can I include other readings besides the ones from the Bible?

A: Yes, at the discretion of the pastor. Please bring your desired readings/poems to your funeral planning meeting with the pastor.

Q: Can my uncle/brother/sister/friend who is a pastor be a part of the service?

A: Yes. Please mention these requests to the pastor at your funeral planning meeting.

Q: Can we have a non-religious service at Bethany?

A: No. If you wish to have a non-religious memorial, please contact your funeral home and make arrangements through them.

Suggested Readings and Hymns

PSALMS AND READINGS

At the procession

*Psalm 23: *The LORD is my shepherd*

Psalm 90: *Our dwelling place in all generations*

Psalm 118: *God's steadfast love endures forever*

Psalm 130: *Out of the depths I cry to you, O LORD*

Isaiah 41:9b-10: *Do not be afraid, for I am with you*

Matthew 11:28-29: *I will give you rest*

John 11:25-26: *I am the resurrection and the life*

John 14:27: *Peace I leave with you*

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

Revelation 1:17-18: *Do not be afraid, I am the first and the last*

Revelation 14:13: *Blessed are the dead who die in the Lord*

Old Testament

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

Ecclesiastes 3:1-8: *For everything there is a season*

Isaiah 25:6-9: *God will swallow up death forever*

*Isaiah 40:1, 6-11: *God will gather the lambs*

Isaiah 40:1-11, 28-31: *Comfort my people, says your God*

*Isaiah 43:1-3a, 5-7: *I have called you by name*

Isaiah 43:1-3a, 18-19: *I am about to do a new thing*

Isaiah 55:1-3, 6-13: *Everyone who thirsts, come to the waters*

Isaiah 61:1-3: *The spirit of the Lord GOD is upon me*

*Isaiah 65:17-20, 23-25: *A new heaven and a new earth*

*Isaiah 66:10-14: *As a mother comforts her child*

Jeremiah 31:8-13: *I will turn their mourning into joy*

Lamentations 3:22-26, 31-33: *The steadfast love of the LORD*

Psalm

*Psalm 23: *The LORD is my shepherd*

*Psalm 42:1-5: *As a deer longs for flowing streams*

Psalm 46:1-7: *God is our refuge and strength*

*Psalm 121: *I lift up my eyes to the hills*

*Psalm 139:7-12: *The gracious omnipresence of the LORD*

*Psalm 142:1-6: *I cry to the LORD with my voice*

Psalm 143: *LORD, hear my prayer*

New Testament

Romans 5:1-11: *Peace with God through our Lord Jesus Christ*

*Romans 8:31-35, 37-39: *Who will separate us from the love of Christ?*

1 Corinthians 15:12-26: *Christ, the first fruits, has been raised*

2 Corinthians 4:6-12, 16-18: *Treasure in clay jars*

*1 Thessalonians 4:13-14, 18: *Teaching about those who have died*

Hebrews 12:1-2: *Surrounded by a cloud of witnesses*

1 Peter 1:3-9: *A living hope through Jesus' resurrection*

*1 John 3:1-2: *See what love the Father has given us*

Revelation 7:9-17: *God will wipe away every tear*
Revelation 21:2-7: *I saw the holy city, the new Jerusalem*
Revelation 22:1-5: *The Lord God will be their light*

Gospel

*Matthew 5:1-10: *Blessed are those who mourn*
Matthew 11:25-30: *I will give you rest*
*Matthew 18:1-5, 10-14: *A child is the greatest in the kingdom*
*Mark 10:13-16: *Let the little children come*
Mark 16:1-7: *The resurrection of Christ*
Luke 24:1-9: *he resurrection of Christ*
John 1:1-5, 9-14: *The light shines in the darkness*
John 6:37-40: *I will raise them up on the last day*
*John 10:11-16: *I am the good shepherd*
John 11:21-27: *I am the resurrection and the life*
John 14:1-6: *I prepare a place for you*
John 14:25-27: *Peace I leave with you*

HYMNS

308: O Morning Star, How Fair and Bright!	786: O Holy Spirit, Enter In
313: O Lord, Now Let Your Servant	787: On Eagle's Wings
351, 352: O Sacred Head, Now Wounded	*815 : I Want to Walk as a Child of the
377: Alleluia! Jesus Is Risen!	Light
*381: Peace, to Soothe Our Bitter Woes	826: Thine the Amen
391: This Joyful Eastertide	
409: Kyrie! God, Father	
422: For All the Saints	
423: Shall We Gather at the River	
429: In Our Day of Thanksgiving	
447: O Blessed Spring	
483: Here Is Bread	
500: Now We Remain	
502: The King of Love My Shepherd Is	
531: The Trumpets Sound, the Angels Sing	
*595: Jesus Loves Me!	
*613: Thy Holy Wings	
621: Jesus Lives, My Sure Defense	
622: Neither Death nor Life	
629: Abide with Me	
636: How Small Our Span of Life	
637: Holy God, Holy and Glorious	
639: When We Are Living	
721: Goodness Is Stronger than Evil	
730: Lord Our God, with Praise We Come	
750: Lord, Thee I Love with All My Heart	
759: My Faith Looks Up to Thee	
760: O Christ the Same	
770: Give Me Jesus	
773: Precious Lord, Take My Hand	
778: The Lord's My Shepherd	