

*A Guide for Planning  
Funerals & Memorial Services*



First Lutheran Church

402-488-0919 - [www.flclincoln.org](http://www.flclincoln.org)

1551 South 70th Street Lincoln, NE 68506

## FROM THE PASTOR

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Dear First Lutheran Families,

One of the most significant events in the life of an individual and a family is at the time of a death. We want to be able to provide care for you before, during, and after the death of a loved one. The information included in this booklet is to help you through the process of planning a service that will honor and celebrate your loved one.

It is an honor and a privilege to walk alongside a family as they grieve the loss of a loved one. We see this as a time of remembering and healing: plans are made, stories are told, memories are shared, tears are shed, and laughter is expressed. It is a time to celebrate the life of the person who has died and begin the grieving process.

It is our belief in Jesus Christ which allows us to see death and a funeral not as simply an ending, but as a day to celebrate Jesus' victory over sin and death. The promises of Baptism point us to new life, forgiveness, and the hope of the resurrection. We want to share this message of hope with you as you go through the grief and pain of losing a loved one.

For questions about funeral or memorial service planning, please contact the church office at 402-488-0919 and we will be glad to help with any questions or arrangements.

Peace,

Pastor Erin Heidelberger

Lead Pastor



# PLANNING A SERVICE

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## Pre-Planning a Service

The pastors are available to sit with you to pre-plan a service. Once a plan is completed you can keep a copy to share with your family and we will keep a copy on file in the church office. Pre-planning your service is a wonderful gift you can give your family as they grieve and make decisions.

## At the Time of Death

When a loved one's death draws close, the pastor would be honored to come to visit and pray with the family. Contact the church office (402-488-0919) in order to get in touch with one of the pastors. If it is after hours, listen to the phone message for the best way to contact the pastoral staff.

## Scheduling a Service

In order to schedule a time and date for a service please contact one of the pastors. The pastor will check the church calendar to make sure there are no conflicts before the service is scheduled. The sanctuary and chapel are both available for services, depending on the size of the service.

## Types of Services

There are a few types of services to consider:

1. Traditional funeral (the casket/urn is present) and the graveside service follows
2. Memorial Service (no casket/urn is present)
3. Graveside service only

In addition to visitation at the funeral home, time for visitation may be scheduled before the service at First Lutheran Church.

## Fees

There are no fees for funerals. Honoraria may be made if the family desires.

## Service Planning

One of the pastors will meet with the family either at the church or in your home, to discuss arrangements. This is a time to pick hymns and scripture readings, hear stories and decide on any other preparations that may need to be made. The church staff works behind the scenes to coordinate arrangements for soloists, musicians, and custodial services. One thing the family should think about is an estimate of the number of people attending.

## Reception/Luncheon

Following the service many families like to have a time to share stories and a meal with those in attendance. Volunteers from the church offer to serve lunch for those attending. For receptions under 100 people, the Funeral Care Team can provide and serve sandwiches, chips, dessert bars and drinks. The cost to cover food and drinks is \$4.00 per person (check can be made out to First Lutheran Church). Some families choose to have the meal catered. If you decide to cater, the Funeral Care Team will still provide desserts and beverages and serve the meal. \*\*

If you anticipate more than 100 people at the lunch, please plan to have the meal catered. The Funeral Care Team will provide desserts and drinks and will serve the meal. A few options for catering include Hy-Vee (O Street location: 402-483-7707), La Paz Mexican Restaurant (402-466-9111) and Doorstep Diner Catering (866-505-2456, [www.doorstepdiner.com](http://www.doorstepdiner.com)). \*\*

*\*\* Please contact the church prior to the day of the service to tell us who your caterer is and what time food will arrive.*

# WORSHIP SERVICES

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## Planning a Service

This is the general order for funerals and memorial services at First Lutheran

- Musical Prelude
- Words of Thanksgiving
- Processional Hymn
- Greeting and Prayer
- Scripture Readings
- Homily
- Hymn
- Apostles' Creed
- Prayers
- Holy Communion (optional)
- The Lord's Prayer
- Prayer of Commendation
- Closing Hymn
- Postlude

## Scripture Readings

We are rooted and grounded in scripture. It is where we hear God's promises of life and resurrection. A loved one's favorite passage can be used, or others that you find particularly comforting. Below are a few others to consider if you need some help.

- Psalm 23  
*The Lord is my shepherd...*
- Psalm 46:1-10  
*God is our refuge and strength...*
- Psalm 121  
*Lift up my eyes to the hills...*
- Psalm 139  
*O Lord, you have searched my and known me...*
- Isaiah 43:1-7  
*I have called you by name and you are mine...*
- Job 19:23-27a  
*I know that my redeemer lives...*
- Ecclesiastes 3:1-15  
*To everything there is a season...*
- Romans 8:31-35, 37-39  
*Nothing can separate us from the love of God...*
- Romans 14:7-9  
*We are the Lord's*
- 2 Timothy 4:6-7  
*I have fought the good fight, I have finished the race...*
- I Peter 1:3-9  
*He has given us a new birth into a living hope...*
- Hebrews 12:1-2  
*We are surrounded by so great a cloud of witnesses...*
- Revelation 21:1-7  
*I saw a new heaven and a new earth...*
- John 3:1-21  
*God so loved the world...*
- John 11:21-27  
*I am the resurrection and the life...*
- John 14:1-14  
*In my Father's house there are many dwelling places...*



## MUSIC IN WORSHIP

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Music is an important part of worship at First Lutheran. Often music can convey things that we may not be able to express in words. Choose hymns that were your loved one's favorites, and ones that are meaningful to you. During the service secular music is not used. If you need help, the Pastors or Director of Worship & Music can assist you, below are some suggestions:

- Abide With Me #629
- Amazing Grace #779
- Battle Hymn of the Republic #890
- Be Thou My Vision #793
- Beautiful Savior #838
- Blessed Assurance #638
- Children of the Heavenly Father #781
- Eternal Father Strong to Save (Navy Hymn) #756
- For All the Saints #422
- Go My Children With My Blessing #543
- Great Is Thy Faithfulness #733
- How Great Thou Art #856
- I Am the Bread of Life #485
- I Know That My Redeemer Lives #619
- I Love to Tell the Story #661
- Jesus Loves Me #595
- Joyful, Joyful We Adore Thee #836
- Lift High the Cross #660
- Love Divine, All Loves Excelling #631
- My Faith Looks Up To Thee #759
- My Hope Is Built On Nothing Less #597
- My Life Flows On in Endless Song #763
- On Eagle's Wings #787
- Precious Lord Take My Hand #773
- Softly and Tenderly Jesus Is Calling #608
- Take My Life That I May Be #685
- Thine Is the Glory #376
- This Is My Father's World #824
- What a Friend We Have in Jesus #742
- When Peace Like a River (It is Well With My Soul) #785
- You are Mine #581



### **Soloists and Musicians**

Typically our organist plays for services. If she is unavailable, she will find a substitute. Having a soloist is also an option during the service. Our Director of Worship & Music can help make those arrangements if needed.

### **Sharing Memories in Worship**

During worship you may have an individual or two share a few remarks. If this is something that you desire, we ask that remarks be limited to 3 minutes. Other memories can be shared during the lunch reception

### **Symbols and their Meaning**

#### **Funeral Pall**

At First Lutheran is it our tradition to use a pall. A pall is a white cloth that is draped over the casket or urn. It is white, which symbolizes two things. First, white is the color for Easter and the resurrection. Second, it reminds us of the baptismal garment placed upon us as a symbol of cleansing and new life.

#### **Paschal Candle - Christ Candle**

Jesus is the light of the world. This flame was lit and passed to us when we were baptized. It reminds us that we are children of God and inheritors of eternal life in Christ.

## OTHER INFORMATION

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### Ushers

The funeral home will provide ushers. If there is Holy Communion at the service First Lutheran will provide additional ushers to assist.

### Bulletins

First Lutheran will provide the bulletins for the worship service. Please let the staff know how many you anticipate at the service.

### Memory Table

A table can be set up in the commons for pictures and other personal items. This is where the family will greet people as they come for the service. Please let us know if you would like a table set up.

### Slideshow or Video

Families may choose to create a video or slideshow. Many funeral homes provide this service. A projector and screen are available for use during the lunch reception following the service.

### Flowers

Many flowers will come to the church from friends and family. We will choose a few of them to be up front in the sanctuary. The rest of them will go out by the memory table and in the Activity Center for the reception. Flowers should be taken home by the family unless other arrangements have been made.

### Memorial Gifts

Many people desire to give thanks to God for the life of the person who has died, by giving a gift in their memory. These gifts can be designated to many different places and charities. If a family chooses to designate First Lutheran as a recipient of Memorial Gifts, the family can work with the church staff and the Gifts and Memorials Committee to decide what that money will be used for.

### Children at Funerals

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, that 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. First Lutheran has children's baskets available outside the sanctuary for children to use when they are in worship.

### Grief Support

Grief is a long process, and everyone experiences it differently. Sometimes people need some help walking through this process. The Pastors are here to talk with you as you walk through this process. First Lutheran has other opportunities for grief support. Contact the church office for more information at 402-488-0919.



# NOTES

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**SERVICE ARRANGEMENTS FOR \_\_\_\_\_ UPDATED ON \_\_\_\_\_**

Type of Service:

- Funeral (casket present)
- Memorial Service
- Urn present
- Inurnment at another time
- Internment at another time
- Graveside

Location:

- FLC Sanctuary
- FLC Chapel
- Funeral Home

Holy Communion:

- Yes  No

Hymns:

- Procession \_\_\_\_\_
- Sermon \_\_\_\_\_
- Communion \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Sending \_\_\_\_\_

Scripture Readings:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Readers:

- \_\_\_\_\_
- \_\_\_\_\_

Eulogist:

\_\_\_\_\_

Lord's Prayer:

- Traditional
- Contemporary

Special Music:

\_\_\_\_\_

Reception:

- Yes  No
- Number expected

Will the family be a part of the procession?

- Yes  No

Pall Bearers

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Memorial Gifts should be given to:

\_\_\_\_\_

Service Date: \_\_\_\_\_

Service Time: \_\_\_\_\_

If you have funeral arrangements on file with a funeral home, which one?

\_\_\_\_\_