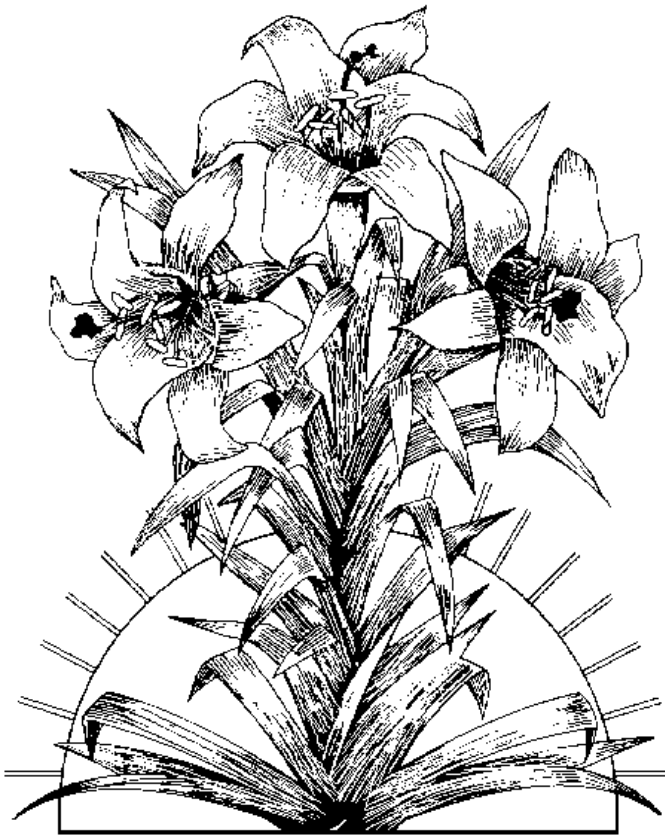


# *Guidelines for Funeral or Memorial Services*



*Cottage Grove  
United Church of Christ*

## **Introduction**

Death is a shock. No matter how much warning we may have had, we find ourselves unprepared for it. The staff and community of Cottage Grove United Church of Christ express our deepest sympathies to you during your time of loss. We hope that these guidelines will make a confusing and difficult time easier for you.

## **Service Reservations**

Contact the church office at (651) 459-1501 to notify the pastor of the death. The pastor, working with the funeral home and/or yourself will help to arrange the date and time.

## **Personnel Provided**

It is a privilege for us to serve a grieving family. The Pastor and Custodian participate in all funerals and memorial services. Other staff are available if additional services are requested.

## **Planning the Service**

The pastor will help you to do this. The process of planning the service can help put your loved one's death in perspective and begin the healing.

## *Purpose*

The funeral or memorial service, referred to as a Service of Thanksgiving for One Who Has Died, reflects the church's faith and hope in Christ's Resurrection. It seeks to make clear that nothing "will be able to separate us from the love of God in Christ Jesus our Lord" (Romans 8:39). It is an opportunity to pour out our grief before God and one another, as well as to give thanks to God for the life and memory of the one who has died.

## *Service*

The service typically includes prayers, Scripture readings, hymns, and a homily (brief sermon). The services of the church organist may be utilized if available. Special music, pre-recorded on a CD by the family or offered by a soloist or other musician chosen by the family, may also

be included. A eulogy by one or more loved ones may be included, or the family may choose to invite members of the congregation to come forward during the service and share memories of the departed. These details are worked out with the pastor prior to the service.

### *Scriptures*

It is appropriate to include at least one Gospel lesson. The psalms may be used before and/or after the lessons. Family or friends of the one who has died may be readers.

The following scriptures are suggestions for the Service of Thanksgiving for One Who Has Died. However, this is not an exhaustive list. If the one who has died had a favorite scripture that is not included on this list, or if the loved ones of the departed have other scriptures they would like to use, those choices can be discussed with the pastor.

### *Psalms*

Psalm 23	Psalm 90:1-4, 12-17
Psalm 27:7-14	Psalm 121
Psalm 42:1-5	Psalm 130
Psalm 46	Psalm 139:1-18, 23-24

### *Old Testament*

Job 19:25-27	Isaiah 25:6-9, 61:1-3
Lamentations 3:22-26, 31-33	

### *Epistles*

Acts 10:34-43	2 Corinthians 4:7-11, 16
Romans 8:9-11, 31-39	Ephesians 3:14-21
1 Corinthians 13	1 Thessalonians 4:13-18
1 Corinthians 15:12-20	2 Timothy 1:8-13
1 Corinthians 15:35-50	Revelation 21:1-6

### *Gospels*

Matthew 5:3-10, 11:28-30
Luke 23:33, 39-43
John 6:37-40; 11:17-27; 12:24-26; 14:1-3, 18-19, 25-27

### *Bulletins/Programs for the Service*

Bulletins will be provided for the family upon request. The fee for preparing and printing bulletins is listed on the fee chart at the end of this booklet. The pastor will provide the order of worship. Some things to think about and questions that will be asked of you:

- Will you want to use a preprinted Bulletin cover or have one with your loved one's picture on front created (picture can be dropped off at the office or emailed to [cgucc@usfamily.net](mailto:cgucc@usfamily.net)).
- Would you like the obituary, an inspirational scripture, poem, or saying put on the back cover? If so, please provide. If obituary, should the one the funeral home lists on their website be used?
- If using a preprinted bulletin, would you like their picture included on the back?
- Will you be having family members/ friends participate in the service (readings, songs, etc.) and if so, do you want their names and relationship included?
- Do you want the pallbearers listed? Their relationship listed?

### *Flowers*

Arrangements for times the church will be open for the delivery of flowers can be made with the family and church office.

### **Visitation/Viewing**

Some people are comforted by seeing the body of the one who has died, but this is a family decision. Often visitation/viewing takes place in the funeral home the day before the church service, or in the church immediately preceding the church service. If viewing/visitation is desired, these details will be worked out with the funeral home and the pastor.

### **Graveside Committal**

A graveside committal service may take place following the funeral or memorial service, either immediately after the service or at a later time or date. The committal service is to be conducted with simplicity, dignity, and brevity. It typically includes prayers, words of committal, and a blessing, reflecting the reality of death, entrusting the one who has

died to the care of God, and bearing witness to faith in the resurrection from the dead.

### **Luncheons or Other Food Arrangements**

This service is provided by the CGUCC Women's Fellowship if requested. The pastor will contact the Women's Fellowship upon the request of the family.

The large fellowship hall is used for luncheons. If only dessert and coffee will be served, the Gathering Room (the large room between the main church doors and the sanctuary) can also be used.

#### ***Luncheons***

##### ***Members/Regular Attendees***

The family will provide cold meat platters, sandwich buns/breads, condiments, butter/margarine, and all disposable dinnerware (paper plates, cups, napkins, flatware, and table cloths). The WF will provide salads, desserts, coffee, and lemonade or kool-aid.

##### ***Non-Members***

The family will provide all prepared food and all disposable serving products (paper plates, cups, napkins, flatware, and table cloths). The WF will set up, serve, provide and make coffee and lemonade or kool-aid, and clean up at a cost of \$2.50 per plate (\$100 minimum).

#### ***Luncheons Where the Food is Catered***

##### ***Members/Regular Attendees***

The WF will set up, serve, and clean up, and the family can make a cash donation of their choice for this service. The WF will provide and make coffee and lemonade or kool aid.

##### ***Non-Members***

The family will provide all prepared food and all disposable serving products (paper plates, cups,

napkins, flatware, and table cloths). The WF will provide and make coffee and lemonade or kool aid. The WF will set up, serve, and clean up at a cost of \$2.50 per plate.

#### ***Dessert and Beverage***

For short or evening services, the family may choose to serve light refreshments only.

##### ***Members/Regular Attendees***

The family will provide all disposable products (paper plates, cups, napkins, flatware, and table cloths). The WF will provide desserts, coffee, and lemonade. The WF will work in the Gathering Room kitchenette to serve and clean up after the refreshments. The family can make a cash donation of their choice to the WF for this service.

##### ***Non-Members***

The family will provide desserts and all disposable products (paper plates, cups, napkins, flatware, and table cloths). The WF will provide and make coffee and lemonade, serve and clean up in the Gathering Room kitchenette at a cost of \$.75 per plate.

#### **Memorial Gifts**

Memorial gifts in the name of the departed will be gratefully received by the church. Memorial gifts can be sent to Cottage Grove United Church of Christ, 7008 Lamar Avenue South, Cottage Grove, MN 55016.

**Cottage Grove United Church of Christ  
Fees for Funerals**

<b>Facility Charges</b>	<b>Members &amp; Regular Attendees</b>	<b>Non-Members</b>
Church	no charge	\$300
Candelabra	no charge	\$25
<b>Professional Services</b>		
Pastor	to be determined by pastor	to be determined by pastor
Custodian	\$85	\$100
Bulletins	\$25 per 50 plus \$6 to scan photo plus \$15 per 50 to add insert	\$25 per 50 plus \$6 to scan photo plus \$15 per 50 to add insert
Organist	\$125	\$125
Soloist	to be determined by soloist	to be determined by soloist
Audio Visual Technician (video taping available upon request)	\$50	\$50
<b>Women's Fellowship</b>		
Luncheon	free will offering	\$2.50 per plate (\$100 minimum)

**Contact Information:** (best phone & email)

**Pastor:**

**WF Luncheon Coordinators:**

**Other:**

1. To qualify for Member/Regular Attendee rates, deceased or immediate family must be a giving unit in the past 12 months.
2. All facility and service fees are payable to the church office by the day of the funeral. All luncheon fees are payable to Women's Fellowship on or before the day of the funeral.

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(651) 459-1501      www.cgucc.org      office@cgucc.org