



St. Philip the Deacon Lutheran Church

Funeral/Memorial Service Workbook

Our prayers are with you during this difficult time. We pray that you would be comforted by the memory of your loved one, and strengthened by the hope and promise of the resurrection for the days ahead.

“Surely, God is my salvation;
I will trust and not be afraid.
The Lord, the Lord is my strength and my song;
He has become my salvation.”

~Isaiah 12:2

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One of the most painful and difficult times in life is when we must make funeral arrangements for a loved one. When a death occurs, there are numerous decisions that must be made in a very short period of time. The process can seem overwhelming and the details burdensome.

This booklet comes to you from your friends at St. Philip the Deacon. We hope that it will be helpful to you, not only as a guide to making decisions, but also as a place to organize information and keep track of details.



Bible Passages of Comfort for the Time of Loss

Job 19:25-27

Psalm 23

Psalm 121

Isaiah 40

Isaiah 61:1-3

John 14:1-7

Romans 8:18-39

1 Corinthians 15:51-58

2 Corinthians 1:1-7

Revelation 22:1-6

Recommended Reading on Grief and Loss

Adults*

| | |
|--|-------------------|
| <i>Widow to Widow</i> | Ginsburg |
| <i>When God Doesn't Make Sense</i> | Dobson |
| <i>When A Loved One Dies</i> | Williams |
| <i>Our Greatest Gift</i> | Nouwen |
| <i>A Time to Mourn, A Time to Dance</i> | Metzgar |
| <i>Living Through Mourning</i> | Sarnoff-Schiff |
| <i>When Your Spouse Dies</i> | Cathleen L. Curry |
| <i>Where is God When it Hurts</i> | Yancey |
| <i>The Grieving Child</i> | Fitzgerald |
| <i>How to Survive the Loss of a Love</i> | Colgrove |
| <i>Up from Grief</i> | Kries |
| <i>Good Grief</i> | Westburg |
| <i>Understand Mourning</i> | Davidson |
| <i>A Grief Observed</i> | Lewis |
| <i>Transcending Loss</i> | Prend |
| <i>Healing After Suicide of a Loved One</i> | Smolin/Guinan |
| <i>The Worst Loss: How Families Heal from Death of a Child</i> | Rosof |
| <i>When Parents Die: A Guide for Adults</i> | Myers |

It might be helpful to purchase a blank book and begin a journal.

Children*

| | |
|--|-----------------|
| <i>The Next Place</i> | Hanson |
| <i>What's Heaven</i> | Shriver |
| <i>When Someone Dies</i> | Greenlee |
| <i>Someone I Love Died</i> | Tangvald |
| <i>It Must Hurt a Lot</i> | Sanford |
| <i>How It Feels When a Parent Dies</i> | Krementz |
| <i>Lifetimes: The Beautiful Way to Explain Death to Children</i> | Mellonie/Ingpen |

It might be helpful to purchase a blank book and have children create their own story and picture of their loved one and emotions.

*The West Suburban Grief Coalition has a library of books on loss for adults and children. Contact Alva Benson/763-475-7124

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Funeral Homes

One of the first decisions that needs to be made when a death occurs is which funeral home to call. There are many funeral homes in the area to choose from.

If you need help choosing a funeral home, the pastors can assist you.

Funeral Home

Address

Funeral Director or Contact Person

Telephone

NOTES

Other important papers or items that someone should be aware of and able to locate

NOTES

Important Papers & Information

Document / Location

Will _____

Trust documents _____

Safe-deposit box and key _____

Birth certificate _____

Marriage certificate _____

Stock certificates _____

Savings bonds _____

Tax records _____

Mortgage records _____

Divorce decrees _____

Loan records (of loans owed
and due to your loved one) _____

Insurance contracts _____

Bank records (checking, savings,
certificates of deposit) _____

Pension, IRA, other retirement plan records _____

Veteran's records _____

Social Security records _____

Titles to real estate and automobiles _____

Other _____

People to Notify

There are so many calls to be made. You can count on family and friends to assist you in notifying others. Use the space below to make notes of those called and those still to be notified.

St. Philip the Deacon Lutheran Church (763-475-7100)

If your loved one was a member of St. Philip the Deacon Lutheran Church, be sure to ask if a Funeral/Memorial Service Plan is on file. It may be helpful to you in making decisions and in planning the service.

Family Members

Close Friends

Employer

Social Security (1-800-772-1213) _____

Funeral Home _____

Cemetery _____

Doctor _____

Hospice _____

Attorney _____

Insurance Agents _____

Organ Donation

At the time of death, you may be asked about organ donation. If you do not know the wishes of your loved one, the following may be helpful as you give consideration to your decision.

The decision to donate organs is a personal one. There is no church law or theological reason preventing Lutheran Christians from choosing to be organ donors. Lutheran theology and confession affirm the resurrection of the body. God's promise to resurrect the body is not compromised by organ donation.

After organ donation, you may receive notification that your loved ones organs were used. Please be aware that this notification may come without warning.

Autopsy

An autopsy may be required by a physician or medical examiner. An autopsy should be considered when the cause of death is uncertain. If a doctor does not order an autopsy, you may be billed. You may request a copy of the autopsy report.

NOTES

Important Phone Numbers

St. Philip the Deacon.....763-475-7100

Pastors

Tim Westermeyer.....763-475-7136

Mark Schmid.....763-475-7127

Valerie Strand Patterson.....763-475-7126

Cheryl Mathison.....763-475-7128

Funeral Home _____

Cemetery _____

Organist _____

SPDLC Funeral Reception Contact _____

Soloist _____

Musician _____

Memorial Table

A memorial table set up in the narthex or in the reception room encourages story telling by family and friends. We will provide tables and easels. You might want to consider organizing a table with these items:

- Photographs
- Videos (appropriate for reception only)
- Awards, Certificates and honors
- Mementos
- Other _____

Family and friends can assist with the selection and set up.

NOTES

The Death Certificate

The funeral home may ask you for the following information for the death certificate. You might choose to review the details on the following pages in order to be prepared with accurate information.

Full Name _____

Maiden Name _____

Alias _____

Date of Birth _____

Place of Birth _____

Date of Death _____

Place of Death _____

Gender _____ Race _____

Full Name of Father _____

Full Name of Mother (with maiden name) _____

Social Security # _____

Marital Status _____ Name of Spouse _____

Usual Occupation _____

U.S. Veteran Yes No

Education (years completed) _____

Residence Address _____

City _____ State _____ Zip _____

Name of Informant and relation to the deceased _____

Military Service _____ to _____ None _____

Branch of Service _____

Served where _____

Preceded in death by _____

Survivors

Parents _____

Step Parents _____

Grandparents _____

Sons _____

Daughters _____

Brothers _____

Sisters _____

Grandchildren _____

Others _____

Hymns

| | |
|--------------------------------------|-------------|
| <i>Lutheran Book of Worship</i> | Hymn Number |
| Amazing Grace..... | 448 |
| Beautiful Savior..... | 518 |
| Children of the Heavenly Father..... | 474 |
| How Great Thou Art..... | 532 |
| Joyful, Joyful, We Adore Thee..... | 551 |
| Lift High the Cross..... | 377 |
| Praise to the Lord..... | 543 |
| The King of Love..... | 456 |
| What A Friend We Have in Jesus..... | 439 |

| | |
|----------------------------------|-------------|
| <i>With One Voice</i> | Hymn Number |
| Be Thou My Vision..... | 776 |
| Borning Cry..... | 770 |
| Day by Day..... | 746 |
| Eagle's Wings..... | 779 |
| Precious Lord, Take My Hand..... | 731 |

Solos

| | |
|------------------------------|-----------|
| Borning Cry..... | Ylvisaker |
| Eagle's Wings..... | Joncas |
| It is Well with My Soul..... | Courtney |
| Lord's Prayer..... | Malotte |
| The Old Rugged Cross | |
| There is a Time..... | Courtney |

Favorite Hymns

Planning the Service

Type of Service

- Funeral service with casket present
- Memorial service without casket present
- Graveside service

Service to be held at

Service conducted by

A word from the family or eulogy to be given by

Favorite scripture readings, poems

Readings by

Vocalists/Musicians

Candle Lighting

Special People to involve

General Information

Church Affiliation _____

Church Involvement _____

Civic Memberships, Lodges, Organizations, Clubs, etc. _____

Special Achievements, Titles, Honors, Awards _____

Military Involvement and Honors _____

Public or Community Service Involvement _____

Sports Accomplishments _____

Hobbies, Special interests _____

Education _____

Employer _____

Additionally, bring clothes, jewelry, etc. that you would like your loved one to wear, and a recent photo.

The Obituary

When preparing the information for the obituary, you might consider the following:

1. Will a picture appear with the obituary? There is a fee. Your funeral director will have price information. You may be billed directly by the newspaper. Some funeral homes include the cost in their bill to you instead.
2. Are there newspapers, other than the local paper, in which you would like the obituary to appear? (These might include the newspapers in your hometown, or other areas where you may have lived, and where people would like to be aware of this information.)

3. What interesting and/or personal information will you include? (See preceding pages)
4. Some people prefer to make a gift in loving memory of the deceased to a favorite or designated charity. Will you designate a favorite charity to receive memorial gifts?

_____ SPDLC Foundation
_____ Other

Planning the Service

The pastors not only welcome but encourage your full participation in planning and shaping the funeral/memorial service. Many people choose to make it personal by including favorites and involving special people.

Favorites
Bible verse
Hymn or song
Reading
Poem
Memories
Mottos
Story
Other

People to Consider
Children
Grandchildren
Godparents
Special friends

Involving Special People in
Reading
Lighting Candles
Providing special music
Speaking a word from the family (eulogy)
Other _____

Be sure to ask a SPDLC staff person if your loved one has a Funeral/Memorial Service Plan on file. It may be helpful to you in shaping the service.

The following pages provide a place for your notes as you plan the service.

Pallbearers

Active

Name

Phone Number/Email

| Name | Phone Number/Email |
|------|--------------------|
| | |
| | |
| | |
| | |
| | |
| | |

Honorary

Name

Phone Number/Email

| Name | Phone Number/Email |
|------|--------------------|
| | |
| | |
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| | |
| | |
| | |

Burial/Cremation

Lutheran theology and tradition do not favor any particular form of burial. The decision for earth burial, mausoleum entombment, or cremation is a personal one based on the individual's wishes (when known) and the family's preference.

Earth Burial _____

Location and Lot Number _____

Mausoleum Entombment _____

Location _____

Cremation _____

Ashes to be _____

Cemetery _____

Address _____

City and State _____

Phone _____

NOTES

Grave Markers

The inscription on the grave marker can be as simple or as detailed as you desire. Pictures, emblems, or other details can be added to make the marker personal and to reflect something of the individual's life. You may purchase a grave marker at any time, even months after the service.

NOTES

Viewing the Body

Viewing the body is another very personal choice. Some families choose to have a time for public viewing; others choose a private viewing for family only; while others choose to have no viewing at all.

Public Viewing At Funeral Home

When _____

At Church

When _____

Private Viewing At Funeral Home

When _____

At Church

When _____

No Viewing

NOTES