

The background of the cover features a soft-focus image of a sunburst filtering through green foliage. In the lower-left foreground, a single purple flower with five petals and a green stem is in sharp focus. A diagonal band of solid purple color runs from the top right towards the bottom left, serving as a backdrop for the title text.

Memorial Service and Service of Death and Resurrection

Guidelines



Dear First-Centenary family,

The Congregational Care Ministry serves our church community in a number of ways, especially at times of transition and loss. We seek to care for families before, during and after the loss of a loved one. This booklet is prepared to guide you during this significant time. We are honored to be present with you to offer support to you and your family.

The inherent belief in the risen Christ is the foundation of a United Methodist worship service, including a Service of Death and Resurrection or a Memorial Service. Christ is our hope for eternal life, and we offer this as assurance to the surviving family and friends, that their beloved is in God's eternal keeping.

The family planning for a service can be a blessing for those in grief. It is a time to laugh and to cry as the stories are retold and memories are shared.

If you have questions regarding planning a service, please call the Ministry of Congregational Care office, 423.756.2021, ext. 3106 or email Laura Shearer at lashearer2@comcast.net.

Sincerely,

Two handwritten signatures in black ink. The first signature on the left is "Dr. C. Mark Gooden" and the second signature on the right is "Laura A. Shearer".

Dr. C. Mark Gooden
Senior Minister

Rev. Laura Shearer
Associate Minister
Congregational Care

FIRST-CENTENARY UNITED METHODIST CHURCH

419 McCallie Avenue Chattanooga, TN 37402

www.firstcentenary.com

Planning for the Service

Before Death Occurs

The Congregational Care associate minister will be happy to visit and provide you with a planning document or you may use the one at the back of this booklet. Once completed, a record will be made and your data file will reflect that you have pre-planned your personal service or one for a member of your immediate family. Families might want to consider interment here at the church in our beautiful Memorial Garden. To determine availability, please contact Karen Gates, Business Manager at 423-756-2021 ext. 3121 or kgates@fcumc.org.

When Death Is Imminent Or Death Occurs

When a death is imminent, please call the Congregational Care office at 423-756-2021.

Date, Time And Place Of Service

If you wish to have one of our pastors conduct the service for your loved one, please schedule a meeting with him or her before you schedule a service with the funeral home.

Upon approval of the Senior Pastor, the family may request pastors from other churches to participate in the service. To avoid scheduling conflicts, the Congregational Care pastor will contact the Facilities Manager to coordinate service time and location.

The Kate Lyle West Chapel and the Memorial Garden provide intimate settings for Services of Death and Resurrection and Memorial Services when the Sanctuary is not the preferred location for the service. The funeral home and cemetery can also serve as venues. Whatever the family's decision, we will make every effort to accommodate your wishes.

Type Of Service

There are several types of services to consider:

1. A traditional Service of Death and Resurrection (where the casket is present), with graveside committal to follow.
2. A Memorial Service (where there is no casket). If there is a cremation, the Memorial Service may be followed by the interment of ashes in the Memorial Garden.
3. A graveside service or a service in the Memorial Garden
4. A graveside service and burial prior to the Memorial Service

Family Visitation

Family visitation may be scheduled prior to the service or after on the service day or the evening before. Receptions can be held in one of the hospitality rooms either before or after the service. The family is responsible for menu items for receptions or luncheons. Recommendations of caterers are available upon request.

Memorabilia

Frequently, family members display photos, albums, hobby examples or other personal items relating to their loved one. The church will provide a display table to hold the items.

Making Service Plans

After decisions are made regarding the date, time, place and type of service, the pastor conducting the service and the Congregational Care pastor will arrange to meet with the family to discuss scripture and music to be shared at the service. It will be a time of sharing personal stories. This meeting may take place in the pastor's office or in the family home.

The Minister of Congregational Care will coordinate all plans for the service including: discuss arrangements with the family as needed and arrange for the logistics of the service; serve as the liaison between the funeral home and the family; contact the clergy who are to participate and the Director of Music and Worship regarding selections for the service; secure any needed sound technician; and arrange for custodial services and volunteer support.

Fees

There are no fees for use of the church when a Service of Death and Resurrection or a Memorial Service is held at First-Centenary. One of First-Centenary's organists/pianists will provide music for the service. The Director of Music Ministries, Dr. Janice McNair, will coordinate with musicians and/or vocalists for the service and determine if there are fees to be assessed. If the family desires outside accompanists or vocalists, the Director of Music will give approval for the church and the family will be responsible for any fees and costs associated with those participants. If you have questions about appropriate fees for vocalists or instrumentalists, you may address concerns with the pastors.

Flowers

Floral offerings are a wonderful way to pay tribute to a loved one. Placement of floral arrangements will be handled by the Service Coordinator.

Funeral Home Responsibilities

- 1) Send obituary to the newspaper
- 2) Arrange visitation if at funeral home
- 3) Guide purchase of casket or urn
- 4) Arrange for family flowers
- 5) Provide guest book
- 6) Arrange for processional to cemetery and help with cemetery choice — plot, vault or space

Church Responsibilities

- 1) Plan the Worship Service or Memorial Service and provide bulletins, if needed
- 2) Provide a team of volunteers to greet and direct guests
- 3) Arrange flowers and plants
- 4) Provide an urn for ashes, if needed
- 5) Provide Pall for the casket, if requested

A Sample Order Of Worship

Gathering Music – Music will begin 15 minutes prior to the service. This may include selections requested by the family. A Processional will begin at the appointed time as the casket is moved into the worship space. The clergy will lead, followed by family.

Worship Service Order

Processional
Welcome and Words of Grace
Hymn
Affirmation of Faith
Scripture(s)
Prayers and The Lord's Prayer
Homily
Benediction
Recessional

After Care

Your church wants you to feel that you are not alone following your loss. We will do everything possible to offer acts of kindness and encouragement. You will find words of hope in many of the grief resources that will be made available to you through the Congregational Care office.

Families are invited to a healing service specifically designed for those who have suffered loss of a loved one when a service is planned. Also, our congregation celebrates All Saints Day, usually the first Sunday in November each year, at which time we remember in each of the morning worship services those members of First-Centenary who died within the intervening 12 months. Additionally, during that time our members may list the names of any loved one who has died in the Book of Names, which is made available for a time period.

Occasionally there are support groups offered for the bereaved. For information regarding current grief support groups please contact the Congregational Care Office, 423.756.2021, ext. 3106.

Ending Life Well

Suggested reading: Final Gifts: Understanding the Special Awareness, Needs and Communications of the Dying by Maggie Callahan, Bantam Books, (1992); Final Journeys: A Practical Guide for Bringing Care and Comfort at the End of Life by Maggie Callan, Bantam Books, (1999); Looking Up While Lying Down by J. E. Biegert, Pilgrim Press (2004); Living Fully, Dying Well: Participant Guide, A Small Group Study by Rueben Job, Abingdon Press (2006).

Comfort in the Scriptures:

Psalm 23 – I walk through the valley of the shadow of death

Psalm 62:8 – God is our refuge

Matthew 11:28 – Come who are weary and heavily burdened
and I will give you rest

Psalm 130 – Psalm of Lament

Isaiah 40:28-31 – Comfort my people

Revelation 21:1-7 – Vision of life after death

2 Corinthians 4:5-8 – Light shines out of darkness

Ephesians 1:15-23; 2:1-10 – Hope to which God has called you

John 14 – Promise of life after death

Or Identify a verse that describes the person's life.



P. O. Box 208, Chattanooga, TN 37401
(419 McCallie Avenue) 423-756-2021 www.firstcentenary.com
2021