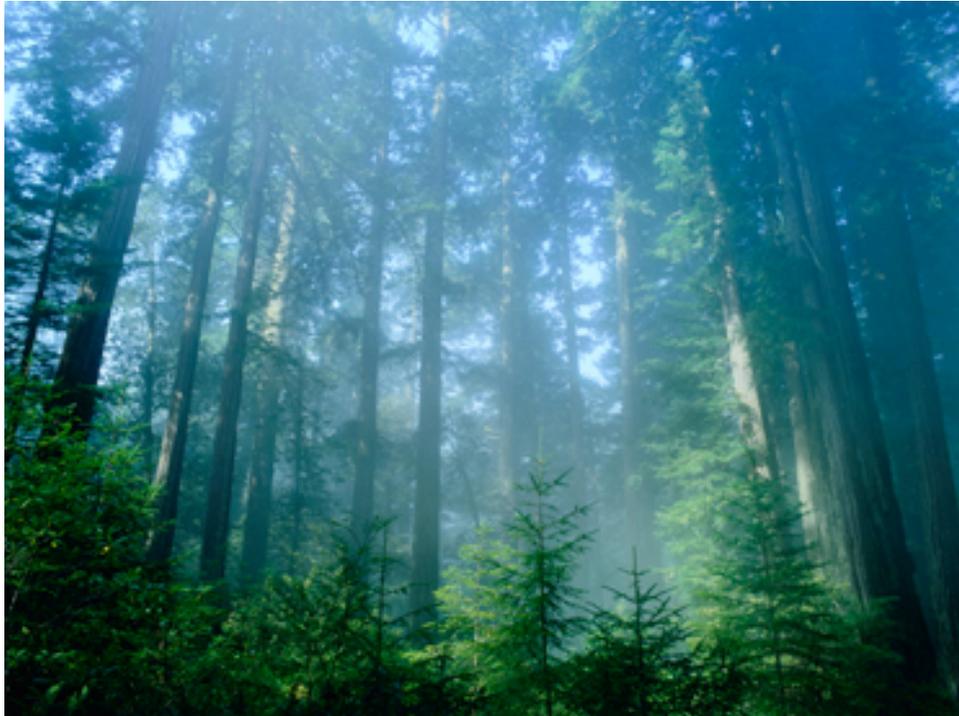


F I R S T M E T H O D I S T  
C O N R O E  
*Caring Ministries*



FUNERAL AND MEMORIAL SERVICE  
PLANNING GUIDE  
FOR FAMILIES AND INDIVIDUALS

# 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

Eikenhorst Funeral Services  
1712 N. Frazier St 115  
Conroe, Texas  
936-788-1145

Conroe Funeral Directors  
1504 North Thompson St.  
Conroe, Texas  
936-441-2280

McNutt Funeral Home  
1600 Porter Road  
Conroe, Texas  
936-756-2724

Metcalf Funeral Directors  
1801 East White Oak Terrace  
Conroe, Texas  
936-756-3311

Forest Park  
18000 Interstate 45 South  
The Woodlands  
936-321-5115

Sam Houston Memorial Funeral Home  
10129 FM 1097 W.  
Willis, Texas  
936-890-0454

Sam Houston Memorial Funeral Home  
20850 Eva Street (Hwy 105)  
Montgomery, Texas  
936-597-7300

# 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  
First Methodist Conroe

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  
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 troubled  
Romans 5:1-11 Hope does not disappoint  
Romans 6:3-9 Baptized into Christ's death, raised to live

# Planning Materials...Hymns, Scriptures and Other Resources

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 \_\_\_\_\_

**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*

**Will you be providing a DVD or Presentation Slide Show before the service?**

Yes \_\_\_\_\_ No \_\_\_\_\_

DVDs should be in QuickTime format (.mov) or the MP4 format. The presentation software preferred is Keynote for Mac and PowerPoint for PC. Please bring a back-up of your DVD in a USB thumb drive given to the church office 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?
9. Was there a cause or movement that he/she felt deeply about and supported with time and finances?

