



Funeral and Memorial Service Planning

403 RACETRACK ROAD
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From the Pastor

"I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may also"

- John 14:3-

We know that planning the details of a funeral can be overwhelming, and we would like to assist you in any way we can. We hope that this information will be helpful to you.

As Christians, we grieve as those who have a unique hope in the Risen Christ, thus empowering us to mark the occasion of death as a time in which the hope of the Gospel is reaffirmed with joy and peace. A United Methodist Service of Death and Resurrection acknowledges this hope and offers family and friends the opportunity to remember a loved one's life and offer them into God's care. The service should be a time to celebrate the wonderful gift God gave to us in our relationship with the deceased.

The adequate planned service can be a benediction and a comfort to us, as well as a witness to our faith. Please know we are here for you and welcome the opportunity to assist you and your family.

If you have questions regarding Funeral and Memorial Service planning, please contact the church office at (850) 862-4169 or email trinity@trinityfwb.org.

In Christ,

Pastor Ebb Hagan
Lead Pastor



Funeral Home Directory

(This information is not intended to be an endorsement)

EMERALD COAST FUNERAL HOME

161 Racetrack Road NW
Fort Walton Beach, FL 32547
(850) 864-3361
www.emeraldcoastfuneralhome.com

DAVIS WATKINS FUNERAL HOME

113 Racetrack Road NE
Fort Walton Beach, FL 32547
(850) 864-1822
www.daviswatkins.com/

MCLAUGHLIN MORTUARY

17 Chestnut Ave SE
Fort Walton Beach, FL 32548
(850) 244-5163
www.mclaughlinmortuary.com

FAMILY-FUNERAL & CREMATION

101 Mary Esther Blvd
Mary Esther, FL 32569
(850) 226-4240
www.family-funeral.com

HERITAGE GARDENS FUNERAL HOME & CEMETERY

2201 Partin Drive N
Niceville, FL 32578
(850) 729-1955
www.heritagegardensfuneralhome.com

Planning a Service

PRE-PLANNING A SERVICE

Pre-planning your service is a wonderful gift you can give your family as they grieve and make decisions. We provide Pre-Planning Forms for yourself as well as a loved one at the end of this packet. Once you fill out the pre-planning form you can keep a copy on file in the church office.

AT THE TIME OF DEATH

When a loved one's death draws close, the pastor would be honored to come to visit and pray with the family. Contact the church office in order to get in touch with the pastor. If it is after hours, an emergency number will be provided in our recorded message.

SCHEDULING A SERVICE

In order to schedule a time and date for a service, please get in touch with the pastor or church office. The pastor will check the church calendar to ensure no conflicts before the service is scheduled. Please know that we will make every effort to accommodate your family's wishes.

There are two areas where services may be held at the church:

- The Sanctuary, which seats up to 350.
- The Memorial Fellowship Hall, which accommodates a service for 450.

Due to the ongoing worship service schedule of the church, funerals and memorial services will not be held on Sundays.*

TYPES OF SERVICES

There are a few types of services to consider:

1. Traditional funeral (the casket is present) and the graveside service follows.
2. Memorial service (no casket is present)
3. Graveside service only

VISITATION

This is an opportunity for those to express their condolences and love to the family. It is usually an hour long if it is on the day of the Service. Flowers arriving at the church are placed in Visitation, and photographs and memorabilia are also placed at the Visitation.

MAKING A SERVICE PLAN

Following the selection of the date, time, place, and type of service, the pastor will arrange to gather the family and learn the stories. This meeting can either be at the family home or the church. It can be a time to select favorite scripture and discuss musical choices, but most service details will be collected by the Senior Pastor or Communications & Operations Coordinator.

FLOWERS

Floral offerings are a wonderful way to pay tribute to a loved one and honor God's creation of life. Flower deliveries can be accepted at the church Monday to Thursday between 8 a.m. and 4 p.m. and Fridays from 8 a.m. to 11 a.m. Removal of the flowers is the responsibility of the family or the funeral home.

FUNERAL HOME RESPONSIBILITIES

These are a few of the things you should rely on the funeral home to provide or give guidance:

- Casket or urn
- Cemetery choice - plot or niche space
- Flowers
- Processional to the cemetery
- Visitation, if held at the funeral home
- Obituary in the local newspaper
- Guest book

GUEST BOOK

When a loved one's death draws close, the pastor would be honored to come to visit and pray with the family. Contact the church office in order to get in touch with the pastor. If it is after hours, an emergency number will be provided in our recorded message.

USHERS

The funeral home usually provides ushers for the service. If no funeral home is involved, the church will provide an ushering team.

BULLETIN/PROGRAM

Trinity United Methodist Church will provide the bulletins for the worship service. Please let the coordinators know how many people you expect at the service.

MEMORY TABLE

Often, the family likes to have photos set up on the counters in the foyer so people who cannot attend the reception can see them. Alternatively, photos can be set up in the room where the reception is held, if on property.

SLIDESHOW OR VIDEO

Many funeral homes provide this service. Let your coordinator know if you plan to provide a video or slideshow to be shown before or after the service, so our technical team can be on-site during the service. Trinity UMC can provide this service as long as the images conform to the following.

PHOTOS/SLIDESHOWS

1. Photos should be converted into one .MP4 video file. We recommend families try to keep the number of pictures in the .MP4 video file to less than 500. OR
2. Up to 200 individual photos in .jpg format can be submitted no later than 72 hours before the service, and the Church will create an .MP4 file for you. No Photo editing is available.
3. The individual photos must be delivered to the Church on a USB drive. Please do not attempt to send them via email.

VIDEOS

All videos must be in .mp4 format and delivered to the church on a USB drive at least 24 hours before the service. We recommend the .MP4 file not exceed 30GB. Please do not send as an email attachment.

AUDIO

If you wish to play a special song or select songs during the service or memorial, please copy the music files to a USB drive in .MP3 format and deliver the USB drive to the Church at least 48 hours before the service.

TECHNICAL SUPPORT

Due to the variety of PCs and software, a Church technology team member(s) will operate the audio, video, and computer systems during the funeral, memorial, and possibly the reception.

MUSIC IN WORSHIP

Typically our organist/pianist plays for services. If they are unavailable, our Music Director will find a substitute. Having a soloist is also an option during the service, and our Music Director can help make those arrangements if needed. Family members who are instrumentalists or singers are also welcome to be part of the service. The Senior Pastor or Communications coordinator will need to be informed to provide adequate sound equipment and coordinate with the church musicians.

SHARING MEMORIES IN WORSHIP

You may have an individual or two share a few remarks during worship. If this is something you desire, we ask that remarks be limited to 3 minutes. Other memories can be shared during the reception.

MEMORIAL GIFTS

Memorial gifts provide a meaningful way for individuals, families, and groups to witness their thanksgiving for the life of a loved one. These gifts can be designated to many different places and charities. If a family chooses to designate Trinity United Methodist Church as a recipient of Memorial Gifts, the family can work with the Business Administrator and the Memorial Team to decide what that money will be used for. When someone makes a memorial gift in honor of your loved one, both the donor and you will receive a card from Trinity UMC, recognizing their contribution. Memorial gift checks should be made payable to "Trinity United Methodist Church" with the deceased's name on the memo line. Online memorials can be made on our website as well.

AFTER CARE

We do not want you to feel you are alone following your loss. Grief is a long process, and everyone experiences it differently. Sometimes people need help walking through this process. Our pastor is here to talk with you and offer opportunities for additional grief support.

COSTS

Our thoughts and prayers are with you in this time of grief and loss. We want to work with you to make this service a true celebration of life. Our contracts with employees can not cover funerals in that we never know how many we will perform in a year. Therefore, in some cases, it is necessary to provide these services for honoraria which are listed below. If these honoraria exceed your ability to pay, please let the pastor know and alternatives will be offered.

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
Use of Facilities	No Cost	\$300
Pastor:	SYD*	\$125
Organist:	SYD*	\$125
Musician(s):	SYD*	\$75
Soloist(s):	SYD*	\$75
Technology:	SYD*	\$75
Bulletins:	No Cost	\$50
Reception:	No Cost	No Reception

**Subject to Your Discretion*

Planning Resources

ORDER OF WORSHIP

This is a guide for a typical service at Trinity United Methodist Church.

- Prelude Music (15 mins. prior to service)
- Family Entrance
- Greeting
- Word of Grace
- Prayer
- Congregations Hymn/ Worship Song
- Scripture Reading(s)
- Special Music (Optional)
- Testimonials/Remembrances by family and friends
- Pastor's message
- Prayer
- Congregational Hymn/Worship Song
- Commendation
- Dismissal and Blessing
- Family Recessional
- Postlude

TRADITIONAL HYMN SUGGESTIONS:

- Abide with Me
- Amazing Grace
- Be Still My Soul
- Be Thou My Vision
- Blessed Assurance
- Great is Thy Faithfulness
- How Great Thou Art
- I Love to Tell the Story
- It is Well With My Soul
- Joyful, Joyful We Adore Thee
- Leaning on the Everlasting Arms
- Let There Be Peace on Earth
- My Hope is Built on Nothing Less
- Precious Lord Take My Hand
- Sweet Hour of Prayer

SCRIPTURE SUGGESTIONS

- Psalm 16: 9, 11
- Psalm 23
- Psalm 130
- Isaiah 40:28-31
- Ecclesiastes 3:1-15
- Matthew 5:1-12
- Matthew 18:3-4,10,14
- Matthew 19:14
- Matthew 25: 42-45
- John 3:16
- John 11:25
- 1 Corinthians 13:1-13
- 1 Corinthians 15:51-57
- Revelations 21: 1-5
- The Lord's Prayer

CONTEMPORARY SONG SUGGESTIONS

- I Can Only Imagine - MercyMe
- I Will Rise - Chris Tomlin
- Save a Place for Me - Matthew West
- Homesick - Mercy Me
- Heaven Song - Phil Wickham
- Blessings - Laura Story
- Messiah/ You're Beautiful - Phil Wickham
- Broken Vessels (Amazing Grace) - Hillsong Worship
- Lord, I Need You - Matt Maher
- Oceans - Hillsong United
- Dancing with the Angels - Monk and Neagle
- in Christ Alone - Natalie Grant
- I'll See You Again - Westlife
- Revelation Song - Kari Job
- Welcome Home - Michael W. Smith

Service Details

FULL NAME OF DECEASED

Date of Birth: _____

Date of Death: _____

Type of Service: Funeral (casket present) With graveside
 Memorial Urn Present Urn not Present
 Graveside Only

Location: Funeral Home
 Sanctuary
 Memorial Fellowship Hall

Pastor(s) requested to officiate:

Scripture Reading(s):

Eulogist/Speaker(s):

Hymns/Music

Prelude: _____

Processional: _____

Hymn/Song 1: _____

Hymn/Song 2: _____

Hymn/Song 3: _____

Soloist/Other Music: _____

Recessional: _____

FUNERAL HOME INFORMATION

Visitation Desired: Yes
 No

If yes, please provide date, time, location

Musician(s) requested to play:

Scripture Reader(s):

Pall Bearers (if applicable):

Memorial Donation in Lieu of Flowers to:

Lord's Prayer: Yes No Bulletins: Yes No

Reception at TUMC: Yes - Time: _____
 No

Will a video or slideshow be shown: Yes
 No

Helpful Information

FULL NAME

Spouse's Name: _____

Highest Level of Education Achieved:

Occupation: _____

Employer(s): _____

Retirement Date: _____

Community Involvement/Achievements:

Branch of Military Service:

Rank at Discharge:

Military Occupational Specialty:

Years Served: _____

Location of Discharge Papers:

Organizations you belong to:

Attorney Information:

Location of Wills & Directives:

Date of Birth: _____

Social Security Number: _____

City and State of Birth: _____

Father's Name: _____

Mother's Name: _____

Child(ren) Name(s):

Number of Grandchildren: _____

Number of Great- Grandchildren: _____

Sibling(s):

Current Place of Worship:

Church Offices/Activities:

Banking/ Financial Information:

Safety Deposit Box Key Location:

Insurance Information:



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