

## FUNERAL FIRST STEPS

This is a reference guide for funeral preparation and planning, immediately following the death of a family member or friend.

### Key Decisions and Contacts for Today

1. Decide, with family, a primary person to make and oversee funeral arrangements.
2. Locate important papers like wills, life insurance policies, and pre-paid burial arrangements.
3. Contact the church Pastoral Care Office at 281-338-5433 to set an appointment with a pastoral care associate.
4. Decide on Physical Disposition Issues (burial, cremation, organ/body donation).
5. Begin making arrangements by calling the funeral home or crematory.
6. Contact family and friends.
7. Contact the employer of the deceased.
8. Decide where to stay tonight. (It's best not to stay alone.)

### Key Decisions and Contacts Tomorrow

1. Meet with the funeral home to discuss service options (visitation, funeral/memorial service).
2. Request 10-15 death certificates from the funeral home.
3. If your loved one was a veteran; notify the local VA office to apply for burial assistance, a flag or military honors.
4. Contact the pastoral care associate to determine best days, times and location for the funeral/memorial service.
5. Meet with the officiating pastor to determine all elements for service as well as discussing your loved one's life for eulogy and message.
6. Submit obituary to local newspaper (note: the funeral home may provide this service).
7. Confirm any special speakers (optional, 2-3 maximum).
8. Confirm pallbearers (optional).
9. Consider clothing, pictures, media and memorabilia for viewing and worship service.
10. Enlist help to prepare your home for guests.
11. Ask friends to help as needed.
12. Begin keeping a list of names to express appreciation.

## PLANNING THE MEMORIAL/FUNERAL

Dominion Church believes that a funeral/memorial service is a time to honor the memory of your loved one, while we also glorify Jesus Christ. Our desire is to provide a meaningful service that reflects who your loved one was, comforts your family and friends, and encourages worship of Jesus Christ.

### Funeral/Memorial Service Guidelines

1. All requests are made through Alicia Guel and she can be contacted at [alicia@dominionchurch.org](mailto:alicia@dominionchurch.org) or 281.554.3600
2. DOMINION CHURCH will perform funeral/memorial services for DOMINION CHURCH members, or immediate family members.

3. Request for funeral/memorial services from a non-member of DOMINION CHURCH will be solely at the discretion of the pastoral care staff and requested pastor.
4. A decision to use the DOMINION CHURCH facility for a funeral/memorial service will rest with the pastoral staff. They will consult and make the final determination about the use of the building for a service.
5. The pastoral staff must know and approve of non DOMINION CHURCH pastors.
6. DOMINION CHURCH pastors may also be requested to perform funerals/memorials for DOMINION CHURCH members or immediate family members, at the funeral home or cemetery upon request.
7. If having a funeral with your loved ones body present, the funeral home will be planning the funeral. Our pastors will only be officiating the service.
8. DOMINION CHURCH facilities are available for funerals/memorial services performed by a DOMINION CHURCH pastor, although availability is limited. Only certain days and times of the week are open, and those times can change from week to week.

## **The Pastoral Care Office**

1. The pastoral care staff will contact you within 24 hours of initial request to set-up a meeting with the officiating pastor and to discuss times and location for service.
2. After the officiating pastor meets with your family, our staff will be responsible for coordinating the use of our facilities and the contribution of the various leaders involved in the service.
3. Our staff will create a worship bulletin for the service. We ask that the family provide a typed obituary and an appropriate picture for the front of the bulletin.
4. The pastoral care staff will be the family's main contact for any needs or questions regarding the service. 281.554.3600

## **PLANNING THE MEMORIAL/FUNERAL**

### **The Officiating Pastor**

1. The requested pastor will review the funeral request and determine his availability. If he is unable to perform the service, one of our "on-call" qualified associate pastors will be requested to assist you. The pastoral care staff will contact you within 24 hours of the initial request to verify this information.
2. In order to avoid miscommunication, please wait for the pastor's approval before sharing service times or location.
3. Once the officiating pastor meets with the family, he will consider the family's requests and desires. He and the pastoral care staff will then prepare a service that honors the memory of your loved one and Jesus Christ.

### **The Element of Worship Music**

1. The officiating pastor and pastoral care staff are responsible for approving all music, musicians and instruments for the service.
2. We encourage families to invite someone they know to provide special music. Use of tracks or CDs are also welcomed.

### **Special Speakers**

The officiating pastor and pastoral care staff are responsible for approving all speakers who will give personal remarks. Please choose only two to three speakers to share. We ask that each

speaker limit his or her remarks to three to five minutes. We also encourage speakers to have written text when they come to the podium.

## **Slides and Video Presentations**

1. The officiating pastor and pastoral care staff are responsible for approving all media presentations. Our staff is not available to produce videos or slideshows. If a family desires to have a picture slide presentation the family is responsible to provide the pictures on CD. No more than 65 pictures can be shown in presentation. The pastoral care staff must have the CD 24 hours before service.
2. A video presentation may be used during service. All music and pictures must be approved by pastoral care staff. Presentations should not exceed the length of a normal song (two to four minutes). Pastoral care staff must have the presentation 24 hours before service.

## Template for Funeral Service Order

1. Prelude—Music Playing
2. Welcome / Obituary Read — (Read by Minister or family)
3. Prayer
4. Family Tributes—Family speaks
5. Song / Picture Show –
6. Message – Minister
7. Benediction / Prayer – Minister
8. Postlude—Music Playing
9. Pass-by – People come by the casket