



# *A Guide for Planning Funerals & Memorial Services*

Trindle Spring Lutheran Church

717-766-7091 - [www.trindlespringlutheran.org](http://www.trindlespringlutheran.org)

14 State Road, Mechanicsburg, PA 17050

## FROM THE PASTOR

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Dear Trindle Spring Families,

One of the most significant events in the life of an individual and a family is the death of a family member or friend. We want 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 their life.

It is an honor and a privilege to walk alongside your family as you 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 heard. 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 717-766-7091 and we will be glad to help with any questions or arrangements.

Peace,



Pastor Aaron Erdley



Pastor Martha Boyd



# PLANNING A SERVICE

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## Pre-Planning a Service

The Pastor is 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 (717-766-7091) in order to get in touch with the pastor. If it is after hours, listen to the message for the best way to contact the pastor.

## Scheduling a Service

In order to schedule a time and date for a service please contact the pastor. The pastor will check the church calendar to make sure there are no conflicts before the service is scheduled. Service may be held in the TSLC sanctuary, a funeral home, or at the graveside.

## Types of Services

There are a few types of services to consider:

1. Traditional funeral (the casket or urn is present) and the graveside service follows or can be scheduled at a later date.
2. Memorial Service (no casket is present)
3. Graveside service only

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

## Fees

There are no fees for funerals. Honorariums may be made if the family desires for the Pastor, Organist, and others who may be involved in the Service Preparation.



## Service Planning

The pastor 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, bulletins, 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 time to share stories and a meal with those in attendance. Volunteers from the church will serve sandwiches, salads, desserts, and drinks for the reception. An Honorarium is appreciated to help with the cost of the luncheon. Any payments are considered a donation toward this ministry of care and hospitality.

# WORSHIP SERVICES

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## Planning a Service

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

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

## Scripture Readings

Our faith is 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 options 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 me and known me...*
- Isaiah 43:1-7  
*I have called you by name, 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 11:21-17  
*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. Often music can convey things that we are not 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 normally used. \*If there is a particular song that was meaningful to your loved one, talk with the pastor about it.

If you need help, the Pastor or Music Director 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 our organist is unavailable, we will find a substitute. Having a soloist is also an option during the service. Our Director of 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 Trindle Spring it is 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 Trindle Spring can provide additional ushers to assist.

## Bulletins

Trindle Spring will provide the bulletins for the funeral service. Please let a Pastor know how many you anticipate will be attending the service and the Parish Administrator will print off regular size bulletins and any large print bulletins you would like.

## 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 in for the service. Please let us know ahead of time if you would like a table set up.

## Slideshow or Video

Families may choose to create a video or slideshow. Some 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 Fellowship Hall for the reception. All 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 Trindle Spring as a recipient of Memorial Gifts, the family can work with the Parish Administrator 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. Trindle Spring has children's bags available outside the sanctuary for children to use when they are in service.

## Grief Support

Grief is a long process, and everyone experiences it differently. Sometimes people need help walking through this process. The pastor is here to talk with you, as you walk through this process. We can also make other referrals for assistance with on-going grief support. Contact the pastor for additional information at 717-766-7091 (Opt. 2).

# NOTES

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**SERVICE ARRANGEMENTS FOR** \_\_\_\_\_

Type of Service(s):

- Funeral (casket present)
- Memorial Service
- Graveside (committal)
- Burial another day

Bulletin Cover: \_\_\_\_\_

# of Bulletins: \_\_\_\_\_

Special Music:

\_\_\_\_\_

\_\_\_\_\_

Location:

- TSLC Sanctuary
- Funeral Home \_\_\_\_\_
- Cemetery \_\_\_\_\_

Reception:

Yes  No # \_\_\_\_\_

Will the family be a part of the procession?

Yes  No

Holy Communion:

Yes  No

Pall Bearers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hymns:

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

Memorial Gifts should be given to:

\_\_\_\_\_

Scripture Readings:

- First: \_\_\_\_\_
- Psalm: \_\_\_\_\_
- Second: \_\_\_\_\_
- Gospel: \_\_\_\_\_
- Other: \_\_\_\_\_

Visitation Date/Time: \_\_\_\_\_

Service Date/Time: \_\_\_\_\_

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

\_\_\_\_\_

Eulogist:

\_\_\_\_\_

Readers:

\_\_\_\_\_

\_\_\_\_\_