

Funeral Planning Guide



First Presbyterian Church
BAY CITY

**First Presbyterian Church Bay City
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Rev. Brenna Overland, Pastor

Dear Friends, In life and in death we belong to God. God cares for us before we are brought into this world, sustains us through all our earthly days, and holds us with everlasting arms when this life is over. For a Christian, we find hope in Christ's resurrection that death does not get the last word. Nonetheless, planning one's funeral is not something most of us relish.

At First Presbyterian Church Bay City, funerals and memorial services are services that witness to the resurrection hope we have in Jesus Christ and are an opportunity to give thanks to God for life and to look ahead to that time when God's reign will be fully realized and we will be with God.

I hope you will take the time necessary to complete the questionnaire provided, and if you are comfortable doing so, to discuss your wishes with your family. If I can be of assistance to you, please let me know. When completed, please provide a copy to a close family member and send me a copy of your wishes and they will be kept in a confidential place in the Church Office.

It is our desire, at FPC, to care for and assist you and your family with this process.

Grace and Peace,

Rev. Brenna Overland
Senior Pastor

Scheduling a funeral/memorial at FPC

The minister welcomes opportunities to work with individuals and families to plan funerals before the time of death. The minister encourage individuals to communicate their wishes and desires with family and friends.

WHEN DEATH OCCURS

The pastor should be notified as soon as possible when a death occurs. Our pastor is available to offer prayer and comfort, as well as assist with the practical realities of dealing with grief and loss. Funeral and memorial services held at the church are always under the direction of the church pastor.

MAKING FORMAL SERVICE ARRANGEMENTS

Please contact the minister or church office before making formal arrangements. The minister will work with the family and funeral home to ensure your loved one's funeral is handled with the utmost dignity and respect.

FUNERAL HOME INVOLVEMENT

It is very important that the church minister and staff work with the funeral home directors as a team. If you have not yet contacted the church when you begin working with the funeral home, please ask the funeral director to call the church immediately. Please do not schedule a funeral without first contacting the church and speaking with the minister.

VISITATIONS

On occasion, families request that a visitation be held at the church. That is customary and can happen the evening prior to the service or on the same day preceding the service.

COLUMBARIUM

First Presbyterian Church offers a place for your loved one's cremains if you should so choose. Our columbarium is located in the courtyard at the center of the church. The columbarium is a peaceful garden you can visit at any time. Further information about the columbarium is available from the church office.

Planning the Service

FPC encourages all to fill out the funeral planning form provided. By doing so, individuals will have the opportunity to share their wishes with the church and with their loved ones prior to the time of their death.

The minister of FPC will officiate at each funeral/memorial service held at the church. Additional ministers, family members, friends and members of the congregation may be invited by the minister to assist with the service.

LOCATION

First Presbyterian Church offers three locations for your service. The chapel, the sanctuary, and the memorial courtyard. Each location offers its own atmosphere and we encourage you to visit and see them before making a choice.

MUSIC

Musicians from the church (organist, pianist, etc) are available to consult on planning music for the service and to play during the service. Outside musicians can be invited, any rehearsal necessary should be organized through the church office. Music used in the service should be appropriate for the sacred setting.

FLOWERS

Flowers are an appropriate memorial tribute. Flowers may be delivered during office hours on weekdays prior to the service and someone will be at the church on the day of the service to accept flower deliveries. The funeral home or families should make arrangements to have the flowers removed after the service. (If you wish, some flowers may be left at FPC for use in Sunday service.)

MILITARY AND CIVIL CEREMONIES

Military honors and other civil ceremonies can be a meaningful part of the funeral/memorial. When those presiding at these ceremonies arrive at the church for the service, the pastor will greet them, go over their part of the service and help them with anything they might need.

RECEPTION & MEAL

If the family would like to host a reception at the church following the service we have a number of rooms available for rent. Cooking in the kitchen is not allowed by outside groups so the family will need to make arrangements with a caterer to organize food. Please reach out to the office to get more information of locations available for receptions and the associated fees.

Typical order of service:

Procession

Welcome and Prayer

Hymn

Scripture

Pastoral Meditation

Remembrances

Prayer

Hymn

Blessing

Recession

REMEMBRANCES:

Remembrances from family members or friends are not required but may be included in the service. We strongly encourage limiting the number of people offering remembrances to no more than 2 people and no more than 5 minutes each. Names and relationships to the deceased must be provided to the minister in advance.

PROGRAMS:

FPC will provide simple programs from one template at the family's direction. If the family would like a program they must submit a photo by email at least 1 week prior to the service.

SCRIPTURE:

Please submit scripture choices to the office at least 1 week in advance of the service. If no scripture has been provided the minister will choose one.

HYMNS:

Hymns must be selected at least one week prior to the service and submitted to the church office for approval.

ALTERNATIVE READINGS OR MUSIC

If you would like to include readings or music that are different from scripture or hymns, they must be approved by the minister as early as possible to avoid any theological conflicts.

Commonly Used Scriptures

(This is not an exhaustive list, but some suggestions)

OLD TESTAMENT

Job 19:23-27	I know that my redeemer lives
Isa. 25:6-9	God will swallow up death forever
Isa. 26:1-4, 19	God will keep them in peace
Isa. 40:1-11, 28-31	Comfort my people
Isa. 40:28-31	Those who wait for the Lord shall renew their strength
Isa. 43:1-3a, 18-19, 25	When you pass through the waters, I will be with you
Isa. 44:6-8	I am the first and the last
Isa. 55:1-3, 6-13	Ho, everyone who thirsts
Isa. 61:1-4, 10-11	The spirit of the Lord is upon me
Isa. 65:17-25	I create new heavens and a new earth
Lam. 3:19-26, 31b-32	The Lord's steadfast love

PSALMS

The following psalms are appropriate for singing or reading in the service.

Ps. 16:5-11	The Lord is my chosen portion
Ps. 23	The Lord is my shepherd

Ps. 27:1, 4-9a, 13-14	The Lord is my light and my salvation
Ps. 39: 4-5, 12	Lord, let me know my end
Ps. 42:1-6a	As a deer longs for flowing streams
Ps. 43	Give judgment for me, O God
Ps. 46:1-5, 10-11	A very present help in trouble
Ps. 90:1-10, 12	Teach us to number our days
Ps. 91	The one who dwells in the shelter of the Most High
Ps. 103	Bless the Lord, O my soul
Ps. 106:1-5	O give thanks to the Lord
Ps. 116:1-9, 15	The Lord has heard my voice
Ps. 118	Open the gates of righteousness
Ps. 121	I lift up my eyes to the hills
Ps. 130	Out of the depths I cry to the Lord
Ps. 139:1-12	Where shall I go from your spirit?
Ps. 145	I will extol you, O God my King
Ps. 146	Hallelujah! praise the Lord, O my soul

EPISTLES

Rom. 5:1-11	Hope does not disappoint
Rom. 6:3-9	Baptized into Christ's death, raised to live with him
Rom. 8:14-23, 31-39	Nothing can separate us from the love of God
Rom. 14:7-9, 10b-12	Whether we live or die, we are the Lord's
1 Cor. 15:3-8, 12-20a	Christ raised from the dead
1 Cor. 15:20-24a	In Christ shall all be made alive
1 Cor. 15:35-44	The natural body and the spiritual body
1 Cor. 15:50-57	We shall all be changed
2 Cor. 4:16-5:1	Visible things are temporary, invisible things eternal
2 Cor. 5:1-10	From God we have a house not made with hands
Eph. 1:11-2:1, 4-10	Saved by grace through faith
Phil. 3:7-11	Knowing him and the power of his resurrection
Phil. 3:20-21	Our citizenship is in heaven
Col. 3:1-17	Set your minds on the things that are above
1 Thess. 4:13-18	The comfort of Christ's coming
2 Tim. 2:8-13	If we died with him, we shall also live with him
Heb. 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

Rev. 14:1-3, 6-7, 12-13 Rest for the saints
Rev. 21:1-4, 22-25;
22:3-5 A new heaven and a new earth

GOSPELS

Matt. 5:1-12a The Beatitudes
Matt. 11:25-30 Hidden from the wise, revealed to infants
Matt. 25:1-13 Wise and foolish bridesmaids
Matt. 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

Commonly Used Hymns

Holy, Holy, Holy
Come, Thou Fount of Every Blessing
How Great Thou Art
For the Beauty of the Earth
I Was There to Hear Your Morning Cry
On Eagle's Wings
My Shepherd, You Supply My Need
His Eye Is on the Sparrow
Great Is Thy Faithfulness
Rock of Ages, Cleft for Me
In the Garden
Just as I Am, Without One Plea
Softly and Tenderly
Here I Am, Lord
Lord, Whose Love Through Humble Service
Blessed Assurance

*Amazing Grace
The Old Rugged Cross
Trust and Obey
Savior, Like a Shepherd Lead Us
It is Well with My Soul
My Faith Looks Up to Thee
Nearer, My God, to Thee
I Need Thee Every Hour
What a Friend We Have in Jesus
Be Thou My Vision
My Life Flows On
Precious Lord, Take My Hand
For All the Saints
In the Bulb There is a Flower*

Fees for Funerals at FPC*

(includes preparation and service)

Organist fee (non-members): \$200.00

Organist fee (members): \$150.00

Musician's fee (non-members): \$200.00

Musician's fee (members): \$150.00

Custodial fee (non-members): \$100.00

Custodial fee (members): \$50.00

Sanctuary fee (non-members): \$300.00

Sanctuary fee (members): No Charge

Chapel fee (non-members): \$200.00

Chapel fee (members): No Charge

Courtyard fee (non-members): \$100

Courtyard fee (members): No Charge

Clergy honorarium: \$300.00

Payment is due before the service begins. Checks for musicians and the minister should be made out to the individuals personally.

Checks for building and custodial fees should be made out to First Presbyterian Church Bay City.

**Arrangements can be made for assistance in the case of hardship. These guidelines are intended to honor the time, resources, and skills employees at FPC use in preparation and execution of your service.*

The Funeral Service Plan

This should be done in consultation with the funeral director and/or clergy.

Full name: _____

Nickname(s)/Goes By: _____

Name of Spouse/Domestic partner: _____

Dates in armed services and branch(es) served (if applicable):

Date of Birth: _____

Date of Death: _____

Other Organizations that need to be noted (i.e. Masons, Rotary, etc.): _____

Immediate family contact(s):

Name: _____

Phone number: _____

Address: _____

Email: _____

Name: _____

Phone number: _____

Address: _____

Email: _____

Name of preferred funeral home: _____

Contact person: _____

Phone number: _____

Planned method of interment (circle one):

Cremation Casket

Planned place of interment: _____

Preferred day, date and time for the service:

Scripture selections:

Hymn selections:

Other music choices: *[Note: Other music selections must be approved by the clergy.]*

Will there be others to speak at the service? If so, who?

Florist: _____

In lieu of flowers, memorials may be sent to:

After the service, what is to be done with the flowers?

Will there be a reception following the service? _____

Where? _____

If at the church which reception location would you like?

If at the church, which caterer will be used?

Will the funeral home prepare the obituary? Yes No

Do you wish for a programs? _____ *Please arrange this with the clergy if it is to be done.*

Is there to be a picture or visual display?

This may be in the Narthex or Parlor. It is up to the family to prepare and set this up. If audio/visual equipment is needed, please notify the clergy.