

A Guide to Funerals and Memorial Services



Bethlehem United Methodist Church
Climax, NC
P.O. Box 56
6103 Appomattox Road
Climax, NC 27233

Church Phone: (336) 674-0155

Church Fax: (336) 674-0157

Church Office Email: bethumcclimax@gmail.com

Church Website: bethlehemumc.org

Facebook: <https://www.facebook.com/groups/214541575234325/?ref=share>

Whether death comes as a sudden, unexpected shock, or following an extended illness, we are never completely prepared. You are not alone. God, who loves you more than you can imagine, who knows your grief intimately, who has made Himself known to us in Jesus Christ, to share our griefs, our suffering, even our death, so that we might share in His Resurrection and be one with Him, is with you – whether or not you feel His presence. This is God's promise to you and your loved ones.

This guide is meant to help families, friends, and others coping with the decisions and demands created by a death. It will not answer every possible question, but it may answer most common questions. If you have a particular question which is not addressed here, please bring it to the pastor or church office. Above all, we are praying for you, and for the one dear to you who has died.

Does the Bible have any word of consolation for me in this time?

There are many passages in scripture that have been used by Christians for comfort and encouragement in times of grief. Here are some of the most frequently used:

- Isaiah 40: 1-8; Isaiah 40: 28-31; Isaiah 43: 1-7; Isaiah 55: 1-3, 6-13
- The Book of Psalms: 23; 42; 43; 46; 90; 91; 103; 116; 121; 130; 145; 146
- Matthew 5: 4; Matthew 11: 25-30; Luke 24: 13-35
- John 11: 1-44; John 12: 24-26; John 14: 1-7; John 14: 15-29
- Romans 8: 11-18; 31-39; 1 Corinthians 15: 12-20, 35-44, 51-55; 2 Corinthians 4:13-5:9
- Ephesians 1: 15-23; Ephesians 2: 1-10; 1 Peter 1: 3-9; 1 Peter 5:7; Revelation 7: 9-17; Revelation 21: 1-7

What do I say when people call or visit?

Thank them for their kindness. Don't be reluctant to talk with them about the one who has died, and about your memories of that very special life. Try to keep in mind that very often people may not know just what to say, and sometimes they may say exactly the wrong thing – but they are almost always trying to express their care for you. Hopefully, God will be using their words and actions to bring you comfort and strength; listen for His Grace given through them to you.

Whom do I call?

During business hours please call the church office **(336) 674-0155** and ask to speak to the pastor. After business hours or on weekends, please contact the

pastor directly by calling **(336) 655-4566**. If the pastor does not answer, you should leave a message, or send a text to him at that same number.

What can I expect from Bethlehem United Methodist Church?

As soon as a message is received, you can expect a telephone call or personal visit from our pastor, offering the services of BUMC. If you choose to have the funeral at the church, the pastor will guide you through the funeral process. He or she will:

- Offer the consolation of the Christian faith
- Help you complete the Funeral or Memorial Worksheet
- Provide a printed *Order of Service* for the funeral, based on the choices made with the worksheet. **(Some funeral homes will coordinate with the pastor and provide an *Order of Service*.)**

Does the church recommend a specific funeral home?

No, you are free to choose the company that best suits your needs; it is our desire to best serve your family as an extension of God's love during this time of grief. Funeral homes often provide critical support in arranging cemetery and cremation details, helping notify family and friends, managing flowers and photos, welcoming guests during the funeral, and much more. Our primary focus is on pastoral care and conducting the funeral or memorial service.

Funeral/Memorial Service Planning

The funeral or memorial service will be planned from the *Order of Worship* found in the United Methodist Hymnal, pages 870-875. We have provided a basic outline in the worksheet section of this document.

Whose funeral or memorial service can be held at BUMC?

We serve the Climax community. As a general rule, the church is available to all. Funerals and memorial services of members take precedence over those of non-members, but once a service is scheduled, it becomes the top priority of our church family.

What is the difference between a funeral and a memorial service?

Broadly speaking, a funeral is a service with the body of the deceased present. A memorial service is held with either the cremated ashes placed on a stand or table or no physical remains present. For Christians, both the funeral and the

memorial service are focused on our worship and praise of God, who gives us life, who acts in Christian Baptism to join us to the Son Jesus Christ, who strengthens us by the Holy Spirit, and who has reconciled us to Himself by the death, resurrection, and ascension of our Savior Jesus Christ.

When can a funeral or a memorial service be held at BUMC?

At any time during weekday business hours, or on Saturdays or Sundays (other than worship times on Sundays), as long as an event in the sanctuary has not been previously scheduled. (Use of the fellowship hall and Memorial Garden is also dependent of whether activities are already scheduled.) Please don't assume that any desired space is available until checking with the church office. We do not schedule funerals or memorial services on the following days during the church year: Christmas Eve, Christmas Day, New Year's Day, Ash Wednesday, Maundy Thursday, and Good Friday.

What music is appropriate for funerals and memorial services?

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/musician during the service planning process. Some beloved hymns include:

Amazing Grace

For All the Saints

How Great Thou Art

A Mighty Fortress Is Our God

Surely the Presence of the Lord Is In This Place

Hymn of Promise

Because He Lives

He Leadeth Me

Can someone other than the clergy of BUMC be involved in a funeral or memorial service at BUMC?

Yes. Other clergy, at the discretion of our pastor, may be invited to take part in the funeral or memorial service, including the sermon. (In some exceptional cases, another United Methodist pastor from the area may be asked by our clergy to officiate in his or her place.) 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, each speaking for a maximum of five (5) minutes, so that the

service will not be burdensomely long. The family should instruct the speakers to write out their witness and time it beforehand.

Who is responsible for the obituary?

The family of the one who has died is responsible for the obituary. The funeral home will assist in its publication and we request a copy be provided to the church office.

What flowers and decorations are appropriate?

Appropriate cloths (paraments) for funerals/memorial services will be placed on the communion table and pulpit by Worship Committee members. Any other seasonal items (e.g. banners, Christmas decorations) that may be in the chancel and altar rail area, as well as to either side of front altar rail area, will remain, unless otherwise directed by the pastor and worship leaders. Floral arrangements and photos may be used. Flowers may not be placed on the communion table itself, but may be placed in front of it and to either or both sides of it, as well as on the chancel rail and on the floor around the casket, if present. A pall, a spray of flowers, or an American flag (when appropriate) may cover the casket. In accordance with the directions in The United Methodist Hymnal, the casket will be closed before the beginning of the service and not re-opened afterwards.

Can Holy Communion be included in the service?

If the family desires to include the sacrament of Holy Communion, please make arrangements for this with the pastor. As United Methodists, we believe that all are welcome at the Lord's Table, therefore everyone present will be offered the opportunity to receive the sacrament. "All are welcome; no one must." The sacrament will ordinarily be served by intinction (except as Covid 19 precautions mandate) – receiving the consecrated Body of Christ, then dipping it in the Cup containing the Blood of Christ before consuming it.

Will the church provide musicians?

BUMC's organist, pianist, and sound/video technicians will make every effort to be available for the funeral or memorial service. Additional vocal solos, and in some cases, the choir can also be included in funeral services. Musicians and service participants must be engaged through the church office, or as appropriate through the pastor, by the family and at the family's expense. Payment (as applicable) of musicians and other service participants is the responsibility of the family and is in addition to the funeral home fees; payment

(as applicable) in advance is requested. (Please see list of costs/fees on pages 6-7.) If assistance is needed in identifying and/or contracting suitable persons for the service, a member of the musician staff or the pastor MAY be able to offer suggestions.

Can we play a video or display photos on a projector?

Slideshow or Video - Many funeral homes provide this service. Let your coordinator know if you plan to provide a video or slideshow to be shown before or after the service, so our technical team can be on site during the service as long as the images conform to the following:

Photos/Slideshows

1. Photos should be converted into one file (.ppt, .pptx, .mp4, or .mov format) We recommend families try to keep the number of photos in the .mp4 video file to less than 500. Or
2. Up to 200 individual photos in .jpg, .jpeg, or .png format. These should be submitted 24 hours prior to service, if the church is to create the slide show. No photo editing will be available; cropping of images only.
3. Individual photos must be delivered via USB flash drive, Google Folder link giving the church access or permission to access folder, emailed to bethlehemumc9@gmail.com The files can be emailed in no more than three (3) email attachments, to be delivered 24 hours before the service. If Google slides are used, please download as .ppt, .pptx file or grant access to Google files sent to bethlehemumc9@gmail.com

Videos

1. All videos can be in .mp4, or .mov and delivered to the church on a USB drive at least 24 hours before the service. Only email videos as a link to the video, DO NOT ATTACH or EMAIL THE VIDEOS.

Audio

1. If you wish to play a special song or selection of songs during the service or memorial, please copy the music files to a USB drive in .mp3 format and deliver the USB drive to the church at least 24 hours before the service.
2. Include music embedded into Power Point video, or have a CD clearly labeled with track numbers to be played 24 hours prior to the service with specific service order to play these tracks.

Media During Reception

1. Audio can be played through various church systems for listening during receptions. We recommend you put the audio/music files in .mp3 format

on a USB drive that can be used inserted into one of our PCs, or embedded into the video or power point presentation.

2. Video can likewise be displayed during receptions on large screen TVs or projectors. We recommend you save the video files to a USB drive in .mov & .ppt, .pptx formats for use with a PC.
3. We strongly recommend that you place your audio or video on a USB drive in case of incompatibility between our systems and your laptop.

Technical Support - Due to the variety of PCs and software, a church technician will operate the audio, video and computer systems during the funeral/memorial and possibly the reception.

Music in Worship - Typically our organist/pianist plays for services. If he/she is unavailable, he/she will find a substitute. Having a soloist is also an option during the service and our musicians and/or pastor can help you with those arrangements. Family members who are instrumentalists or singers are also welcome to be part of the service. The funeral coordinator needs to inform the sound technicians 48 hours prior to the service of any special equipment required for the music or special performance during the service to allow time for set-up.

What rooms are available for funerals or memorials services?

Funerals and memorial services can be held in the sanctuary, which seats approximately 300. The fellowship hall is also available for seating should overflow seating (150 seating capacity) be needed. The fellowship hall is also used for receptions or meals after the service. It can comfortably accommodate 150 people.

Can we have a reception or meal before or after the service?

Yes. The church, through our women's circle and the Care & Nurture Ministry Team can provide a reception with finger food such as cookies, fruit, and beverages. At times, other groups, like Sunday School Classes, may assist with food/receptions. There is no charge for a reception, however, honoraria gifts are welcome. Any other outside food arrangements should be coordinated with the church office.

What are the costs/fees?

The clergy and staff of BUMC believe that funerals/memorial services of members of Bethlehem United Methodist Church are part of the life and ministry of a congregation. Therefore there are no required fees related to clergy, staff

musicians, staff audio/visual technicians, and building use for a funeral/memorial service. However, gifts are welcomed/encouraged.

Honoraria Suggestions - As many families are uncertain about an appropriate/customary amount for honoraria, here are some general suggestions-

- Officiating Pastor \$50.00 - \$100.00
- Musicians \$50.00 - \$100.00
- Sound Engineer \$50.00 - \$100.00
- Vocalist Varies

Should I discourage children from attending the service?

Although children may not fully understand what is going on, it is important for them to be a part of this process. A death is a significant event in the life of a family and in the lives of children, too. Explain the reason for the service to them – it is a time to remember the person who has died, give thanks for the memories they left with you and support one another in faith and in the hope of eternal life.

Are there resources my church has to help with the grieving process?

Our *GriefShare*® class helps group members apply biblical principles to the healing process after the death of a loved one. *GriefShare* is consistently effective in helping grievers rebuild their lives. Please contact the church office for information for our next *GriefShare* class.



CHECKLIST FOR FUNERAL & MEMORIAL SERVICE PREPARATIONS

_____ The pastor is notified.

_____ The church office is notified.

_____ The service is scheduled through the church office, if it is to be held at the church.

_____ The family plans the service with the pastor.

_____ All fees and honoraria are delivered to the church office, if applicable.

FUNERAL OR MEMORIAL SERVICE WORKSHEET

This form is to help you think through some of the possibilities available to you as you plan a funeral or memorial service. In times of grief and stress, a basic guide or outline can be very helpful, and we hope that this worksheet can provide some assistance to you and your family. It is designed to help you make the service personally meaningful to you and your family and friends, while clearly proclaiming our Christian faith. If you have any questions or suggestions, please feel free to bring those up with the pastor.

Basic outline of "A Service of Death and Resurrection," The United Methodist Hymnal, pgs. 870-875

The Placement of the Pall (if applicable)
The Greeting
Hymn or Song *optional*
Prayer
Scripture Reading
Hymn or Song *optional*
Eulogy and/or Words of Witness (stories from family & friends) *optional*
Gospel Reading
Sermon
Hymn or Song *optional*
The Creed or a Service of Holy Communion
Prayer
The Lord's Prayer
Hymn or Song *optional*
Benediction

Name of deceased: _____ Military Veteran ____ (Yes/No)
(Please use the name as you wish it printed in the worship bulletin.) Branch/Rank _____

Date of Birth: _____ Date of death: _____

Date of Service: _____ Time: _____ Date: _____
Funeral ____ or Memorial Service ____

Pastor Officiating: _____

Funeral Home: _____ Funeral Home Contact: _____

Will there be visitation? ____ Time(s)/visitation _____

Where/visitation _____

Will there be a reception? ____ (Yes/No) Time/reception _____

Where/reception _____ Estimate of Reception Attendees _____

Has the appropriate (church) person been contacted to plan reception? ____

Do you want a phone tree message to go out (from church office) with service details?__ (Yes/No)

Florist Name _____

Florist Phone _____

Do you want a memorial table available? ____ (Yes/No)

Where/memorial table ____ sanctuary ____ fellowship hall _____ other

Funeral/Memorial Bulletin ____ (Yes/No)

Who will prepare the Funeral/Memorial bulletin?

____ Church

____ Funeral Home

____ Other

Will the Funeral/Memorial Bulletin include a photo of deceased? ____ (Yes/No)

If yes, has this photo been given to church office if church is preparing bulletin?__ (Yes/No)

Special Funeral/Memorial Bulletin Instructions _____

Do you wish memorial contributions in your loved one's name to be made to BUMC?

____ (Yes or No) If so, specific ministry/fund? _____ (ex., children's mins.)

Service Details/Information

Scriptures selected:

Music Selected: ____ Organ/Piano ____ Vocalist: _____ ____ Other: _____

Hymns selected:

Family and friends to be invited to speak (limit of 3, five mins each):

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Burial/Internment Details/Information

Will there be a burial service to follow the service? ____ (Yes/No)

Location: _____
(If known, plot and grave #)

Name of Cemetery: _____

Other:

BUMC Columbarium ____ (Yes/No) If known, list niche information: _____

Location: _____

Name of Cemetery: _____

Notes: _____



Primary Family Contact: _____

Family Relationship: _____

BUMC staff assisting with the funeral/memorial service:

Organist: _____

Pianist: _____

Pastor: _____

Vocalist: _____

Other: _____

Audio/Visual Tech: _____

Funeral/Memorial Service Contacts & Phone Numbers

In general, these are the people who will be assisting you before, during and after the service.

BUMC Pastor	Rev. Joseph Fulk, III	(336) 674-0155 Office (336) 655-4566 Cell
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BUMC Trustee Chair or Vice Chair	David Cranfill (336) 509-5994 or Barry Norris (336) 908-0274
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Role: Trustees may be needed to help with parking, ushering, setting up & breaking down for a reception, or they may be needed if the service is to take place under the arbor.

BUMC Church Office	Robin Bunton	(336) 674-0155
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Role: Generally speaking, the church office will be responsible for sending out phone tree announcements, preparing the funeral bulletin, coordinating the logistics of the service with other church events, assisting the pastor and committee chairs as needed.

BUMC Pianist	Laura Cranfill	(336) 509-5995
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BUMC Cemetery Chair	Kelly (Betty) Fields	(336) 674-2069 (336) 707-5812 Cell (Betty)
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Role: Kelly & Betty arrange for the grave to be opened (dug) and are available to answer the family's questions. In addition, they have a lot of knowledge about the history of the cemetery, including family names and where extended family of your loved one are buried in the cemetery.

BUMC Columbarium	Londa Parks	(336) 674-9977 (336) 402-0205 Cell
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Role: If interment into the BUMC Columbarium is to take place, Londa will need to know ASAP. She will coordinate this part of the service, as well as answer the family's questions along the way.

BUMC Organist	Jane Reddick	(336) 674-2376 (336) 706-2226
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UMW Chair/Care & Nurture Chair	Jane Snead	(336) 674-7593 (336) 706-0514 Cell
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Role: Jane will be the person who puts together the reception for the family. She will need to know if the family wants to have a reception, when they want to have it, and ... if there are any specific directions on food choices for a reception.

BUMC Audio/Visual	Denny Spencer	(336) 674-9285 (336) 706-9923 Cell
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Role: Please refer to pages 5 and 6 in this document.

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