

FUNERAL PLANNING BOOKLET

First Church is here for you and your family during this time of loss and grief. The following First Steps will guide you through this difficult time as you plan the service for your loved one.

First Steps

Please Note: Deceased must be affiliated with the family of First United Methodist Church, must be full member in good standing. Active members are defined as those whose membership resides with First Church, and have a record of financial support in the life and ministry of the church.

- 1. Please contact the Church Office (850.432.1424) and inform us of the passing of your loved one. In the event that the Church Office is closed, please contact Ginger Raines, Senior Pastor's Secretary (850.259.3177). At that time, please inform us if you would like to hold the service/reception at First United Methodist Church of Pensacola. Please provide name and contact information (email and phone).
- 2. Ginger Raines, Senior Pastor's Secretary, will follow up with you about the following questions:
 - a. What is your desired date and time of service?

(Minimum 48 hours after death. No Saturdays, High Holy Days, or observed holidays)

- **b.** Who is your desired presiding pastor?
- c. What funeral home will be providing services?
- **d.** Will you be having a funeral or memorial service?
- e. Will you be having a reception at First Church?
- **f.** Will you be having a visitation at First Church?
- **g.** Will your loved one be interred in the Columbarium?
- h. Will you be providing altar flower arrangements for the service?

A follow up meeting (step 4) will be scheduled with Ginger to discuss additional details needed for bulletin & service.

- **3.** After the date and time have been confirmed with necessary parties (ie. Pastors & church calendar), you will be contacted by Mici Kuba, Facilities & Event Coordinator. Mici will be confirming details regarding the service and reception (if needed) such as:
 - a. Photo Table and Video Slideshow
 - **b.** Reception Menu
 - c. Vendor Coordination (ie. Caterers, Florists, Funeral Home)
- **4.** During this follow up meeting with Ginger, you will need to provide the following:
 - a. Obituary & Photo of deceased (if desired) for back of bulletin

(Email to KHall@FUMCPensacola.com)

b. Special memories of your loved one that you would like mentioned during the sermon.

(Email to GRaines@FUMCPensacola.com)

- c. Available date/time to meet with presiding pastor and music director to discuss order of worship.
- d. Assigning Funeral Hostess
- **5.** Meet with presiding Pastor and Music Director separately to discuss the order or worship (see back pages). The Music Director must confirm all music selections. A list of appropriate music is provided on next page if needed.

For more detailed information about funeral planning please see A Guide for Death and Loss or visit FUMCPensacola.com/Funerals.

Other Helpful Information

MUSIC

In addition to the organist and vocal solos, in some cases, the choir can also be included in funeral services. Payment of additional musicians and other service participants is the responsibility of the family.

Music appropriate for Christian worship shall be used in the sanctuary, including the family's entrance and exit. Favorite dance tunes, school/university fight songs, etc. are best reserved for the visitation or reception. We encourage congregational hymns/worship songs - these may be selected with the pastor or music director during the service planning process. Some beloved hymns include:

- Amazing Grace How Great Thou Art Hymn of Promise It Is Well With My Soul -
- A Mighty Fortress Is Our God Because He Lives For All the Saints -
- Surely the Presence of the Lord Is In This Place He Leadeth Me -

OFFICIANTS

One of the pastors of First UMC will lead all funerals or memorial services held here. In rare cases of absence or illness, another United Methodist pastor from the area may be asked by our clergy to officiate in his or her place. Other clergy, at the discretion of our pastors, may be invited to take part in the funeral or memorial service, including the sermon.

WITNESS

Family members and friends may be invited to share memories of the deceased during the service, as long as this is planned in consultation with the pastor. We strongly encourage families to invite no more than three persons and to be no more than five minutes in length. We ask that each person prepare what they would like to say beforehand and bring a copy with them.

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SERVICE OF DEATH & RESURRECTION

for

First and Last Name

Date of Service

PRELUDE

THE WORD OF GRACE AND GREETING

*HYMN

***OPENING PRAYER**

PSALM 23

The Lord is my shepherd; I shall not want.

He maketh me to lie down in green pastures:

he leadeth me beside the still waters.

He restoreth my soul:

he leadeth me in the paths of righteousness for his name's sake.

Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me.

Thou preparest a table before me

in the presence of mine enemies:

thou anointest my head with oil;

my cup runneth over.

Surely goodness and mercy shall follow me

all the days of my life;

and I will dwell in the house of the Lord for ever.

WITNESS

*GOSPEL LESSON

John 14:1-7, 15-17, 27

SERMON

*AFFIRMATION OF FAITH

No. 881

"The Apostles' Creed"

*GLORIA PATRI

No. 70

"Glory Be to the Father"

PRAYERS OF COMMENDATION AND THANKSGIVING

No. 874

THE LORD'S PRAYER

*HYMN

*BENEDICTION

*POSTLUDE

*Please Stand

You are invited to a reception in The Wright Place following the service.



First United Methodist Church of Pensacola

SEPTEMBER 2024