

Funeral Planning Guide

*Now may the Lord of peace himself
give you peace at all times in every way.*

2 Thessalonians 2:16

It is our desire at Woodlake Lutheran Church to assist you during this time of loss and grief. Pastors and support staff are available to uphold you with prayer and personal contact:

- during the dying process of a loved one,
- during the planning stages of the funeral or memorial service,
- through your grief and adjustment to life without your loved one.

The Pastor and Funeral Coordinator will journey with you during this difficult time and help you with the decisions that you will need to make regarding the funeral service and other arrangements. The Pastor will be there to provide pastoral care and lead you through the planning of the funeral service. The Funeral coordinator will help with logistical issues behind the scene, so that the pastor has more time to spend with you.

A funeral service is multifaceted. It can be a time of healing as well as a time to grieve. Equally important is celebrating the life of the deceased and honoring their memory. The celebration continues as we reflect on the new life that God's children have in the presence of Jesus through His death and resurrection!

This booklet has been designed to guide you through the process of planning a funeral and to answer questions you may have.

Contacting the Church

If a death occurs or there is a pending death, please call Woodlake to inform us. You may contact the church during business hours 9:00 a.m.-4:00 p.m., Monday through Friday at 612-866-8449.

After you meet with the pastor, Woodlake's Funeral Coordinator will contact you and assist the pastor to work alongside you and your family in an effort to make the funeral service, and events surrounding it, as pleasant as possible.

Scheduling the Date, Time, and Location

Funerals may be scheduled in the

- Sanctuary (seats 400+)
- Chapel (seats 70+)

While every effort is made to accommodate the family's wishes, the location reserved will depend on availability of space. Room and space reservations will be handled by the funeral coordinator and should be secured as quickly as possible. Scheduling a location generally takes place in coordination with the funeral home. A time of visitation is often held prior to the service. If a burial is to take place, it may occur immediately after the service, after a luncheon or refreshments, or in subsequent days. The funeral home will assist in scheduling specifics of the interment. Arrangements should be finalized with the funeral coordinator before a public announcement is made. There is no fee for members that desire to use the facility.

Outside Churches and Organization

While Woodlake desires to comfort and support to grieving individuals and families all outside churches and organizations seeking to use the facility for funerals or memorial services must be Christian. It is also required that the pastors of Woodlake participate in the planning of the service and preside at the service. There is a \$150.00 fee for outside groups using the facility to help cover maintenance costs.

Planning the Service

The pastor and/or Funeral Coordinator will assist you in planning the service. Below is a suggested outline.

Prelude
Processional
Opening prayer Time of Remembrance
(family tribute, sharing of friends, and/or video presentation)
Solo, worship song, or hymn
Scripture reading
Message
Solo. worship song, or hymn
Apostles' Creed
Solo, worship song, or hymn
[Communion]
Prayer of Intercession
The Lord's Prayer
Benediction
Recessional
Postlude

Suggested Scriptures for a Funeral

PSALMS

Psalm 23
Psalm 46
Psalm 84
Psalm 90
Psalm 103
Psalm 121

OLD TESTAMENT

Job 19:23-27a
Isaiah 40:28-31
Lamentations 3:21-26, 31-32
Ecclesiastes 3:1-8

GOSPELS

Matthew 11:25-30
Matthew 25:1-13
John 5:24-29
John 6:35-40
John 11:25-27
John 12:23-26
John 14:1-6

NEW TESTAMENT

Romans 5:1-11
Romans 5:17-21
Romans 8:31-35, 37-39
Romans 14:7-9
1 Corinthians 15:12-26
1 Corinthians 15:50-57
Philippians 3:20-21
1 Thessalonians 4:13-18
1 Peter 1:3-9
1 John 3:1-2
Revelation 7:9-17
Revelation 21:1-7
Revelation 22:12-17, 20-21

Worship Music Ideas

Woodlake will make every effort to obtain an accompanist (piano or organ) and/or soloist, if desired. Please inform the Funeral Coordinator as soon as possible if there is need for a Woodlake musician and she/he will put you in contact with the Music Coordinator. (Need Zach's input on this and hymns)

Woodlake will provide a pianist and soloist if requested or family members and friends who are musically gifted may play or sing as they are able. Although Woodlake has a sizable music library, it certainly does not contain all pieces of

music. If an unfamiliar song is requested, please be prepared to provide the music to the keyboard player and/or soloist. The pastors and Music Coordinator will assist in this process.

All Hail the Power of Jesus' Name
Amazing Grace
A Mighty Fortress
A Shield About Me
Beautiful Savior
Blessed Assurance
Children of the Heavenly Father
Exalt the Lord Our God
Glorify Thy Name
Great Is Thy Faithfulness
He Is Exalted
He Leadeth Me
Holy, Holy, Holy
How Great Thou Art
I Exalt Thee
I Know That My Redeemer Lives
I Need Thee Every Hour
I'll Fly Away
In the Garden
It Is Well With My Soul
Just A Closer Walk With Thee
Lift Up Your Heads to the
My Hope Is Built on Nothing Less
Nearer My God to Thee
O God, Our Help in Ages Past
On Eagle's Wings
Open My Eyes, Lord
Rock of Ages
Savior, Like a Shepherd Lead Us
Softly and Tenderly
Take My Life and Let It Be
The Old Rugged Cross
What a Friend We Have In Jesus
Worthy, You Are Worthy

Service Bulletin

The Office Coordinator or Funeral Coordinator will create a bulletin for the service, if desired.

The bulletin will contain:

- Order of service
- Words to congregational songs

Optional:

- Place of burial
- List of pallbearers

- Invitation to lunch or refreshments
- Short life story of the deceased
- Meaningful poem or scripture

Sample bulletins are available for review. Receiving bulletin information via e-mail is preferred; however, telephone and fax are also options.

Honorariums

The officiating pastor and musicians are paid by the family on an honorarium basis. Most often the funeral home will discuss this with you and can provide the honorarium on your behalf. If you have questions regarding honorarium please contact the Funeral Coordinator or pastor.

Memorials

If you would like a portion of memorial money received to be designated to Woodlake, please talk to the Funeral Coordinator or pastor about your desired designation(s). Envelopes specific to Woodlake are also available for guests to designate funds to ministries of their choice.

Food and Refreshments

The volunteers at Woodlake are available to set-up and help serve coffee, lemon aid, cookies and bars at your reception at no cost. If you would like to provide a meal we are including a list of local catering companies. If the family's request, the Funeral Coordinator can contact a local catering company for you and help coordinate the meal.

Luncheon

It is our sincere desire to accommodate each family's wishes to the best of our abilities. Although it is impossible to calculate the exact number of people that will attend the luncheon, there are factors that can be considered to estimate attendance with a fair degree of accuracy. The number of meals ordered will dictate the total cost. Please make your check payable to catering company and give it to the funeral coordinator.

Due to current Health Department regulations, we are unable to allow any catered food to leave our premises. However, we make every effort to utilize food leftovers in every way possible.

Day of the Service

The Pastor & Funeral Coordinator will assist the funeral home staff and family in setting up for the visitation and service. These are available for your use:

- Guest book stand (book provided by the family)
- Table(s) to display memorabilia

- Card basket
- Memorial envelopes
- Easels for display of picture boards

A private room will be reserved for family members. The pastor will meet 5-10 minutes prior to the service to pray with the family and to begin the processional.

Grief and Loss

Once the funeral is over, the task of adjusting to living each day without your loved one begins. Remember that grief is a process. A wide range of emotions may be experienced for months and sometimes years beyond the death. The Grief Support Group at Woodlake may be of help during this time by gaining insight into the grief process, and by experiencing the support of others enduring similar emotions and adjustments. One of the pastors will also follow-up with you, but feel free to contact a pastor at any time if you need pastoral care support.

Twin Cities Funeral Homes

Any number of funeral homes are available to serve your needs during this time. Here are just a few that Woodlake has an established working relationship with:

Morris Nilsen Funeral Chapel

6527 Portland Ave
Minneapolis, MN 55423
(612) 869-3226

Gill Brothers Funeral Chapels

5801 Lyndale Ave S
Minneapolis, MN 55419
(612) 915-0638

Washburn-McCreavy Funeral Chapels

2300 W Old Shakopee Rd
Minneapolis, MN 55431
(952) 884-8145

Cremation Society of Minnesota

7110 France Ave S
Edina, MN
(952) 924-4100