



Memorial Service and Funeral Planning Guide

Bolton Congregational Church
United Church of Christ
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Dear Friends,

For everything there is a season and a time for every matter under heaven: a time to be born, and a time to die...(Ecclesiastes 3:1-2a). These words express our understanding that for all the end of life will come, but it is not the end of all. Memories live on, and the spirit of our beloved will celebrate for all eternity in the loving embrace of our God.

Christians live in light of Jesus Christ, it is one of the core values of who we are each called to be in this life, through this living in light, when we are confronted with the thought of death, one must understand that as we live so shall we pass, for even in death, our light is never extinguished, it is carried for the rest of times, in those that are left here in the earthly level.

Death does bring about a sense of loss, sorrow and grief, but it should also bring about happiness, joy, and celebration as we look back on the life of the one who is passing. Remembering the joy they brought to all they touched in this world, and knowing that even if they are not physically here, they have been received into the house that has been prepared for all of us.

This resource is intended to aid loved ones in the decision making at the time of passing. It is also intended to be used to assist in planning for the eventuality of one's own passing. As we each are here on borrowed time, this resource is a way for those who wish to plan in advance to have their wishes recorded and can be executed with the loving Christian family that will surround us.

Do not think of this resource as the end of what is to come. Instead, view it as the opening chapter of one's own life for the eventuality that will come for all.

Peace and love,

The Pastoral Staff at Bolton Congregational Church, United Church of Christ.



What to Do When Death Occurs

The death of a spouse, family member, or close friend can be accompanied by several emotions that seem overwhelming. Yet, loved ones are often called upon to make very practical, urgent decisions. It is important that loved ones receive the help needed and support at this time, so the necessary arrangements can be made. In the event you do not know who to call at the time of loss, your Pastoral Team is available to you 24-7 365 days a year. Please utilize this line of communication and lean on them this time.

Actions Upon the Passing

- If the passing occurs at home, contact appropriate authorities, such as 911 or the attending home hospice organization. In many circumstances, a call to 911 prior to calling the hospice organization is important.
- Call the funeral director that has been chosen.
- Call the Pastoral team emergency number.
- Call family, close friends, etc. ones that can offer support at this time. If you are unable to complete all of these tasks, the pastoral team will assist in making calls as needed.

Role of the Pastor and Church Staff.

The Pastor will assist in planning the type of service you desire and will be the contact between the church and funeral home. The Organist will assist with the music selections for any service held at the church. The Church Office will assist with scheduling the service and the complementary coalition gathering after, as well as with a printed bulletin for the service. The Church Office can also provide information about the Church's Memorial Garden and assist in flower arrangements as necessary.

Role of the Funeral Directors

Consult with the funeral home of your choice about the services they offer. Some services many funeral homes offer are:

- Securing the necessary permits and death certificates



- Transporting, after death care, and legal custody of body
- Assisting in arranging for burial or cremation
- Assisting in arranging for cemetery plots, gravesite preparation, urn interments and more.
- Assistance in the purchase of caskets, urns, vaults and other memorial gifts.
- Coordinating memorial or funeral services with your chosen place of worship.
- Placement of obituaries and death notices as needed
- Coordinating military honors

Decisions Concerning the Newly Deceased Body.

In the Christian tradition, there are a number of options for one's physical body upon passing. Decisions about how to handle one's body should be shared with your pastor, as well as the funeral director and spouse. Some options to consider are:

- Burial - The Funeral Director of your choice will assist in cemetery and casket arrangements.
- Cremation - Remains of the loved one are placed in an urn, box, or other artifact and in some places may be scattered or interred. Bolton Congregational Church, UCC has a Memorial Garden, where portions of loved ones may be interred. All inquiries for this should be directed to the Church Office.
- Donation - prior to one's passing, arrangements can be made to donate your body to many things, including medical research, medical use etc.
- Other - there are several other options for loved ones remains. These include water cremation, composting, and you can even be planted with a tree. For more information reach out to the church, and we can assist you with research on these alternative options.

Viewing the Body

The decision to have a viewing or to arrange calling hours at the funeral home is largely a matter of personal choice. A private viewing can, at times, be an important factor in how loved ones heal in the long term.

On the contrary, the church service largely focuses on the worship of God, consoling the living and remembering the life of the deceased person. If the body is present at the church for the service, the casket will remain closed during this time.



Choosing your Service

The Pastor will be present with loved ones at the time of loss and will help arrange the service. The worship service, funeral, or Memorial Service is a statement of who and what the deceased was and will remain. It is a celebration of the life lived of the one who has passed and serves as a testament to the light they brought forth into the lives of others. The Congregation or those invited will gather to support the family and to remember the loved ones and assist those left behind in the healing that is needed. The Church service, as it is a testament to the one passed, is a personal service, and should be designed in such a way that gives voice to the newly departed.

There are several types of services that can be chosen from, or any combination of them.

- **Funeral** - A Funeral Service is the appropriate term when the casket or urn with the deceased remains is present. If the casket is present, it remains closed during this service. This service is usually conducted relatively soon after the passing.
- **Memorial Service** - A Memorial Service is an appropriate term when the service takes place without the presence of casket or urn. Typically, a larger photo of the deceased is used in their place. This service can take place as soon as a few days after passing or as long as several years in the future. Memorial Services are designed to offer more time for loved ones to arrive at the destination of the deceased, to be with the family and those who grieve.
- **Committal** - A Committal service is a shorter service that takes place at a grave site or internment site. It is intended to minister to the needs of some loved ones and offers the finality of the individuals passing. It typically consists of a brief scripture reading, several prayers, etc. Committals may be scheduled before or after a memorial service or even at the conclusion of a funeral, which is more typical.

Where to Hold the Service

Funerals and Memorial Services are usually held in the Sanctuary of the deceased's church. They can also be held outdoors at a location of your choosing. Here at Bolton Congregational Church, UCC, we only offer Funerals and Memorials in the Sanctuary with overflow seating in our Chandler Hall via live stream functionalities. Arrangements, at times, may also be made to hold a service at some funeral homes, cemetery chapels and more. Talk with your Pastoral Team on your wishes, and they will assist in making these arrangements.



The Order of Service

While the United Church of Christ has an Order of Service for Christian funerals, this is only a guideline. The entire service from the choice of music, scriptures, readings, etc. should be chosen to reflect the one who has passed while safeguarding the spirituality of the service. Typically speaking, we do not allow piped in music for Funeral and Celebration of Life Services. In the United Church of Christ, while we do not have any requirements for Christian Services, the service itself is rather fluid and can be changed with your wishes, we do remind you that this is a Christian rite and one of the more sacred worship services of an individual's life.

Reception or Coalition after Services

Bolton Congregational Church, United Church of Christ, is available to provide a memorial reception following service if requested. While there is a cost for us to provide the reception, BCC, UCC has a ministry named Helping Hands, that may be able to assist you in this.

Preparing for One's Own Death

Spiritual Planning

Knowing that we are mortal, Christians believe that death should be faced long before it is anticipated to occur. Because many decisions can and should be made in advance, Bolton Congregational Church, UCC encourages its members to pre-plan any arrangements they can. Planning in advance for these end of life arrangements not only ensures that your wishes are taken care of, but it saves your loved ones from having to decide everything in a time of grief, shock, and loss.

Bolton Congregational Church, United Church of Christ's Pastoral Team is available at any time to assist in this planning process.

We recommend that you complete the enclosed Preferences and Requests section and file this with the church office for future dates. This can be changed at any time, but what we have upon one's passing is what we will present to the family for assistance.



Decisions That Can Be Made In Advance

- Notifications - make a list of friends and loved ones that you want notified at or near the time of your passing. You may use the attached sheet for this purpose.
- Disposition of the Body - Choose burial, cremation, donation, or alternative methods for your body.
- Funeral Home arrangements - Choose a Funeral Home. Do some research here; don't just google and choose the first one. Funeral homes will be the one to handle your body, prepare you for the funeral, etc., so you want to choose one that meets your requirements. Talk with the Funeral Home about options for caskets, urns, cremation, viewings, and more. The Pastoral Team can assist with these conversations if requested.
- Service Arrangements - Choose the type of service and when commitment will take place, if at all. Select locations for services, select scriptures, poems, music, and who you would like to read, etc. Remember this service is a reflection on you, so make it personal.
- Personal Information - Make note of the information that will need to be included in death notices and obituaries including full name, date of birth, name of survivors, children, siblings, parents etc, designation of memorial gifts, any honors associated that you would like included, and more.
- Legalities - Ensure you have a living will in place, and your spouse knows where to receive a copy of this. Ensure that you have a safe place and veteran paperwork needed for military honors. Ensure any and all life insurance paperwork and notifications are in a place where survivors know where to find them. Speak with a lawyer as often as yearly to update any and all paperwork.



Preferences and Requests Workbook

Family Information

Full Name _____

Address _____

Phone _____ Email _____

Date and Place of Birth _____

Spouse, Partner, other Primary Personal Contact

Full Name _____

Address _____

Phone _____ Email _____

Marriage, Committal, etc Date _____

Deceased or Prior Spouses

*if you would like included

Full Name _____

Address _____

Marriage, Committal, etc. Date _____

Divorce _____

Death _____



Children and or Significant People

Name _____ Relationship _____

Address _____

Phone _____ Email _____

Name _____ Relationship _____

Address _____

Phone _____ Email _____

Name _____ Relationship _____

Address _____

Phone _____ Email _____

Name _____ Relationship _____

Address _____

Phone _____ Email _____

Name _____ Relationship _____

Address _____

Phone _____ Email _____

Name _____ Relationship _____

Address _____

Phone _____ Email _____



Knowledgeable and Trusted Individuals

Physician

Name _____

Address _____

Phone _____ Email _____

Attorney

Name _____

Address _____

Phone _____ Email _____

Durable Power of Attorney

Name of Person to Act _____

Address _____

Phone _____ Email _____

Health Care Proxy / Living Will

Person Named to Act _____

Address _____

Phone _____ Email _____

Executor of the Will



Name_____

Address_____

Phone_____Email_____

Funeral Home

Name_____

Address_____

Phone_____Email_____

Military Service:

Others to Notify (Please include contact information)

Name_____Relationship_____

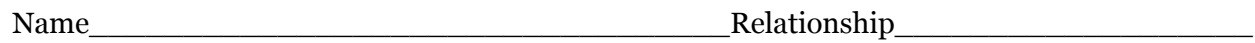
Address_____

Phone_____Email_____

Name_____Relationship_____

Address_____

Phone_____Email_____



Phone _____ Email _____

Name _____ Relationship _____

Phone _____ Email _____

(Use this for flowers, things you do not want, people you do not want told, etc.)

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Bolton Congregational Church, UCC

Funeral / Memorial Service Planning

Name _____ Date _____

Primary Contact Person _____

Relationship _____ Phone _____

Funeral Home _____

☐ Burial, Cemetery, Plot # _____

☐ Cremation, Internment Location _____

☐ Donation, Location _____

☐ Alternative _____

Service

☐ Funeral

☐ Memorial

☐ Reception to follow service, as requested

Ushers

☐ Provided by the family

☐ Provided by the funeral home

☐ Provided by the church



Location

- ☐ Bolton Congregational Church, UCC
☐ Other _____

Suggestions For The Service

Hymns

Scriptures

Poems

Additional Music (Organ, Instrumental, Vocal, etc.)



Speakers / Readers

Other Notes



Suggested offerings

Hymns:

Opening Hymns

A MIGHTY Fortress is Our God
Christ the Lord is Risen Today
For all the Saints
God of Grace and God of Glory
Great is Thy Faithfulness
How Firm a Foundation
Love Divine, All Loves Excelling
My Hope is Built on Nothing Less
Praise to the Lord, Almighty

Closing Hymns

Lead on, O King Eternal
Thine Be the Glory
Lead on, O King Eternal
It is Well With My Soul

Hymns for Service

Abide with Me
Amazing Grace
Be Still, My Soul
Blessed Assurance
Blest Be the Tie That Binds
It is Well With My Soul
Precious Lord, Take My Hand
Shall We Gather at the River

These are examples, please work with the Pastor to Choose Hymns from either the New Century Hymnal or the Glory To God Hymnal that may work with a Christian worship service.

Scripture Options:



Hebrew Bible Scriptures (Old Testament)

Job 19:23-25 I know that my redeemer lives
Isaiah 25:6-9 God will swallow up death for ever
Isaiah 40:1-8, 28-31 Comfort my people
Isaiah 40:28-31 Those who wait for the Lord shall renew
Isaiah 43:1-3a, 18-19 When you pass through the waters
Isaiah 44:6-8 I am the first and the last
Isaiah 61:1-4 The spirit of the Lord is upon me
Isaiah 65:17-25 I create new heavens and a new earth
Lamentations 3:22-25, 31b-32 The Lord's steadfast love
Psalms 23 The Lord is my shepherd
Psalms 27:1, 4-9a, 13-14 The Lord is my light and my salvation
Psalms 42:1-6a As a deer longs for flowing streams
Psalms 46:1-5, 10-11 A very present help in trouble
Psalms 90:1-10, 12 Teach us to number our days
Psalms 91 The one who dwells in the shelter
Psalms 103 Bless the Lord, O my soul
Psalms 106:1-5 O give thanks to the Lord
Psalms 118 Open the gates of righteousness
Psalms 121 I lift up my eyes to the hills
Psalms 130 Out of the depths I cry to the Lord
Psalms 139:1-12 Where shall I go from your spirit
Psalms 145 I will extol you, O God my King
Psalms 146 Hallelujah! Praise the Lord, O my soul

New Testament Scriptures

Matthew 5:1-12a The Beatitudes
Matthew 25:1-13 Wise and foolish bridesmaids
Matthew 25:31-46 The Last Judgment
Luke 7:11-17 Jesus raises the son of the widow of Nain
Luke 23:39-43 Today you will be with me in Paradise
John 14:1-6, 25-27 Let not your hearts be troubled
Romans 5:1-11 Hope does not disappoint
Romans 6:3-9 Baptized into Christ's death, raised to live
Romans 8:14-23 Nothing can separate from the love of God
Romans 14:7-9 Whether we live or die, we are the Lord's
1 Corinthians 15 (sel.) Christ raised from the dead
2 Corinthians 4:16-5:1 Visible things are temporary, invisible things
2 Corinthians 5:1-10 From God we have a house not made with
Ephesians 1:11-2:1, 4-11 Saved by grace through faith
Philippians 3:7-11 Knowing him and the power
of his resurrection
Philippians 3:20-21 Our citizenship is in heaven
2 Timothy 2:8-13 If we died with him, we shall



also live with him

Hebrews 2:14-18 Christ was tested in every way

Hebrews 11-12 (sel.) 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

Revelation 7:2-3, 9-17 These are they who have come out of the

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

John 6:47-58 Whoever believes in me has eternal life

John 11:17-27 I am the resurrection and the life

Sample order of Service

- Prelude (This is Chosen by the Musician)
- Greeting - A Short Greeting by the Pastor of the service
- Introit Prayer - UCC Book of worship
- Introit Hymn - Please choose above
- Scripture Reading - You may choose as many scriptures as you have readers, Please inform the Pastoral team who will be reading the scriptures 1 week prior to the service
- Message Scripture - Chosen by the Pastor
- Message - a Short Sermon
- Time of Remembrance - This is where memories are shared, Eulogy given etc. Please limit this to 5 or less people, and inform the Pastor team who will be speaking 1 week prior to the service
- Hymn - Please choose from above
- Prayer of Thanksgiving and Intercession - UCC Book of worship
- Lords Prayer - we use Debts and Debtors
- Preparation Song - Thaxed (This is Chosen per the Church)
- Commendation - UCC Book of Worship
- Closing Hymn - Please Choose Aboe
- Benediction - UCC Book of Worship
- Postlude - Chosen by Musician

