



Funeral Planning Guide



CHURCH OF THE TRINITY
METROPOLITAN COMMUNITY CHURCH

7225 Lockwood Ridge Road
Sarasota, FL 34243
941.355.0847

Our Condolences

Please accept my personal prayers and condolences following the passing of your loved one.

My hope there is some comfort found in the fact that you have an entire community of faith to support you and your family during this difficult time.

You will find that our pastors, staff, and volunteers are caring, loving, and supportive. They will be an important resource to you.

We have put this packet of information together for you to help plan a service to honor your loved one.

Please read this information over, write down your questions, and return the enclosed information form prior to our meeting.

Know that Church of the Trinity is here for you.

In Christ,

Rev. Charles Tigard
Senior Pastor

Date and Time of Our Meeting_____

Celebration of Life Services At Trinity

A celebration of life service is a sacred occasion. Church of the Trinity's ministerial and lay staff wants to minister to your family and friends during this difficult time.

Our staff will help you plan a service that will honor God as well as the person whose life is being celebrated.

The purpose of a Celebration of Life/ Funeral/ Memorial service is to:

- To give thanks to God and affirm our belief in eternal life.
- To celebrate the life of the deceased.
- To assist family and friends in the mourning process.
- To draw on our spiritual resources as a community of faith in times of death, grief, and loss.

Following the death of a loved one, dealing with loss and the many decisions that must be made can feel overwhelming. We encourage you to give yourself time and space to make these decisions, including the planning of a memorial service.

We encourage you to read this information over, jot down any questions you may have, and bring your questions and the completed information sheet to the church a day prior to your arranged appointment with the pastor.

It is important to remember that celebration of life/ memorial services are for the living. In our experience working with grieving families, a memorial service truly helps in long process of healing.

At Trinity “celebration of life “services are informal occasions for family, friends, colleagues , and loved ones, to come together. The centerpiece of the service focuses on stories and reflections offered by loved ones.

We encourage you to involve family and friends in the service. For example, you may have a family member skilled in technology that can put together a short video or powerpoint on your loved ones life. You may have a family member gifted in music or reading scripture. These details personalize the service and will help the surviving loves ones in their individual grieving process.

A meeting will be arranged between you and a member of the pastoral staff to help plan the service. Prior to the meeting, please review this packet and complete the attached forms.

Planning the Service

Setting a Date and Time

We encourage family members to take time to grieve, and allow adequate time for decisions. In other words a memorial service need not be held right away. This will also give family members time to make travel arrangement.

Once you have met with a pastor, the facilities and events calendar will be reviewed for availability.

We typically schedule memorial services on Friday or Saturday. Due to Sunday services, we typically do not schedule memorial/ services on Sundays. Scheduling is contingent upon the church calendar and the availability of sound technicians and music personnel. Please make note of your preferred date and time when you meet with the pastor.

Memorial Bulletin

Our office can assist with the drafting and printing of the memorial service bulletin. Typically we include a picture of your loved one on the front of the bulletin. If you can e-mail a high quality picture in a .jpeg format, this is most helpful. Alternatively we can order pre-printed memorial service bulletins with a scripture verse.

In addition to the order of service, the program may include an obituary, favorite writings, and/or a poem.

Readings & Music

For a memorial service, we suggest at least one scripture reading and as many as three, or you may substitute with a favorite poem or inspirational writing. A list of potential scripture readings are provided on page five.

You may consider several options for music during the service. For a simpler service, you may choose either to have no music or to provide pre-recorded music to our sound technicians to be played at designated times during the service, for example at the beginning and end. If you prefer to include an instrumentalist(s) or vocalist(s), an honorarium to the musician(s) will be required. A list of potential songs is provided in this packet, or you may have other original ideas or a favorite of the deceased.

Audio/Visual

If the service requires technology (powerpoint, video, sound tracks) Trinity will arrange for a sound/media technician to be available. A trained Trinity volunteer is required to be present in the sound booth. A small honorarium will be required for the sound tech if media needs are requested. The church has a projection screen with the capability of showing a slide presentation of photos from a CD or flash drive on Power Point software. If you need assistance, our Media Coordinator can be consulted. Fees should be paid directly to the technician for his/her services. You may also wish to display photos and memorabilia in the church lobby and/or in the front of the sanctuary.

Ushers and Attendees

Ushers should be available to help direct individuals or assist with special needs. You may either designate friends of the family, or church volunteers can provide this service. You may also wish to provide a sign-in register book at the door for a record of attendees. Sometimes a funeral home may provide a registration book. You can purchase one at a Christian book store or card shop. Decorative spiral bound notebooks also work well. Alternatively the church office can order a memorial guest book for \$25.

Ways to Remember

We encourage the publication of an obituary in the local paper of your choice indicating the date and time of the memorial service. If you have a picture of your loved one and can provide it to the church office we will send the obituary and memorial service information to our church membership lists.

Friends of the deceased often wish to either send flowers or give a monetary gift. You may wish to designate a charity, Church of the Trinity, or special fund to be so indicated in the obituary and program.

If you would like for your loved one to be remembered on the memorial wall at Church of the Trinity, our staff can order a memorial plaque.

In addition church courtyard pavers can be purchased in memory of your loved one. Church of the Trinity is in the initial stages of planning a columbarium garden for cremains. Currently we are not permitted to accept cremains. If you are interested in the columbarium, we will contact you when plans are confirmed.

Reception

A reception is not required; however, it is a good way for people to congregate and talk afterwards and offer their condolences. If you would like a reception at the church following the service, Pierce Hall can accommodate approximately 50 people. Weather permitting, there are also picnic tables outside on the grounds, and additional tables can be set up outside if needed.

If the reception is held at Church of the Trinity, we recommend ordering simple deli trays or contacting a catering firm to accommodate the reception.

Sample Celebration of Life Service

Prelude (optional)	Recorded Music or Instrumentalist
Opening Words and Prayer	Officiating Clergy
Opening Hymn or Music (optional)	Congregational Hymn or Vocalists
Scripture or Inspirational Readings (1-3 selections)	Church deacon, lector, or family member
(A song, hymn or verse may be sung between readings)	
Reflections / Sharing of Remembrances	Family member, friends, co workers
Music (optional)	Congregational Hymn or Vocalists
Pastoral Prayer/ Lords Prayer	
Closing Words/Benediction	Officiating Clergy
Closing Hymn or Music (optional)	Congregational Hymn or Vocalists
Postlude (optional)	Recorded Music or Instrumentalist

Recommended Readings

Hebrew Scriptures

- Isaiah 25:6-9 God will swallow up death, wipe away tears
- Isaiah 61:1-3 God has sent me to bring good news....comfort all who mourn
- Lam. 3:22-26, 31-33 The steadfast love of God never ceases, mercies never come to an end
- Psalms 23 The Lord is my shepherd, I shall not want

Epistles

- Romans 8:14-19 Sufferings of this time not compared to glory to be revealed
- Romans 8: 35, 37-39 Who will separate us from the love of Christ...not death, life, etc.
- I Corinthians 13:1-13 Love is patient, love is kind...greatest of these is love
- I Cor. 15:20-26 Christ has been raised...last enemy to be destroyed is death
- I Cor. 35-38, 42-44, 53-58 There is a spiritual body...death has been swallowed up
- II Cor.4:16-5:9 If the earthly tent is destroyed we have an eternal house
- I Thes. 4:13-18 Through Jesus God will bring those who have died
- I John 3:1-3 What we will be has not yet been revealed...we will be like Jesus
- Rev. 7:9-17 They are before the throne of God and worship God day and night
- Rev. 21:2-7 God will wipe away every tear from their eyes...death will be no more

Gospel Readings

- Matthew 5:1-11 Beatitudes, blessed are the poor...
- Matthew 6:6-21 Lord's Prayer...do not lay up treasures on earth
- John 5:24-27 Anyone who hears and believes has eternal life
- John 6:37-40 All who believe have eternal life...raised up on last day
- John 11:17-27 Lazarus story...those who believe, though they die will live
- John 14:1-6 Do not let your hearts be troubled...in God's house many mansions

Music Suggestions

Congregational Hymns or Vocalists

Amazing Grace

One Day at a Time

God Be With You Till We Meet Again

It Is Well

His Eye Is On the Sparrow

Precious Lord

How Great Thou Art

He Touched Me

The Old Rugged Cross

In the Garden

On Eagle's Wings

There are some who by their living

Contemporary Music for Vocalists

Through It All

Going Up Yonder

Thank You (for giving to the Lord)

For Those Tears I Died

You Raise Me Up

We Are Surrounded

I Can Only Imagine

Standing on Holy Ground (verse)

We Shall Behold Him

Celebration of Life Service Information

Your Name _____ Best Phone Number to Reach You _____

Email: _____

Name of Deceased _____ (as it should appear in print)

Requested Date and Time of Service _____

INDICATE FACILITIES NEEDED:

_____Sanctuary _____ Fellowship Hall/ Pierce Hall _____ Outdoor Campus _____ Chapel

_____Kitchen

INDICATE EQUIPMENT / SERVICES NEEDED:

_____Media Volunteer _____ Musician #_____Bulletins _____Chair(s) _____Table(s)

List any specific family members, pastors, deacons or lay ministers whom you would like involved and the requested roles.

Selected Scripture or Readings:

Any Designated Reader? If so, name.

Musical Selections if any:

Any Designated Musician? If so, name.

Ushers _____

Audio/Visual Needs or Photo Slide Presentation? _____

Specific Requests or Additional Info for Program, etc. _____

Reception Plans _____

About Your Loved One

So we may honor the life and memory of your loved one, as best you can please share as much insight to the following questions:

Name: _____ Date of Birth: _____ Date of Passing: _____

1. Names of immediate family (if applicable):

a. Spouse _____

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b. Children _____

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2. How would you describe your loved one?

3. What is your fondest memory of your loved one?

4. What were his/her favorite activities (Sports, Hobbies, Food, and Favorite color)?

5. Please share a memory of a humorous event.

6. What would you say is the most significant way that your loved one has impacted you/others?

7. Tell us briefly about your loved ones spiritual life.

8. Any favorite Bible verses?

10. Did your loved one serve in any ministries here at Church of the Trinity? If so, which one(s)?

Additional information:

Memorial Service Fees

Fees are waived for active members of Church of the Trinity. However, additional maintenance and cleaning fees are incurred each time the facilities are used. Therefore, a donation to the church is appreciated.

Likewise, when clergy officiate at services for individuals who are not Church of the Trinity members, an honorarium is requested.

- ❖ Ministerial Honorarium \$200 (includes pre service planning, consultations with family members, service coordination, bulletin preparation and proofing, officiating the service)
- ❖ Sanctuary Use \$200

Required for All Memorials

Suggested donation for facility cleaning and maintenance, \$100.

Sound Tech \$50 (if multimedia, video, PowerPoint is required for the service) Payable directly to the Sound Tech

Pianist/ Accompanist Honorarium \$100 (if a pianist is required for the service) Payable directly to the pianist

Soloists/ Musicians \$50 Payable directly to the soloists

Bulletin Production & Printing \$50 (for 70 bulletins)

Memorial Registration Book \$25

Estimated Costs \$_____

Church of the Trinity MCC Contacts

Church of the Trinity

7225 Lockwood Ridge Road

Sarasota, FL 34243

(941) 355-0847

TrinityMCC.com

Office Hours 9am-5pm Monday- Thursday

Sunday Service 10am