

If you wish to plan a funeral service at First Immanuel Lutheran Church, Chicago (members and non-members) are asked to leave your name, email address, or phone number with our office secretary at (312)733-6886, your call will be returned as soon as possible.

FIRST IMMANUEL MEMBER FUNERAL and MEMORIAL SERVICE

Members are individuals whose name appears on our communion list.

Since this will be our final gift to members who have supported First Immanuel through the years, there will be no formal cost. However, the family should consider continued support to First Immanuel, and a donation would be accepted and appreciated.

Your monetary donation would be used to cover Clergy Honorarium, the organist, and the sound system tech, also fees for the parish hall, cleaning, and two parking lots.

First Immanuel also offers 100 standard bulletins with one, or no photo on the front cover at no cost. **If you plan to use our standard bulletin, you must provide us with a typed copy of the obituary at the time you meet with the pastor to finalize the order of service.** If you choose to provide your own bulletin, Please ask the funeral home not to include the order of service to the bulletin. First Immanuel will provide 200 order of service inserts to go inside your bulletin at no cost.

You will be contacted by someone from the fellowship committee to assist you with a prepast/repast.

Please Note: Music on a CD can be used during the service; however the CD must be reviewed by the Pastor and a member of the First Immanuel Sound System Staff at least 48 hours prior to the service.

No Smoking or Alcoholic Beverages Allowed

Inside the Church

FIRST IMMANUEL NON-MEMBER FUNERAL SERVICE

The funeral fee for non-members at First Immanuel will be \$1000.00. This fee covers the honorariums for the pastor, the organist, and the sound system tech, and fees for the cleaning service, church representative, and two parking lots.

A pre-past/repast can be held in the church parish hall for an additional \$400.00. You would be responsible for your own food, beverages, and servers. You would also be responsible for cleaning the kitchen, and leaving it in the order it was found.

First Immanuel also offer 100 standard bulletins with one, or no photo on the front cover at for a fee of 100.00. Additional standard bulletins can be purchased. **If you plan to use our standard bulletin, you must provide us with a typed copy of the obituary at the time you meet with the pastor to discuss the order of service.** If you choose to provide you own bulletin, we will provide 200 order of service inserts to go inside your bulletins at no cost.

First Immanuel Non-Member Memorial Service

The memorial service fee for non-members at First Immanuel will be \$550.00. This service will always be held in the Parish Hall. The family will be responsible for providing the obituary program, and First Immanuel will provide the order of service insert.

If the Parish hall is also to be used for the prepast/repast the family is responsible for providing the food and beverages needed.

No Smoking or Alcoholic Beverages Allowed

Inside the Church

General Information that will be needed

Please have this information with you when you meet with the pastor to finalize the service.

- Full name and birthdate of deceased.
- Service Date
- Visitation From - to -
- Funeral Service beginning at
- **Parking lots are available on Saturdays & Sundays Only.**

*****Please Note Very Important*****

- At least 8 able-bodied Pallbearers will need to be at the church on the day of the service when the hearse arrives at First Immanuel, to assist in bring the coffin up the stairs and into the church. They will also be directed to stand in the narthex, (which is located just outside the sanctuary door) at the conclusion of the funeral service so that they can carry the coffin down the stairs to the waiting hearse.

Order of Service

If there is someone that you would like to participate in the service, please insert their name in the areas that are printed in bold lettering below.

- Organ Music Prelude (10 to 15 minutes before the funeral begins)
- An announcement will be made near the conclusion of the visitation “Anyone wanting to view the remains for the last time, should do so now because the coffin will not be reopened as we move from the Good Friday portion of the service to the Easter resurrection”.

After a few minutes the undertakers will be asked to come forward to close the coffin and remove the flowers from the front of the church in preparation of the placing of the Pall.

- Invocation-Pastor
- Opening Sentence-Pastor & Placing of the Pall
(A white cloth cover/w red cross) is placed over the coffin by two First Immanuel Stephen Ministers
- Psalms-Pastor
- **Musical Selection**-You may have a soloist, First Immanuel's choir, Another Church Choir, or a congregational song here, or no music selection at all.
- **Scripture Reading**- (If you have a favorite scripture it can be placed here. Also if there is someone you want to read it other than the pastor, please let us know who.)
- Prayer-Pastor
- **Obituary**-(if there is someone you want to read this other than the pastor, please let us know who.)
- **Remarks**-You may want to choose 3 or 4 people to give remarks. This portion of the service can sometimes become quite lengthy.
- **Musical Selection**- You may have a soloist, First Immanuel's choir, Another Church Choir, or a congregational song here, or no music selection at all.
- Sermon-Pastor
- **Hymn**-Pastor requests that you have a congregational song here.
- Apostle Creed-Pastor
- Prayers of the Church-Pastor
- Lord's Prayer-Pastor
- Removal of Pall-First Immanuel Stephen Ministers
- Benediction-Pastor