

**Mount Olive Lutheran Church**

**Funeral Handbook**

Dear Member of Mount Olive:

When a loved one dies, it can be a very difficult time. There are many questions that will be asked, and a lot of decisions to be made at this time of grief. We want to help you through this very difficult time and try to make it as easy as possible.

In this handbook, we will explain some of our policies and services that we offer here at Mount Olive.

Please also remember that Mount Olive will have you in our prayers at this difficult time. We are here to help you in any way that we can.

In Christ’s Love,

Mount Olive Lutheran Church

**WHAT TO DO WHEN A LOVED ONE PASSES AWAY**

If death happens in a hospital or nursing home setting, the staff will help you in notifying the funeral home of your choice. Mount Olive does not favor nor recommend any one funeral home. All of the area funeral homes are respectable and will truly help you through this difficult time.

If death happens at home, you will need to first notify the police.

In either case, please make sure you call the Pastor/Church Office. At the time of death, it is a very important time to take a moment of prayer and even hear some scripture. The Pastor can offer that for you, no matter what time of day the death occurs. Please do not hesitate to call him.

The funeral home will be asking if you are planning a traditional burial service or a cremation. The Church does not endorse or prefer one over the other. We will respect the wishes of the family. We always take care of the deceased with respect throughout the funeral process. The body was a vessel of the Holy Spirit and a loved one, so we hold it in the utmost respect.

The funeral director will set up a time to meet with you and your family. Please notify the Pastor or have the funeral home call him with the meeting time.

**PREPLANNING**

Many people preplan their funerals with a funeral home. This is a good idea as our loved ones are not trying to figure out what you would want.

There is also a booklet which is provided in the church narthex that talks about preplanning your service. You can list important things, i.e.: favorite hymns, scripture readings, and pall bearers.

It is a good idea to take one, fill it out, and then let someone know where you filed it.

**THE CORONATION SERVICE**

At Mount Olive, we like to have Coronation services, not funeral services. As it says in Revelations, “Be thou faithful unto death, and you shall receive the crown of life.” The saints, who have died in faith, now celebrate an eternity with their Savior as part of His royal family.

Mount Olive provides certain things no matter which style of burial; traditional or cremation, you choose.

***Music/Musicians ~*** We can arrange for the music through our musicians here at Mount Olive. The family may choose to have someone else play or sing a solo. congregational hymns are also acceptable. Please remember when picking music that we want to praise God at this time and the funeral service is one of worship. You may use taped music or cd’s. We ask that you supply your own music person to operate the player. If you have a secular song you wish to have, Pastor will help figure out an appropriate time for the song.

***Memorials ~*** The memorials given to the church in memory of a loved one are used only for special items. They will not be used for the general fund or items that are considered perishable.

***Easels ~*** Mount Olive has four easels on which you may display pictures. We recommend that you put the pictures on foam boards as they stand up better.

***Support Materials for Children ~*** Mount Olive has bags with books and coloring books for children to help explain death and where their loved one has gone. You can pick these up at the church office. Please remember to return the bag and the books. The children can keep the coloring books.

**TRADITIONAL BURIAL**

If you are going to have a traditional burial, with the viewing of the body, you will need to bring some things to the funeral home with you. You will want to bring along clothes for the deceased. This can include glasses, if they were worn, or any jewelry that you want them to wear. You can request the jewelry be removed before the closing of the casket. This allows the family to keep the jewelry as keepsakes of their loved one.

You will be asked to provide information on various things, such as: family names, dates, social security number, Armed Forces service, place of employment, education, and any other special information about your loved one. It is always helpful to write this information down before you go to the funeral home. Some of the above information will be used for the obituary.

**CREMATION**

If you have chosen cremation, you have a wide variety of options and choices as to how you want the funeral home to be involved.

It is good to have a funeral home involved to help with the cremation, the ordering of urn, and filling out the final paperwork for the death certificate. The funeral home can also help you write the obituary and post it in the local papers. Other items such as funeral folders can be ordered through the funeral home.

Please remember that if you have a minimum involvement from a funeral home, we, at Mount Olive, can do most things for you here. We can receive delivered flowers and set up the urn along with the flowers. We do print a “coronation folder” for the service. In that folder, we can include the honorary pall bearers, so you do not need a separate “funeral folder”. Please speak with the Pastor about these things.

**PASTORAL SERVICES**

The Pastor will provide the family with a variety of services. If possible, he would like to be with the deceased before death. This can be a very special time for all involved. At the time of death, he will meet with the family for prayers and comfort. When the family has set a specific meeting time at the funeral home, he will meet you there to discuss the time and particulars of the service.

It is a family’s choice to have a prayer service the night before a funeral. Many families choose only to have a reviewal just before the service at church.

Follow up with the families after the death of a loved one is also very important. This is to ensure that everyone is working through the grief process and adjusting to life without a spouse. The Pastor will be there for you as you need him.

**HONORARIUMS**

Mount Olive’s musicians are not salaried personnel. We suggest a $125.00 honorarium for them. This honorarium compensates the musicians for their practice time and time away from their normal jobs.

We also ask that the family please donate towards the extra work that the Janitors have at this time, normal honorarium for them is $60.00. An additional donation of $40.00 is to be donated towards church utilities.

The Pastor is here for you because you are member(s) of this congregation. The choice is up to the family to give him an honorarium. The funeral homes will suggest an honorarium for the Pastor. If the family wishes to give one, the actual amount is dependent on the family wishes.

If the Administrative Assistant spends extra time preparing a bulletin or other wedding preparation duties, an honorarium ranging from $50 - $200 should be considered.

Please remember with a cremation, the church now provides the service set up and layout for the day. You might want to consider this as you are deciding upon the amounts of the honorariums.

**Suggested Hymns for a Funeral or Memorial Service**

All numbers are from the Lutheran Service Book.

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the deceased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your selection(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

878 Abide With Me

467 Awake, My Heart, with Gladness

752 Be Still, My Soul

537 Beautiful Savior

676 Behold a Host, Arrayed in White

725 Children of the Heavenly Father

420 Christ, the Life of All the Living

677 For All the Saints

571 God Loved the World So That He Gave

480 He’s Risen, He’s Risen

461 I Know That My Redeemer Lives

748 I’m But a Stranger Here

672 Jerusalem the Golden

741 Jesus Christ, My Sure Defense

490 Jesus Lives! The Victory’s Won

743 Jesus, Priceless Treasure

715 Jesus Savior, Pilot Me

563 Jesus, Thy Blood and Righteousness

570 Just As I Am, Without One Plea

708 Lord, Thee I Love With All My Heart

575 My Hope Is Built on Nothing Less

880 Now Rest Beneath Night’s Shadow

395 O Morning Star, How Fair and Bright

727 On Eagles’ Wings

739 Precious Lord, Take My Hand

761 Rock of Ages

709 The King of Love My Shepherd Is

547 The Lamb

710 The Lord’s My Shepherd, I’ll Not Want

464 The Strife is O’er, The Battle Done

543 What Wondrous Love Is This

763 When Peace, Like a River (It is Well With My Soul)

**Suggested Scripture Readings for a Funeral or Memorial Service**

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the deceased: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check one reading (or more) from each of the following sections. These are suggestions – the deceased may have had a favorite Scripture or Confirmation Verse that you may wish to include.

**Psalm**

* + Psalm 23
	+ Psalm 42
	+ Psalm 65:1-8
	+ Psalm 118:1-21
	+ Psalm 121
	+ Psalm 130
	+ Other: Psalm \_\_\_\_\_\_

**Old Testament Reading**

* + Job 19:21-27
	+ Isaiah 25 6-9
	+ Isaiah 61:1-3, 10
	+ Lamentations 3:22-33
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Epistle Reading**

* + Romans 8:31-39
	+ 1 Corinthians 15:20-26
	+ 1 Corinthians 15:51-57
	+ 1 Peter 1:3-9
	+ 1 John 3:1-2
	+ Revelation 7:9-17
	+ Revelation 14:13
	+ Revelation 21:1-7
	+ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

Gospel Reading

* + Matthew 5:1-12
	+ Luke 2:25-32
	+ John 5:24-30
	+ John 6:27-40
	+ John 10:11-16
	+ John 14:1-6
	+ Other: \_\_\_\_\_\_\_\_\_\_

**FUNERAL LUNCH**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_ SERVICE TIME \_\_\_\_\_\_\_\_\_**

**Email your lunch option to Church Administrator:** **admin@mountolivelcms.org** **or call Church Adm at 952-472-2756.**

The Women of Mount Olive may serve the luncheon after the service. They request a $100.00 honorarium besides the family paying for the cost of the luncheon food. You will be asked at the funeral home meeting how many people you feel will attend. The Pastor can help you with this because there are so many different variables that can affect the number of people.

Listed below are your options for the luncheon at the church following the service. The local funeral home or Mount Olive will have a brochure with these options listed.

***Option 1***

There would be no charge for this option. The cakes would be donated by the ladies. They would also serve Coffee, Water and Kool-Aid to go with the cake.

***Option 2***

Buns

Butter/Mayo/Mustard

Ham and Cheese Trays

Pickles

Chips

**Choose One:**

* + Fruit Salad
	+ Potato Salad - Catered

Cake

Nuts

Coffee/Water/Kool-Aid

***Option 3***

Buns/Butter

Hot Casserole - Catered

Lettuce Salad With croutons and Ranch Dressing

Pickles

Cake

Nuts

Coffee/Water/Kool-Aid

***Option 4***

Family provides food, which is prepared and ready to serve, such as a caterer or family members. Coffee/Water/Kool-Aid provided.

Women of Mount Olive will serve.

If the family chooses an option where there is a cost, the ladies will keep all receipts and give copies to the family with the total amount due. Checks should be made payable to: Women of Mount Olive.

This booklet certainly does not answer all questions. Please don’t hesitate to ask the Pastor/Church Office. If you do have a questions or concerns, remember we will be there together as a family in your difficult time of saying goodbye to a loved one.

**Funeral Planning fill-in form**

**Please list the name(s) and contact information for those involved with planning this funeral or memorial service:**

Click or tap here to enter text.

**How would you like the deceased person’s name to be printed in the bulletin?**

Click or tap here to enter text.

**Date of birth:** Click or tap to enter a date.

**Date of death:** Click or tap to enter a date.

**Other important date(s) (Baptism, Confirmation, Wedding, etc.):**

Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.

Click or tap here to enter text.

**Desired date for Funeral:** Click or tap to enter a date.

**Location of Funeral:** Click or tap here to enter text.

Visitation time (and date, if different from Funeral): Click or tap here to enter text.

**How many people are expected to attend the service?**

Click or tap here to enter text.

How many family members/friends will process in and sit in reserved rows? Click or tap here to enter text.

**Would you like to have a luncheon or reception after the service?**

Choose an item.

**How many are expected to attend the reception or luncheon, if desired?** Click or tap here to enter text.

Would you like to have reserved seating for family/friends at the reception or luncheon – how many? Click or tap here to enter text.

**Would you like the service to be called “Celebration of the Faith and Life of *Name”* or a different title?** Click or tap here to enter text.

Scripture readings (see separate document): Click or tap here to enter text.

Name(s) of readers: Click or tap here to enter text.

**Hymns/Songs (see above):** Click or tap here to enter text.

Soloist(s) or other special music? Click or tap here to enter text.

**Who will be sharing memories at the service or reception?**

Click or tap here to enter text.

**Names of pallbearers, if desired:** Click or tap here to enter text.

**Name of person carrying the processional cross, if desired:**

Click or tap here to enter text.

**Names of two persons carrying the torches (candles), if desired:**

Click or tap here to enter text.

**Will someone send the “life story” for the back of the bulletin to the Administrative Assistant? If so, please send to** **admin@mountolivelcms.org**

Click or tap here to enter text.

**Will someone send a photo for the bulletin and screen to the Administrative Assistant?** Click or tap here to enter text.

**Would you like to have tables and easels to display photos and other memorabilia in the narthex? How many?** Click or tap here to enter text.

**Name of person providing a slideshow of photos on a flash drive for the screen, if desired:** Click or tap here to enter text.

Military honors? Click or tap here to enter text.

Location, date, and time of interment/committal: Click or tap here to enter text.

Please ask the Administrative Assistant for a Memorials and Gifts Form

Any other requests or information we should know?

Click or tap here to enter text.