

## *We are here to help*

Due to the overwhelming grief that often occurs at the passing of a loved one, attendees of Grace Church and their families will appreciate this practical guidance in making arrangements for the funeral service.

The family is welcome to approach the pastor they wish to perform the service. The pastor will assist with arrangements related to the church and the service itself.

The following information will help you understand what is available from Grace Church.

***Time of calling ours and the service.*** The funeral home will help you decide the number of hours and times. The service is often held in the late morning or early afternoon on the day after the calling hours. However, calling hours can also be held immediately before the service.

***Location of calling hours and service.*** Out of kindness to your family and to help ensure a proper environment at this difficult time, we generally encourage folks to have their loved one's calling hours and service at the funeral home. There are so many events going on at Grace that we want to shield your family from disruptions from adults and children who are coming and going. If the family prefers to use the church, however, the officiating pastor needs to know this so he can assist with reserving the necessary rooms. Several rooms are appropriate for a funeral:

- The Atrium Chapel, for up to 140 people
- The Worship Center, for over 140 people

***Planning the Funeral Service.*** The officiating pastor will meet with the family as soon after the death as possible to offer comfort and to hear the wishes of the family for the service. He will want to know if there are any particular Scriptures and favorite songs to include and whether time needs to be allotted for people to share their remembrances.

***The Funeral Service.*** The funeral service will combine comfort and hope and an explanation of how to become a follower of the Lord Jesus. The pastor will plan the service to suit the needs of the family and friends.

A typical service includes:

**Prelude**  
**Opening Scripture and Prayer**  
**Remembrances**  
**Scripture Reading and Prayer**  
**Musical Selection**  
**Message**  
**Closing Prayer**

***Music.*** Music can be a meaningful expression of comfort and love and therefore is sometimes included in a service. Congregational singing can be included as well as special music. If the congregation will be singing, the family will need to arrange for the words to be printed. Recorded music is preferred but occasionally the family requests musicians. The family is welcome to arrange their own musicians in consultation with the pastor. If the pastor arranges for Grace Church musicians, each musician's fee (instrumental and vocal) is \$100.

***Memorial Displays and Video Presentation.*** Displaying photographs and items that were special to the deceased is a meaningful way to remember a person and celebrate his or her life. The church can provide easels and tables if requested. If the family would like to develop a video of photographs, it can be shown before or during the service. It is helpful to have two copies of the presentation on DVD or jump drive. Grace Church is not equipped to create presentations and requests that the family prepare these.

***Funeral Service Costs:*** The cost of a funeral service at the church is based on the family's association with the church and the specific arrangements of the funeral. Our Facility Scheduling Director can explain the fees.

***The Graveside Service.*** At the cemetery, the pastor will offer final words of comfort, Scripture and prayer.

***Funeral Luncheon:*** A Grace family is free to arrange a luncheon at the location of their choice. If a luncheon at the church is preferred, it can be arranged through the Facility Scheduling Director. The luncheon is typically held in the Cafe or similar room. Our Facility Scheduling Director can explain the fees. The family is welcome to hire an outside caterer. As a service to families that regularly attend Grace Church, a luncheon can be arranged through the Kitchen Ministry. Several menu options are available with varying prices. The family is responsible to pay for the number of people prepared for, whether or not that number is served.

## Checklist for a Grace Church Funeral

- Call the funeral home to begin making arrangements that they will handle.
- Decide the location and times for calling hours and the service. If at Grace, contact the Grace Church Facility Scheduling Director to reserve the rooms you will use or ask the funeral home to do this. Also mention if you would like to have a luncheon and the number of people you expect.
- If you prefer to have a specific pastor conduct the service, you may contact him or ask the funeral home to contact him on your behalf. If you have no preference, a pastor will be selected for you based on availability.
- Give thought to Scriptures, songs and musicians you'd like to have included in the service. Learn who is interested in sharing a remembrance.
- Meet with the pastor to share your ideas for the service.
- Decide who will print the words to congregational songs, if any.
- If services are at Grace, please submit payment to Grace Church prior to the funeral service and/or luncheon.



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*You are not alone*



GRACE CHURCH  
Middleburg Heights

## The 23rd Psalm

The LORD is my shepherd, I lack  
nothing.  
He makes me lie down in green  
pastures,  
He leads me beside quiet waters,  
He refreshes my soul,  
He guides me along the right paths  
For His name's sake.  
Even though I walk through the  
darkest valley,  
I will fear no evil,  
For you are with me;  
Your rod and your staff,  
They comfort me.  
You prepare a table before me  
In the presence of my enemies.  
You anoint my head with oil;  
My cup overflows.  
Surely Your goodness and love will  
follow me  
All the days of my life,  
And I will dwell in the house of the  
LORD  
Forever.

## *Our Prayer for Your Loved One's Funeral*

May you find comfort and hope to sustain you  
at this time of loss. Our desire is to serve in  
such a way that you are free from worry and  
concern so that you can focus on the family  
and friends that have meant so much in the life  
of your loved one. Our highest goal is to see the  
Lord Jesus Christ exalted in life and in death.

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# Planning The Funeral For Your Loved One

The **LORD** is close to  
the brokenhearted and  
**SAVES**  
those who are crushed  
in spirit

Psalm 34:18