

Memorial / Funeral Service outline:

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Pre-Service Music:

- - 1. **Greeting / Invocation:**
 - Prayer for God's comfort, help & mercy.
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 - 2. **Special Song:**
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 - 3. **Words from the Family:**
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 - 4. **Slide Show / Scripture Reading:**
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 - 5. **Sermon / Benediction:**
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 - Prayer for God's blessing & grace
 - 6. **Closing Song if any:**
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- ## Post-Service Music:
- **Our iTunes**
7. **Graveside Service:**
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 8. *Additional detail if any*
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Deceased Full Name:

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Date of Service:

- **Day & Date:**
- **Memorial/Funeral -**
- **Reception -**
- **Graveside -**

Place of Service:

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Memorial or Funeral:

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Gravesite?:

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Family Contact Information:

1. Primary Contact Family Member:
 - Home phone
 - Cell phone
 - Email
2.
 - Home phone
 - Cell phone
 - Email
3.
 - Home phone
 - Cell phone
 - Email
4.
 - Home phone
 - Cell phone
 - Email

Memorial / Funeral Service outline:

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Some suggestions for the Service:

1. Arrival Time: Please be at the church 30 minutes before service but there is no rush in starting the service.
2. Picture slide show & Music: 30-40 pictures with 2-3 songs, 3-5 minutes long total. We can scan them in and put it all together.
3. Memorial Card: Typically the mortuary will provide this, with a picture on the front and general information & scripture inside.
4. Reception: For an off site reception have a map to put inside the memorial card.
5. Picture Board: Put together a picture board of family type photos on a 2' x 3' poster board, the church has an easel to put it on.
6. Memorabilia: On the day of the service bring items to put on a table as a reminder, i.e. Bible, hat, glasses, favorite hobby items, etc.
7. Flowers: Can be delivered to the church, after the service you can take them or leave them.
8. Songs: Choose music to be played 30 minutes before service and any special songs for the service. We have lots of songs.
9. Special Music: Have the musicians coordinate with the church a few days ahead of time for any special needs they have.
10. Graveside: If there is a graveside service provide a map to the off site service.
11. Words from Family: It is best to have 3-5 people get up to share and for you to choose whom they are. Opening up the microphone to everyone can be problematic, but the choice is yours. Encourage those who share to limit the time to 5 minutes and to use notes.
12. Sign in book for the guests.
13. Order of Service: Page one is simply a suggestion so please feel free to change any or all of it as you choose.
14. What do you want the pastor to wear – Suit & Tie / Casual.