

## FUNERAL PLANNING GUIDE

**THE FUNERAL:** A funeral or memorial service for a Christian is a time where family and friends can reflect on Christ. This reflection is centered on the work He did in the life of the deceased and the funeral serves as a reminder of the hope of everlasting life through His sacrifice and resurrection. While the funeral honors, remembers, and celebrates the life of the deceased, the heart of the funeral should always be about the gift of life that God grants to each of us. Jesus meets death head-on, providing hope and comfort to all who worship and proclaim Christ as Lord.

This form may be used by a grieving family in the midst of funeral planning, by individuals planning for an impending death, or to express one's personal wishes for your own funeral in the future. This form may be revised at any time.

**HOW TO ALERT THE CHURCH OF A FUNERAL NEED:** In the event of a death, call the church office (614-864-9383) before making any arrangements. If this is not during business hours, please complete a "Funeral Request" found on our website [www.gracefellowship.cc](http://www.gracefellowship.cc). Click on the tab "Get Connected" and then click "Care". These requests are received in real time and will be answered as soon as possible.

**TO PRE-PLAN YOUR FUNERAL:** You may choose to file this form with the church. This information will be kept in a confidential file available to the pastors of Grace Fellowship.

After you complete the form, consider telling someone you trust about it. You may wish to discuss what you have written to be certain that it is clear. Consider providing copies for:

1. Your family
2. To file with your will
3. Your funeral home

Or simply give them a note that says: *"As we have discussed, I have recorded my desires regarding my death and burial. I keep this information in the following place: \_\_\_\_\_ (e.g., on file with the church, with my will). At the time of my death, I ask that you use this information to the extent possible."*

Please understand that this is not a binding legal document, but simply suggestions to help guide your family. Each situation is different, and some flexibility will be needed.

*Please keep a copy of these forms for yourself. Give a copy to a family member or friend and to your church.*

This form is provided as a service of  
**Grace Fellowship**  
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Email: [office@gracefellowship.cc](mailto:office@gracefellowship.cc)  
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## SOME THINGS TO THINK ABOUT WHEN PLANNING:

**LOCATION AND TYPE OF WORSHIP SERVICE:** Typically, funeral services are held at either a funeral home or church. It is best to plan the location based on personal comfort as well as facility availability (See campus availability guidelines below on page 3). Services can include a small sermon, memorial speeches, music, prayer, and/or audio visual tributes.

**Officiating pastor:** You may request any of the pastors presently serving Grace Fellowship to officiate, but this will be based on availability.

**Scriptures and Songs:** The pastor will be happy to suggest Scripture or songs, if you desire. Please refer to our list on page eight of this guide. Also, music can possibly be arranged. This is subject to availability.

**Live Music:** Musicians are subject to availability. Please discuss this with the assigned Pastor.

**Reception:** If your family wishes to have a light meal at the church following worship and/or burial, this can be arranged. For smaller groups of 50 or less, our “food ministry” will provide the food and setup; if the group is larger than 50, we suggest using a caterer for a meal paid for by the family, with whom we will coordinate drop-off and setup. We can also provide light refreshments as an option for larger groups. This is an important time for small intimate fellowship for families and close friends. Please let us know how many you expect to attend. For more information on receptions, contact our church office.

**Visitation:** A visitation is frequently held the day before the funeral service at the church or the funeral home. It is also common to have a one hour visitation in the lobby prior to the funeral service.

**Audio Visual:** A computer presentation of photographs of the life of the deceased may be projected before the funeral worship service. Please understand that compatibility of software and other issues make this difficult to perform without sufficient lead time; if you intend to use such a presentation, please have this to the church office at least 24 hours before the service. If the church facilities are being used, an audio visual technician from the church may be available.

**Sharing of life:** Although not necessary, there are occasions where a person—close friend or relative — may wish to make some brief prepared remarks that share something of the life of the deceased. If this is your desire, and you have a person in mind, name them here. The pastor will help you determine the suitability and placement of such remarks. \_\_\_\_\_

**Biography/Obituary:** In a separate document, record events, things, people, and accomplishments that are important to remember. Include such things as birth date and place, baptism and confirmation dates, churches attended, cities where the person lived, employment, marriage date and place, names of relatives, ministry in daily life, volunteer activities, military service, and the like. The funeral home will usually help you through this process.

**Flowers:** We will be happy to receive flowers for your funeral service during our office hours which are Monday - Thursday from 8:30 am - 4:30 pm. We will do our best to accommodate deliveries after our normal business hours.

**Memorial gifts:** Many choose to designate one or more memorial recipients to which gifts are given in lieu of flowers. These organizations can be listed on page 6.

**Funeral Service Facility Parameters:** Based on the size of our church, the consistent requests for church facilities, as well as worship service times, the location for the funeral service will be determined upon the amount of guests expected for the service itself and the date. To help a person get an idea of where their service can be held, below are the number of guests each facility can hold. Grace Fellowship does not charge a building usage fee for funerals.

-Pickerington Campus-The Main:	765 Guests
-Jefferson Campus - The Main:	450 Guests
-The Chapel:	325 Guests
-Upper Arlington Campus:	175 Guests
-Pickerington Campus-The Venue:	150 Guests
-Jefferson Campus - The North Room	50 Guests

**Other considerations:** Cremation, burial, donation to science, etc. Although some worry that cremation might not be a Christian practice, it is our view that this is a matter of preference and is acceptable from a Christian perspective. The people of God speak, as do Scriptures, of “dust to dust” and “ashes to ashes;” it makes no difference whether we return to the dust of the ground slowly or quickly. Likewise, donation of the body to science (which bodies, after being used at a medical school, for example, are then cremated), is acceptable. Please make your preferences known to your family.

**Suggested Honorariums:** This is a monetary donation to the people who served during the funeral.

Officiating Pastor - \$100 - \$200

Audio/Video Technician - \$100

Musician - \$50 per person

Vocalist - \$50 per person

## FUNERAL PLANNING

**The information and instructions provided in this questionnaire are for the guidance of family and friends in making the arrangements necessary at the time of death and are not legally binding or enforceable.**

*Note: This form should be kept with your important papers, family members, friends or given to your church to keep on file. I hereby give the following instructions: (answer only questions that apply to you.)*

### GUIDE FOR THE CHRISTIAN FUNERAL OF..

#### **Individual Information:**

Full Name: \_\_\_\_\_  
*First*
*Middle*
*Last*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Date and Time of Death: \_\_\_\_\_ Date and Place of Birth: \_\_\_\_\_

#### **Emergency Contact Person:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Eligibility for military honors or death benefits: \_\_\_\_\_

## PERSONAL HISTORY

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Brothers: \_\_\_\_\_

Sisters: \_\_\_\_\_

Spouse: \_\_\_\_\_

Children: \_\_\_\_\_

Grandchildren: \_\_\_\_\_

Date Born: \_\_\_\_\_ Where: \_\_\_\_\_  
*City*
*State*
*Hospital*

Date Accepted Christ: \_\_\_\_\_ Where: \_\_\_\_\_ Pastor: \_\_\_\_\_  
*City*
*State*

### PERSONAL HISTORY CONT.

Date Married: \_\_\_\_\_ Where: \_\_\_\_\_ Pastor: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Retired: \_\_\_\_\_  
 Came to City: \_\_\_\_\_ From: \_\_\_\_\_  
 Local Organizations and Involvement: \_\_\_\_\_

### OFFICIANT FOR FUNERAL

My choice of pastor to officiate at my service is: \_\_\_\_\_  
 Name of Campus or location of funeral: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

### SPECIFICS OF SERVICE

**Date of Service:** \_\_\_\_\_ **Time of Service:** \_\_\_\_\_  
 Place of Service (check one): Church \_\_\_\_\_ Funeral Home\* \_\_\_\_\_ Graveside Only \_\_\_\_\_  
*(Please keep in mind that the church facility location for the service will be determined by expected attendance)*  
 \*Funeral Home \_\_\_\_\_ Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Funeral with coffin/urn present \_\_\_\_\_ Memorial service without remains \_\_\_\_\_ Graveside service only \_\_\_\_\_  
 Body to be viewed prior to service? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, where? (check all that apply) \_\_\_\_\_ Funeral home \_\_\_\_\_ Church \_\_\_\_\_  
 Scripture Readings (may include Psalm, Old Testament, New Testament, and/or Gospel. See page 8 for suggestions)  
 \_\_\_\_\_  
 Favorite Biblical theme or image : \_\_\_\_\_  
 Pallbearers: \_\_\_\_\_  
 \_\_\_\_\_  
 Programs: Programs for the service are provided by the funeral home. Please deliver the to the church 24-hours prior.  
 Flowers provided at service? Yes \_\_\_\_\_ No \_\_\_\_\_ Where do you want the provided flowers stationed? \_\_\_\_\_  
 Who will be in charge of collecting the flowers after the funeral? \_\_\_\_\_

## MUSIC

Names of songs (see page 8 for suggestions): \_\_\_\_\_  
\_\_\_\_\_

Other music (special music, instrumental) \_\_\_\_\_  
\_\_\_\_\_

Other: For example, a musician or soloist you plan on asking to perform. Provide their name and phone number.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## MEMORIALS: FINANCIAL DONATIONS

Memorials in the deceased's honor may be given to any organization or to a specific area of interest to the deceased.

\_\_\_\_ Cause 1 (your choice) \_\_\_\_\_

\_\_\_\_ Cause 2 (your choice) \_\_\_\_\_

\_\_\_\_ Other (specify): \_\_\_\_\_

## OTHER SERVICES AVAILABLE

Suggested honorariums for these services are listed on page 3.

- Audio/Video Services - Microphone, Music, Video
- Play a Slideshow - We must have a completed slideshow to the church office at least 24 hours before the service. It must be in a .mov or .mp4 format that will play on a Mac computer.
- Live Musician
- Live Vocalist

## FUNERAL RECEPTION

If you choose to have a funeral reception, this event may be held immediately following the service or on a separate day. This is usually a gathering of close family and friends that may or may not include a meal.

Date of Reception: \_\_\_\_\_

Time of Reception: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Would you like to have a food at this reception? Yes \_\_\_\_\_ No \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_ 1-50 people - Our food team can provide a meal.  
\_\_\_\_\_ 51 and above\* - Our food team can provide beverages and light refreshments.

\*If you would like to serve a full meal for over 50 guests, then the family will need to hire a caterer for this event or provide food themselves.

### Catered Meals for more than 50 people

Will you be hiring a caterer for the reception? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Restaurant/Caterer providing food: \_\_\_\_\_

Time food will be delivered: \_\_\_\_\_ am/pm

### Potluck Meals for more than 50 people

Will your family will be providing food? Yes \_\_\_\_\_ No \_\_\_\_\_

Time family will be setting up food: \_\_\_\_\_ am/pm

Location of Reception: \_\_\_\_\_ The Venue at The Pickerington Campus  
(Upon Availability) \_\_\_\_\_ The Main at the Pickerington Campus (Large Events Only)  
\_\_\_\_\_ The Sanctuary at The Chapel  
\_\_\_\_\_ The Living Room at the Upper Arlington Campus  
\_\_\_\_\_ The Main at The Jefferson Campus  
\_\_\_\_\_ The North Room at the Jefferson Campus

What time will the guests arrive? \_\_\_\_\_ am/pm

What time would you like food to be served? \_\_\_\_\_ am/pm

Would you like music to be playing during the reception? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like to have a slideshow playing during the reception? Yes \_\_\_\_\_ No \_\_\_\_\_

## OTHER RESOURCES:

### SUGGESTED SCRIPTURES:

<b>Psalms</b>	<b>Old Testament</b>	<b>New Testament</b>	<b>Gospels</b>
Psalm 23 Psalm 42 Psalm 46 Psalm 121 Psalm 143	Job 19:23-27 Ecclesiastes 7:1-4 Isaiah 25:6-9 Lamentations 3:22-26	Romans 5:1-11 Romans 8:31-39 1 Corinthians 15:40-44 and 51-57 2 Corinthians 1:3-4 Philippians 1:21-23 1 Thessalonians 4:13-18 1 Peter 1:3-9 1 John 3:1-3 Revelation 14:13	Matthew 11:28-30 Luke 2:25-32 John 5:24-29 John 6:37-40 John 11:21-27 John 14:1-6

### SONGS:

<i>"10,000 Reasons" (Matt Redman)</i>	<i>I Can Only Imagine</i>
<i>"Amazing Grace"</i>	<i>I Will Rise (Chris Tomlin)</i>
<i>"Broken Vessels" (Hillsong)</i>	<i>It Is Well With My Soul</i>
<i>Come Thou Fount</i>	<i>"Lord, I Need You" (Matt Maher)</i>
<i>Doxology</i>	<i>Miracles (Acoustic)</i>
<i>Even When It Hurts (Praise Song)</i>	<i>O Come To The Alter</i>
<i>Give Me Faith</i>	<i>Oceans</i>
<i>Good Good Father</i>	<i>Our God</i>
<i>Great Are You Lord</i>	<i>Reckless Love</i>
<i>"Great Is Thy Faithfulness"</i>	<i>Revelation Song</i>
<i>How Deep The Father's Love For Us</i>	<i>What a Beautiful Name</i>
<i>How Great Is Our God</i>	<i>"Victory In Jesus"</i>
<i>"How Great Thou Art"</i>	<i>Other songs may be available upon request</i>

**FUNERAL PLANNING CHECKLIST:**

**Pre-Planning: All of these items can be arranged in advance of a person's death.**

**General Preparations**

- \_\_\_ Choose a Funeral Home
- \_\_\_ Assemble personal information for obituary
- \_\_\_ Choose a charity to direct donations
- \_\_\_ Decide if jewelry is to remain or be returned

**Funeral Home Services**

- \_\_\_ Choose burial or cremation
- \_\_\_ Select a casket or cremation container
- \_\_\_ Select a burial vault or cremation urn
- \_\_\_ Choose the location/type of service
- \_\_\_ Choose family viewing or visitation
- \_\_\_ Choose whether to have a graveside service or not
- \_\_\_ Choose a floral arrangement
- \_\_\_ Select a photograph to be displayed
- \_\_\_ Decide which religious or fraternal items are to be displayed
- \_\_\_ Decide what the deceased will wear
- \_\_\_ Select music, hymns, and solos
- \_\_\_ Select scripture or literature to be read
- \_\_\_ Select a memorial register
- \_\_\_ Select memorial folders and acknowledgement cards

**Funeral Home Services: Transportation**

- \_\_\_ Funeral coach
- \_\_\_ Clergy car
- \_\_\_ Family limousine
- \_\_\_ Pallbearer limousine
- \_\_\_ Flower car

## Participants

- \_\_\_ Choose clergy or officiator (pending availability, have second and third options)
- \_\_\_ Choose a musician or vocalist
- \_\_\_ Select pallbearers
- \_\_\_ Select family member or friend to perform the eulogy
- \_\_\_ Select family member or friend to read scripture or literature

## Cemetery Selections

- \_\_\_ Choose a cemetery
- \_\_\_ Select a burial or cremation plot
- \_\_\_ If cremation, choose who will receive the remains
- \_\_\_ Decide whether above or below ground
- \_\_\_ Select a memorial or grave marker and inscription

## Final Arrangements: The following items will be arranged post-mortem.

- \_\_\_ Contact chosen funeral parlor for guidance and planning •
- \_\_\_ Ambulance transfer from place of death
- \_\_\_ Apply for death certificates
- \_\_\_ Apply for a burial permit •
- \_\_\_ Set a time and date for the service and calling hours
- \_\_\_ Request preparation and embalming
- \_\_\_ Compose and submit obituary
- \_\_\_ Arrange location and food for the reception

## CARE OF THE BODY:

There are specific steps to be taken for each process for care of the body.

- \_\_\_ Embalm and bury body (*Consult funeral home and cemetery*)
- \_\_\_ Cremate Body (*cremated remains may be buried, stored in the home, or scattered: see local ordinances*)
- \_\_\_ Donate body to science (*Other forms necessary*)
- \_\_\_ Other: crypt, burial at sea, etc.

**Organ Donation:**

\_\_\_\_ Organ Donation: I wish to donate my organs (state which) to be used for medical purposes or organ transplants. *(Provisions must be made by proper documentation in accordance with state law.)*

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**IMPORTANT DOCUMENTS:**

**When planning your own funeral service: It is important that survivors be able to locate vital records and important documents. You should have a current will/living trust and related health care directives which express your wishes on important personal, financial, medical and charitable issues for your survivors. Also note your social security number, the location and date of your will/living trust, who has the power of attorney, the executor of estate, and the guardian of children (if children are minors).**

**Please make your family members aware of where these documents are located in your home.**

**It is understood that the wishes stated above will be fulfilled to the best of Grace Fellowship's ability upon \_\_\_\_\_'s passing.**

*(Print Name Here)*

**Your Signature:\*** \_\_\_\_\_

**Date:** \_\_\_\_\_

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*\*If you are using this form to pre-plan your memorial service, please sign the line above and include it with your personal end-of-life documentation such as your will.*

*\*\*The church may want to make a copy of this questionnaire and keep it on file for planning purposes.*