

## Information needed at time of death

Full name of deceased \_\_\_\_\_

Date and place of birth \_\_\_\_\_

(date) (city)

(county)

(state)

Father's name \_\_\_\_\_

Mother's full maiden name \_\_\_\_\_

Name of spouse \_\_\_\_\_

Date and place of marriage \_\_\_\_\_

Usual residence of deceased \_\_\_\_\_

(street)

(city) (county) (state)

Place of death \_\_\_\_\_

(city) (county) (state)

(institution or hospital)

Social Security number \_\_\_\_\_

Occupation/vocation \_\_\_\_\_

Place of employment \_\_\_\_\_

Memberships and/or special information:

Church \_\_\_\_\_

Date of baptism \_\_\_\_\_

Church voluntary service or veteran information \_\_\_\_\_

Education \_\_\_\_\_

Surviving family members (names and addresses): Spouse, parents, children, sisters and brothers. Number of grandchildren and great-grandchildren.

\_\_\_\_\_

(revised February 2023)

## Funeral – Memorial Service Handbook

*Even though I walk through the  
darkest valley, I fear no evil;  
for you are with me;  
your rod and your staff—they comfort me.*

Psalm 23:4 (NRSV)



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## Funeral – Memorial Service Handbook

Death normally finds us unprepared for the many issues and decisions which must be made. This guide has been prepared to help guide the surviving family through the first days after a death in the family. It is our hope that through the ministry of the church you might find comfort and strength in a difficult experience.

### What to do first?

- Notify a pastor as soon as possible.
- Identify the funeral home with whom you will work.
- The doctor or hospital staff may raise the question of an autopsy and a decision will need to be made at that time.
- Together with other family members, pastor and funeral director, determine an appropriate time for funeral/memorial services.

### What happens next?

*With the funeral director:*

- Personal and family information will be needed (see the back of this pamphlet for a typical list of items). From this information the funeral director will take care of newspaper announcements.
- If choosing cremation, make sure you have contacted the church if you wish to purchase a columbarium niche.
- Selection of a casket and arrangement for location of burial and/or special provisions as you request.

*With the pastor:*

- Plan for appropriate services of memorial.
- You may suggest other people who should be involved, Scripture passages, music and hymns, poetry, etc.
- If there are unique or special services desired, such as at the committal service, please tell the pastor and/or funeral director.

**Note:** The pastor will check whether the deceased has left a funeral preplanning checklist on file at the church office.

### Others issues for decision:

- Do you wish to establish a memorial fund in honor of the deceased and for what purpose or institution?
- Who will prepare an obituary or family tribute? A family member or pastor may read this in the worship service.
- Bulletin: Do you wish to have a photo or design on the cover, or to print a life-sketch in the bulletin? If so, please e-mail it or bring a copy to the church office. The Office/Facilities Manager will assist with printing the bulletin.
- Ushering: Church staff will make arrangements to have members of the congregation serve as ushers for a memorial service. If you have people you would like to be asked to usher, please provide names to the church staff.

### On the day of the funeral/memorial service:

- The Chapel is available on the day of the memorial service as a place for family to meet prior to the service.
- Pews will be reserved for the family to be seated together during the service.
- The Funeral Committee is available to serve a reception for all guests following the memorial service or burial (identify an approximate number of people who would come.) This may be lunch at noon or light refreshments in the afternoon.  
Light Lunch: (Late morning memorial service) Boxed lunches catered through the BreadBasket or other catering option. These box lunches often include sandwich, chips, and a cookie. Drinks are provided by the Funeral Committee.  
Light refreshments: (Mid-afternoon memorial service) Cookies, coffee and water. Cookies are donated by BCMC volunteers; coffee is provided by the church (no expense to the family). Assorted desserts optional at family's expense.
- Recording: The service will be live streamed through the Bethel College Mennonite Church YouTube channel. The church will prepare one DVD recording of the memorial/funeral service for the family. A master copy of the DVD is kept in the church office, and additional copies may be requested at any time for \$5 per DVD.

### Fees:

- Light lunch food receipts. These expenses vary from \$200-\$800 depending on the size of the funeral.
- PA operator: \$75 fee
- Additional DVDs: \$5 each
- Organist/pianist: \$100 (If the total time of the keyboardist for preparation and performing exceeds three hours, additional compensation will be required. If other musicians are desired, it is the responsibility of the family to coordinate with those musicians and compensate them appropriately. If those other musicians desire to be accompanied by the keyboardist, the keyboardist will require additional compensation.)
- Office/Facilities Manager: \$75
- Custodian: \$25

Fees/honorariums may be combined and paid to BCMC in one check, and BCMC will distribute payments as needed. The BCMC church office/facilities manager will prepare an invoice for the family. If these fees are a burden, other church funds are available to help. Please contact the Pastor if you seek financial assistance.