

F I R S T M E T H O D I S T
C O N R O E
Caring Ministries



FUNERAL AND MEMORIAL SERVICE
PLANNING GUIDE
FOR FAMILIES AND INDIVIDUALS

4308 West Davis St. Conroe TX 77304 • telephone: 936-756-3395 • fax:936-756-3995 •

www.fumc-conroe.org

Table of Contents

- I. Letter
- II. Funeral Home Directory
- III. A Place to Begin
- IV. Planning Materials
- V. Other Important Information

In the past all of our pastors have had the privilege of sharing with families the struggle and hard work to put together an appropriate celebration and remembrance for their deceased loved one. In these experiences we also have seen how important and significant it is for families to have communication from their loved one about the funeral or memorial service. Such forethought makes their planning easier, and it helps focus their efforts toward how their loved one wants things to be.

We have prepared this resource to be used when a loved one has died, as well as assisting in making plans for your own desires for your service. In this Funeral and Memorial Service Planning Guide, we have included information that we hope will aid you in the many decisions that you face. If you have any further questions, or other issues arise, that we have not included, please feel free to call upon us to assist you. We will be glad to help.

Grace and peace,

Rev. Janet Stilwell

Associate Pastor of Pastoral Care and Outreach

Janet Cable

Director of Pastoral Care

Funeral Home Directory

(This information is not intended to be an endorsement.)

Cashner Funeral Home

801 Teas Nursery Road

Conroe, Texas

936-756-2126

Forest Park

18000 Interstate 45 South

The Woodlands

936-321-5115

Eikenhorst Funeral Services

1712 N. Frazier St 115

Conroe, Texas

936-788-1145

Sam Houston Memorial Funeral Home

10129 FM 1097 W.

Willis, Texas

936-890-0454

Conroe Funeral Directors

1504 North Thompson St.

Conroe, Texas

936-441-2280

Sam Houston Memorial Funeral Home

20850 Eva Street (Hwy 105)

Montgomery, Texas

936-597-7300

McNutt Funeral Home

1600 Porter Road

Conroe, Texas

936-756-2724

Metcalf Funeral Directors

1801 East White Oak Terrace

Conroe, Texas

936-756-3311

A Place to begin...Process, Protocol & Considerations

Prior to death...

Our ministers consider it a sacred privilege to visit and pray with you during this difficult time. If time and circumstances allow, please call the church office (936-756-3395) to notify us of your situation.

One of our ministers will make every effort to come and pray with you and your family. In the event that you call on the weekends, your information will be directed to the “minister on call” by our emergency extension in the voicemail system. A minister will be in touch with you as soon as possible.

When death occurs...

When your loved one dies, please call the church office. If possible, one of our ministers will come and be with you. If this occurs on the weekends, your call will be directed to the minister on call by our emergency extension in the voicemail system. The minister will call you back as soon as possible.

Setting the date and time for service...

Our ministers are happy to help you plan a meaningful service to celebrate the life of your loved one. One of our pastors will coordinate the service alongside Janet Cable, please call the pastor or Janet prior to scheduling the service date and time, so we can be sure to have access to the worship area you desire.

There are two areas where services may be held at the church:

The Chapel which seats up to 170

The Sanctuary which accommodates a service for 100 -1,200

Due to the ongoing worship service schedule of the church, funerals and memorial services* will not be held on Sundays. In addition, the church typically does not perform services during specific holiday weekends, or church events. The minister will review the availability of our facilities and his or her calendar in order to set the service at a time that is convenient for all.

*Memorial Service: Casket is not present

Funeral Service: Casket is present

A Place to begin...Process, Protocol & Considerations

Planning the service...

The minister that is leading the service will want to meet with the family members at the church or at your home and coordinate the service. This is a time to share stories and favorite memories of your loved one. Family members will find this to be a very helpful time as well as a source of comfort.

Your loved one may have left instructions about the service. Please share these instructions with the pastor at this time. In the back of this resource, you will find a list of hymns and scripture suggestions that will be a helpful resource to you prior to meeting meet with the minister.

Expenses...

There are no building usage fees for services held at First Methodist Conroe but these fees are recommended for those helping out with the service. The recommended honorarium for the ministers is \$100 – \$200. There is an organist or pianist fee of \$125. If a vocalist or instrumentalist is desired there will be an additional fee of \$75 for this person or persons. There is also a fee for the sound and media specialist of \$125 to run the microphones and the projector screens. These honorariums are due on the day of the service and should be made payable directly to the individual.

Flowers & Memorial Gifts...

The family may wish to provide flowers for the altar. Delivery should be at least one and a half hours prior to the service. In lieu of flowers, families may wish to offer donations to the church in memory of their loved one.

Care for Grieving Families on the Day of Service...

First Methodist Conroe wishes to be of assistance to our members during this difficult time. We offer a picture table for those that wish to honor their loved ones by displaying memorabilia and/or photos. The church also has available an easel for large portraits. Many families like to have a guestbook that is either furnished by the funeral home or bought by the family and the church has a bookstand to place that book on for attendees to sign.

Planning Materials...Hymns, Scriptures and Other Resources

Opening Hymns

No. 110 - A Mighty Fortress is Our God
No. 302 - Christ the Lord Is Risen Today
No. 189 - Fairest Lord Jesus
No. 711 - For All the Saints
No. 577 - God of Grace and God of Glory
No. 140 - Great Is Thy Faithfulness
No. 529 - How Firm a Foundation
No. 77 - How Great Thou Art
No. 89 - Joyful, Joyful, We Adore Thee
No. 384 - Love Divine, All Loves Excelling
No. 368 - My Hope Is Built on Nothing Less
No. 139 - Praise to the Lord, the Almighty

Closing Hymns

No. 127 - Guide Me, O Thou Great Jehovah
No. 580 - Lead On, O King Eternal
No. 159 - Lift High the Cross
No. 117 - O God, Our Help in Ages Past
No. 308 - Thine Be the Glory

Hymns of Hope and Comfort

No. 700 - Abide with Me
No. 378 - Amazing Grace, How Sweet the Sound
No. 534 - Be Still, My Soul
No. 297 - Beneath the Cross of Jesus
No. 369 - Blessed Assurance
No. 557 - Blest Be the Tie That Binds
No. 141 - Children of the Heavenly Father
No. 707 - Hymn of Promise
No. 156 - I Love to Tell the Story
No. 314 - In the Garden
No. 377 - It Is Well with My Soul
No. 301 - Jesus, Keep Me Near the Cross
No. 191 - Jesus Loves Me
No. 452 - My Faith Looks Up to Thee
No. 143 - On Eagles' Wings
No. 474 - Precious Lord, Take My Hand
No. 361 - Rock of Ages, Cleft to Me
No. 381 - Savior, Like a Shepherd Lead Us
No. 723 - Shall We Gather At the River
No. 706 - Soon and Very Soon
No. 328 - Surely the Presence of the Lord

Old Testament Scriptures

Job 19:23-25 I know that my redeemer lives
Isaiah 25:6-9 God will swallow up death for ever
Isaiah 40:1-8, 28-31 Comfort my people
Isaiah 40:28-31 Those who wait for the Lord shall renew
Isaiah 43:1-3a, 18-19 When you pass through the waters
Isaiah 44:6-8 I am the first and the last
Isaiah 61:1-4 The spirit of the Lord is upon me
Isaiah 65:17-25 I create new heavens and a new earth
Lamentations 3:22-25, 31b-32 The Lord's steadfast love
Psalms 23 The Lord is my shepherd
Psalms 27:1, 4-9a, 13-14 The Lord is my light and my salvation
Psalms 42:1-6a As a deer longs for flowing streams
Psalms 46:1-5, 10-11 A very present help in trouble
Psalms 90:1-10, 12 Teach us to number our days
Psalms 91 The one who dwells in the shelter
Psalms 103 Bless the Lord, O my soul
Psalms 106:1-5 O give thanks to the Lord
Psalms 118 Open the gates of righteousness
Psalms 121 I lift up my eyes to the hills
Psalms 130 Out of the depths I cry to the Lord
Psalms 139:1-12 Where shall I go from your spirit
Psalms 145 I will extol you, O God my King
Psalms 146 Hallelujah! Praise the Lord, O my soul

New Testament Scriptures

Matthew 5:1-12a The Beatitudes
Matthew 25:1-13 Wise and foolish bridesmaids
Matthew 25:31-46 The Last Judgment
Luke 7:11-17 Jesus raises the son of the widow of Nain
Luke 23:39-43 Today you will be with me in Paradise
John 3:16-21 God so loved the world

Planning Materials...Hymns, Scriptures and Other Resources

- John 5:24-29 Whoever hears and believes
 has eternal life
- John 6:37-40 Anyone who comes to me I
 will never drive
- John 6:47-58 Whoever believes in me has
 eternal life
- John 11:17-27 I am the resurrection and the
 life
- John 14:1-6, 25-27 Let not your hearts be trou-
 bled
- Romans 5:1-11 Hope does not disappoint
- Romans 6:3-9 Baptized into Christ's death,
 raised to live
- Romans 8:14-23 Nothing can separate
 from the love of God
- Romans 14:7-9 Whether we live or die,
 we are the Lord's
- 1 Corinthians 15 (sel.) Christ raised from the
 dead
- 2 Corinthians 4:16-5:1 Visible things are tempo-
 rary, invisible things
- 2 Corinthians 5:1-10 From God we have a house
 not made with
- Ephesians 1:11-2:1, 4-11 Saved by grace through
 faith
- Philippians 3:7-11 Knowing him and the power
 of his resurrection
- Philippians 3:20-21 Our citizenship is in heaven
- 2 Timothy 2:8-13 If we died with him, we shall
 also live with him
- Hebrews 2:14-18 Christ was tested in every way
- Hebrews 11-12 (sel.) Faith, the pilgrimage, the
 cloud of witnesses
- 1 Peter 1:3-9 Without seeing Christ, you love
 him
- 1 Peter 3:18-22; 4:6 Christ's ministry to the spirits
 in prison
- 1 John 3:1-3 We are children of God
- Revelation 7:2-3, 9-17 These are they who have
 come out of the
- Revelation 14:1-3, 6-7, 12-13 Rest for the saints
- Revelation 21:1-4, 22-25 A new heaven and a
 new earth

Sample Bulletin

Prelude

Gathering

Word of Grace and Prayer

Hymn or Special Music

Scripture (Old Testament)

Hymn

Witness/Eulogy

Scripture (New Testament)

Message

Benediction

Postlude

Funeral/Memorial Service Checklist

Name: _____

Date of Birth: _____

Will this be a Memorial Service _____ or a Funeral _____?

Funeral Coordinator

How many people are expected to attend? _____

Sanctuary _____ Chapel _____

Would you like a reception? _____

Did your loved one have an affiliation with a Sunday School Class or small group?

Yes _____ No _____

If yes, which one(s)? _____

Are you using a funeral home?

Yes _____ No _____

If yes, which one? _____

Person with whom you are working _____

Would you like a special set up for the service?

_____ Book

_____ Picture Table

_____ Easel for Portrait

_____ Slideshow (Direct to Sound and Light)

_____ Table in the Worship Space

Do you have a preference regarding which minister you would like to officiate?

Who will be the primary contact person in the family?

Name _____

Cell Phone _____

Email _____

Secondary Phone _____

Funeral/Memorial Service Checklist

Minister

What scriptures do you wish to use?

Old Testament _____

New Testament _____

Additional Scriptures _____

Will someone be preparing a eulogy?

Name

Relationship Your Loved One

Will there be any other special offerings such as readings, solos, or other forms of honoring your loved one?

Names _____

What will be done _____

Relationship to your loved one _____

Are there any other unique honors that the family or your loved one requested for the worship service?

In lieu of flowers, make gifts to my church and/or (please be specific)

Additional comments or notes...

Funeral/Memorial Service Checklist

Music

What hymns would you like to be sung?

Names _____

Instrument

Piano _____ Organ _____

Will the hymns be sung by the congregation or soloist?

Yes _____ No _____

Would you like to have additional special music?

Name of Music _____

Performed by _____

Audio Visual

Do you want a DVD or PowerPoint presentation before the service?

Yes _____ No _____

All slideshows must be in an updated PowerPoint format and given to the church office 24 hours prior to the service.

Any video must be secured by the family and formatted for our worship system 24 hours prior to the service.

Signed this _____ day of _____

Signature

(Witnesses permitted, but not necessary.)

Witness

Witness

Memories

1. What adjective(s) would you use to describe your loved one?
2. Did he/she have any particular loves or hobbies?
3. Did he/she enjoy any particular songs, poems, or scriptures?
4. If you could name one value or lesson he/she most wanted to teach the next generation, what would it be?
5. What one achievement or accomplishment would make his/her eyes light up when you mentioned it?
6. What were some of his/her favorite phrases or sayings?
7. Did he/she ever put anything up on the wall—a picture, a motto, a clipping—that expresses who he really was?
8. Did he/she like her first name? Did he/she have any nicknames?

Memories

9. Was there a cause or movement that he/she felt deeply about and supported with time and finances?

10. If he/she could have me say one thing during the funeral, what do you think it would be?

11. Why do you think this world is a little different because of him/her?