

Funeral and Memorial Services

Prospect United Methodist Church

The Reverend Dr. Sterling L. Eaton: Sr. Pastor



Prospect United Methodist Church
800 Lincoln Ave, Prospect Park, Pa 19076

Phone: (484)5408114

[*se.prospectpark.prospect@epaumc.org*](mailto:se.prospectpark.prospect@epaumc.org)

Introduction

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to death. Death brings loss, sorrow, and grief to all. In the face of death, Christians affirm with tears and joy the hope of the gospel. Christians do not bear grief in isolation but are sustained by the power of the Spirit and the community of faith. The Church offers a ministry of love and hope to all who grieve.

Some items here reflect the policy of Prospect United Methodist Church, while others are simply suggestions that, hopefully, will be helpful to you and your family as you face the reality of death. It should be clearly understood that the ministers are ready and willing to assist and serve you in every stage of planning a funeral or memorial service. Please remember that contact with the Church should be made as soon as possible so the ministers can help you from the beginning with the necessary preparations. The Church is available to counsel you at any time.



Funeral, Memorial, and Graveside Services

When churches and funeral home staff talk about a funeral versus a memorial service, they explain that a body is present at a funeral, while only cremated remains or no remains are present at a memorial service. Usually, the main event is either a funeral or a memorial service.

Many families also choose to hold a graveside service. This is a brief ceremony where family and friends gather at the final resting place of the deceased to remember their loved one, listen to words of comfort and hope, and entrust him or her to the loving arms of God.

While many families choose to have both a funeral or memorial service and a graveside service, it is also possible to have only a graveside service or only a funeral or memorial service. For families expecting more than 50 people to attend, we recommend including a funeral or memorial service, as it is difficult for larger groups to hear and see at a graveside service. It is also common to have a more private graveside with only family (and maybe close friends) and a more public funeral or memorial service.

Grief Support

The pastor is available for grief counseling, and we encourage people to call to schedule a time to discuss the grieving process. Call the church office for more information: (484) 540-8114.

When can a Funeral or Memorial Service be scheduled?

Both the pastor and the church assistant to the pastor need to be consulted before a service is scheduled. Please check with us before announcing the date, time, and location to friends, family, or in the newspaper. If the service will not be at the church, the pastor can work with you alone to set the date and time. Services to be held at the church can be scheduled Monday - Saturday as long as there are no conflicts with other scheduled events. Most funerals occur late morning or early afternoon. We realize that funerals seldom happen when planned and that you may need to accommodate the schedules of out-of-town guests. We will work hard to find a time that works for you and the church. You can contact the church office when you are ready to schedule the services at (484) 540-8114.

Can someone other than the pastor at Prospect UMC officiate or participate?

While this is mostly at the discretion of the Sr. Pastor, we generally allow other ministers to participate, though we ask that our pastor be involved. Please talk to the pastor at Prospect UMC before inviting another pastor to participate. Our pastor will coordinate with the pastor you ask to share the responsibilities of the service.

Ways of Remembering Your Loved One

While some people truly wish to speak at the funeral of a family member or friend, this can be extremely difficult. Although it is not necessary for any family member to speak, we suggest that no more than 2-3 people do so to honor your loved one's memory. Our church recommends several alternatives:

The pastor will work with the family to highlight important events, themes, and personality traits of your loved one, but hearing stories and memories in the family's own words makes those memories even more real.

One idea is for family and close friends to write statements and/or letters to read during the service. Children can also draw pictures that could be displayed at the reception or, if scanned, projected on the wall during the service.

We strongly recommend adding a remembrance page in the bulletin. This page allows family and friends to write down memories, prayers, and notes to the family. These are collected at the end of the service and given to the family.

Pictures and picture albums are a great way to remember your loved one's life. Pictures can be.

Does the church provide musicians?

Prospect United Methodist Church may be able to supply an accompanist for the funeral or memorial service. Requests for musical accompaniment must be made as far in advance as possible, and the accompanist retains the final decision on whether to participate.

The Service

The pastor will plan the service with you in accordance with our church practices and will strive to include favorite scripture and hymn choices. Please consult with the pastor prior to asking other speakers to participate. Some may wish to share memories at the reception rather than at the services. Photos and videos may be shared during the service. If the family would like to observe the Lord's Supper, arrangements must be made with the pastor.

The memorial service includes several basic elements on which you may want to provide input: prayers, scripture, a message, remembrances, music, and/or poetry or other readings. The pastor will work with the family in order to develop an appropriate order of service. Here is a basic order of worship:

Gathering/Processional

Our pianist/organist will generally prepare music before and after the service (Gathering/Processional and Postlude/Recessional). The pastor will generally lead the times of prayer, unless a family member or friend would like to participate. The church will work to provide a pianist and/or organist unless other arrangements are made.

Greeting

Opening Prayer

Hymn

Hymns sung by the congregation are always appropriate. Normally, our church organist will play for all memorial services. Other instrumental music and/or special vocal music may be included. The pastor can work with the family in order to choose appropriate hymns and music.

Remembering the Life

At this time, we remember the life of your loved one. This can be done in various ways, including having people speak, having the pastor(s) read letters or remembrances written by family and friends, or having the pastor(s) reflect on the deceased's life.

Scripture

The pastor will work with the family to choose appropriate scriptures to be read. The pastor will generally choose one of these texts as the foundation for the message that follows.

Message

The message is a short meditation on scripture, intended to comfort friends and family and to provide hope in eternal life through reflection on the text.

Hymn

Prayer Commendation

With this prayer, we "commend" your loved one into the loving arms of God, praying that God receives him or her into the peace of everlasting life.

The pastor will work with office staff to prepare a bulletin for the service with input from the family which will include the order of service, participants' names, family information, and suggestions for remembrances.

Hymn/Anthem/Solo

Benediction & Dismissal

We ask God's blessing on those of us who grieve and are given the commission to love and serve God.

Postlude/Recessional

This order can be shortened, lengthened, or changed in order to create a service to remember and celebrate the life of your loved one.

Slide Shows and Videos

If you would like to present a video or slideshow, please notify the pastor in advance so they can make arrangements. We do not need a technician for normal sound system use.

Flowers and Decorations



The family may wish to provide flowers, photos, or other decorations for the sanctuary and/or graveside. The local florists have arrangements with the church and can advise you and deliver, eliminating the need for you to arrange pickup or delivery.

Norwood Florist – 518 Chester Pike - (509) 925-3176

Bulletins:

Bulletins are available upon request at a cost to the family; you will need to provide information about those who wish to participate in the service. The cost of bulletins is determined by their complexity and preparation, and a separate fee applies for black-and-white and color printing.

Bulletin Picture:

Family Members: please list names and relationships (Print):

Receptions

Many families choose to have a reception following the service. This reception is often held in the church fellowship hall, a restaurant, or a family member's home. This is a great opportunity for friends and family to gather, remember, and celebrate the life of your loved one. The pastor can work with the family as they plan the reception.

It is also a great time in which to share pictures, stories, or other mementos in a more intimate setting than the service.

Our Church's United Hospitality organization is available to help plan food and drinks for receptions held in our fellowship hall. There are two main options:

- A simple reception: coffee, tea, punch, and cookies or cake
- A light lunch type of meal: sandwiches, salads, dessert with coffee, tea, and punch

The church will prepare the food, serve it, and clean up afterward. This request comes at a cost based on the number of foods, drinks, and supplies. This is discussed later in the packet.

Memorials

Many families suggest that people may donate to an organization or charity in remembrance of their loved one. If you have an organization that you would like to direct people to, let us know. If this organization or charity is not the church, we will need an address. We will print this information in the bulletin.

Many families of church members encourage people to give to the church. Our church has a Memorial Fund Committee that can work with families to direct funds toward ministries and projects that reflect their loved ones' hearts and interests.

Scripture Suggestions

Here is a list of common scriptures used at funeral/memorial services. Those marked with asterisks (*) are the most common. The pastor will work with you to choose the scriptures for the service. Here are some to look at before meeting with the pastor. If you do not have a Bible, www.biblegateway.com is a great free resource with multiple Bible versions available for viewing.

Old Testament

* Job 19:23-27 I know that my Redeemer lives
 Isaiah 25:6-9 God will swallow up death forever
 Isaiah 26:1-4, 19 God will keep them in peace
 * Isaiah. 40:1-11, 28-31 Comfort my people
 * Isaiah 40:28-31 Those who wait for the Lord shall renew their strength
 Isaiah 43:1-3a, 18-19, 25 When you pass through the waters, I will be with you
 Isaiah 44:6-8 I am the first and the last
 Isaiah 55:1-3, 6-13 Ho, everyone who thirsts
 Isaiah 61:1-4, 10-11 The spirit of the Lord is upon me
 * Isaiah 65:17-25 I create new heavens and a new earth
 Lamentations 3:19-26, 31b-32 The Lord's steadfast love
 Daniel 12:1-3 Many of those who sleep in the dust shall awake
 Joel 2:12-13, 23-24, 26-29 Return to the Lord with all your heart
 Zech. 8:1-8 Children playing in the streets of the city

Psalms

Ps. 16:5-11 The Lord is my chosen portion
 * Ps. 23 The Lord is my shepherd
 Ps. 27:1, 4-9a, 13-14 The Lord is my light and my salvation
 Ps. 39: 4-5, 12 Lord, let me know my end
 Ps. 42:1-6a As a deer longs for flowing streams

Ps. 43 Give judgment for me, O God
 * Ps. 46:1-5, 10-11 A very present help in trouble
 * Ps. 90:1-10, 12 Teach us to number our days
 Ps. 91 The one who dwells in the shelter of the Most-High
 * Ps. 103 Bless the Lord, O my soul
 Ps. 106:1-5 O give thanks to the Lord
 Ps. 116:1-9, 15 The Lord has heard my voice
 Ps. 118 Open the gates of righteousness
 * Ps. 121 I lift up my eyes to the hills
 * Ps. 130 Out of the depths I cry to the Lord
 * Ps. 139:1-12 Where shall I go from your spirit?
 Ps. 145 I will extol you, O God my King
 Ps. 146 Hallelujah! praise the Lord, O my soul
 1 Corinthians 15:3-8, 12-20a Christ raised from the dead
 1 Corinthians 15:20-24a In Christ shall all be made alive
 * 1 Corinthians 15:20-26, 35-38, Death is swallowed in victory (also 42-44, 50, 53-58)
 1 Corinthians 15:35-44 The natural body and the spiritual body
 1 Corinthians 15:50-57 We shall all be changed
 * 2 Corinthians 4:16-5:1 Visible things are temporary, invisible things eternal
 2 Corinthians 5:1-10 From God we have a house not made with hands
 Ephesians 1:11-2:1, 4-10 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

Colossians 3:1-17 Set your minds on the things that are above

* 1 Thessalonians 4:13-18 The comfort of Christ's coming

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 11:1-3, 13-16; 12:1-2 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

Revelations 7:2-3, 9-17 These are they who have come out

of the great tribulation

Revelations 14:1-3, 6-7, 12-13 Rest for the saints

* Revelations 21:1-4, 22-25; 22:3-5 A new heaven and a new earth

Revelations 22:1-5 The Lord God will be their light

Gospels

Matthew 5:1-12a The Beatitudes

Matthew 11:25-30 Hidden from the wise, revealed to infants

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 18:15-17 We enter the kingdom only as children

* Luke 23:33, 39-43 Today you will be with me in Paradise

John 3:16-21 God so loved the world

John 5:24-29 Whoever hears and believes has eternal life

John 6:37-40 Anyone who comes to me, I will never drive away

John 6:47-58 Whoever believes in me has eternal life

* John 11:17-27 I am the resurrection and the life

John 11:38-44 Lazarus raised from the dead

John 14:1-6, 25-27 Let your heart not be troubled

Epistles

Romans 5:1-11 Hope does not disappoint

Romans 6:3-9 Baptized into Christ's death, raised to live with him

* Romans 8:14-23, 31-39 Nothing can separate us from the love of God

* Romans 14:7-9, 10b-12 Whether we live or die, we are the Lord's

Hymn Suggestions

Abide with Me	UMH 700	O Thou, in Whose Presence	UMH 518
Amazing Grace	UMH 378	Of the Father's Love Begotten	UMH 184
Ask Ye What Great Things I Know	UMH 163	On Eagle's Wings	UMH 143
Blest Be the Tie That Binds	UMH 557	Marching to Zion	UMH 733
Bless It Assurance	UMH 357	My Hope is Built	UMH 368
Canticle of Remembrance	UMH 652	Pues Si Viveros	UMH 356
Children of the Heavenly Father	UMH 141	Praise, My Soul, the King of Heaven	UMH 66
Christ is Alive	UMH 318	Remember Me	UMH 491
Christ the Victorious	UMH 653	Saranam, Saranam	UMH 523
Close to Thee	UMH 407	Shalom to You	UMH 666
Come, Let us Join our Friends Above	UMH 709	Sing with All the Saints in Glory	UMH 702
Come, Ye Disconsolate	UMH 510	Soon and Very Soon	UMH 706
Come, Ye Faithful, Raise the Strain	UMH 315	Stand by Me	UMH 512
Faith of our Fathers	UMH 710	Steal Away to Jesus	UMH 704
Give to the Winds Thy Fears	UMH 129	Sweet Hour of Prayer	UMH 496
How Blest are They Who Trust in Christ	UMH 654	Swing Low, Sweet Chariot	UMH 703
How Great Thou Art	UMH 77	Take Time to Be Holy	UMH 395
Hymn of Promise	UMH 707	The Church's One Foundation	UMH 545/546
Immortal, Invisible, God Only Wise	UMH 103	The Day of Resurrection	UMH 303
In the Garden	UMH 314	The God of Abraham Praise	UMH 116
It is Well with My Soul	UMH	The Old Rugged Cross	UMH 504
Jesus Remember Me	UMH 488	Thine Be the Glory	UMH 308
Mil Voces Para Celebrar	UMH 59	This is a Day of New Beginnings	UMH 383
Nobody Knows the Trouble I See	UMH 520	Thou Hidden Source of Calm Repose	UMH 153
For A Thousand Tongues to Sing	UMH 57	Up from the Grave He Arose	UMH 322
Leaning on the Everlasting Arms	UMH 133	What a Friend We Have in Jesus	UMH 526
Love That Wilt Not Let Me Go	UMH 480	When We All Get to Heaven	UMH 701
O Thou, in Whose Presence	UMH 518		
Of the Father's Love Begotten	UMH 184		

If you are looking for more hymns appropriate for memorial and funeral services, you can look in the index of the United Methodist Hymnal under "Eternal Life" and "Funerals and Memorial Services" on pgs. 940-942. The Pastor can provide this if needed.

Donations & Honorariums

While the church considers memorial services, funerals, and receptions a part of our ministry to the community, many people ask us what they should give for the use of the facilities and for personnel (such as the pastor and/or organist). So, here are a few guidelines:

Facilities:

For other activities and events at the church, we ask for \$200 for the use of the sanctuary; however, at the pastor's discretion,

We ask other groups for \$150 to use the fellowship hall, but you may donate. This is a service to our community.

Honoraria:

Please make separate checks to everyone you would like to provide an honorarium.

Musician:

For musicians such as organists or pianists, we suggest an honorarium of \$175. An honorarium of \$75 is also suggested for any vocal or instrumental soloists. If an audio/visual technician is requested, a suggested honorarium of \$50 is offered.

****Pastoral:****

The basic honorarium for pastoral services, including memorial services for church and community members, is **\$450 /++++**; however, many people give honorariums that exceed the basic amount.

Reception Hosting:

The Prospect UMC often offers a reception for the family and funeral attendees upon request. Family and friends of the bereaved are encouraged to bring food, and PUMC will assist in arranging and preparing it. They will also coordinate with the family to ensure the appropriate beverages and food are ordered or prepared. While not required, the UMW would appreciate a donation to support their work.

**Prospect United Methodist Church
Memorial or Funeral Service Planning Sheet**

Service is for:

Please use the full legal name or what you would like printed in the bulletin.

Date of Birth: _____ Date of Death: _____

Type of Service: Memorial Service [] Funeral Service [] Graveside Service []

Date of Service: _____ Time: _____ Location: _____

Officiating: _____ Participating _____

Local Funeral Home: _____ Phone: _____

Family Contact: _____ Home Phone: _____

E-mail Address: _____ Cell Phone: _____

Relationship: _____ Address: _____

of Guests anticipated: _____ Reception: Yes [] No [] Location: _____

UMW to host: Yes [] No [] Instructions: _____

Name of Florist Providing Flowers _____ Phone: _____

Scriptures

Old Testament: _____, New Testament: _____

Music/Hymns (*Please include hymnal numbers for hymns*):

- 1.
- 2.
- 3.
- 4.

Other Speakers:

Would you like memorial contributions in your loved one's name to go to an organization or charity? If so, and it is not the church, please provide the charity's or group's name and address.

If you would like memorial contributions to go to the church, do you have a specific ministry area you would like them to support?

Will you display photo albums, keepsakes, or other meaningful items on a memorial table: Yes [] No []

Other notes/comments:

We understand that you can't predict how many people will attend any funeral. However, we would appreciate it if you could provide your best estimate of the number of attendees. _____.

Prospect UMC Staff (for office use only)

Pastor: _____	Organist/Pianist: _____
Audio/Visual: _____	other musicians: _____



Prospect United Methodist Church
Se.prospectpark.prospect@epaumc.org
se.prospectpark.prospect.epsumc.org
(484) 540-8114

PUMC FINAL ARRANGEMENTS



If you have never planned a service, you might be unsure how to set one up in a funeral program. Below is a typical funeral service outline that can be held at a church or funeral home. There is no right or wrong way to organize the program; it is entirely up to the family, and anything is appropriate as long as they are comfortable with it. Don't worry, we're here to help! The traditional order of service program is as follows. Keep in mind that you can certainly modify it to fit your personal preferences. The title before the outline can be Order of Service, A Celebration of (name)'s Life, or In (name)'s Memory. All of these are good options.

It is common to place the person who will be sharing the specific item in the outline to the right of their role. You can also include their origin or relationship to the deceased underneath their name.

EXAMPLE OF A FUNERAL SERVICE OUTLINE

(for a traditional ceremony)

Musical Prelude Professional

Musical Selection..... Morning Has Broken UMH 437

Prayer of Comfort ****

Scriptures:

Old Testament..... Psalm 119:105

New Testament..... Ephesians 5:8

Selection In the Garden UMH 378

Special Tribute.....

Hymn Because He Lives UMH 593

Reflections (2 Minutes Please)

Obituary.....

EulogyRev. Dr. Sterling L. Eaton

Recessional

