

A Guide to Funerals and Memorial Services at Walker Chapel United Methodist Church

Death can come suddenly, causing unexpected shock or grief, or come at the end of a long illness. No matter how the death of a loved one occurs, we are never truly prepared. You are not alone in this experience. God, who loves you more than words can fully describe, is with you in your grief. When Jesus was confronted with the death of his friend Lazarus, Jesus stood at the graveside of his friend and wept. Jesus suffered our death so that we might share in his Resurrection and be with him. This is God's promise to you and your loved ones.

This guide is meant to help families, friends, and anyone coping with the decisions that must be made after a death. We cannot answer every question, but this guide will answer the most common questions. Please ask our pastor if this guide does not address a particular question. Most of all, you are being held in prayer with your loved one who has died.

Does the Bible have words of consolation for me in this time of grief?

For generations, Christians have turned to our Holy scriptures for comfort and encouragement in times of grief. Here are some of the most frequently used passages during times of sorrow:

- Isaiah 40: 1-8
- Isaiah 40: 28-3
- Isaiah 43: 1-7
- Isaiah 55: 1-3, 6-13
- The Book of Psalms: 23; 42; 43; 46; 90; 91; 103; 116; 121; 130; 139; 145; 146
- Matthew 5: 4
- Matthew 11: 25-30
- Luke 24: 13-35
- John 11: 1-44
- John 12: 24-26
- John 14: 1-7
- John 14: 15-29
- Romans 8: 11-18, 31-39
- 1 Corinthians 15: 12-20, 35-44, 51-5
- 2 Corinthians 4:13 - 5:9
- Ephesians 1: 15-23
- Ephesians 2: 1-10; 1
- Peter 1: 3-9; 1
- Peter 5:7
- Revelation 7: 9-17
- Revelation 21: 1-7

What do I say when people call or visit?

When people call, they may not know what to say, and sometimes they will say the exact opposite of what they should say. Thank the caller for their kindness. If you want to talk, talk. If you do not want to talk, you are under no obligation to talk.

Whom do I call?

During business hours, please call the church office at (703) 538-5200 and ask to speak to one of the pastors. If a pastor is unavailable, one will call you back as soon as possible. After business hours or on weekends, please contact Pastor Teer on his cell phone or by email:

- Pastor Teer Hardy – (301) 788-4531 or pastor@walkerchapel.org

What can I expect from Walker Chapel?

As soon as your message is received, you can expect a phone call or visit from one of our pastors, offering the services of Walker Chapel. If you choose to have a funeral at the church, the pastor will guide you through the process. They will:

1. Offer the consolation of our Christian faith
2. Help you complete the Funeral or Memorial Worksheet

3. Provide a printed Order of Service for the funeral based on the choices made with the worksheet

Does Walker Chapel recommend a specific funeral home?

No. You are free to choose the funeral home that best suits your needs; it is our desire to best serve your family. Funeral homes often provide critical support in arranging with a local cemetery or cremation, helping notify family and friends, managing flowers and photos, welcoming guests during the funeral, and much more. Walker Chapel primarily focuses on pastoral care and conducting the funeral or memorial service.

Funeral/Memorial Service Planning

The funeral or memorial service will be planned based on the Order of Worship found in *The United Methodist Hymnal*, pages 870-875. We have provided a basic outline in the worksheet section of this document. The Order of Worship found in *The United Methodist Hymnal* can be viewed here – <https://www.umcdiscipleship.org/book-of-worship/a-service-of-death-and-resurrection>.

Whose funeral or memorial service can be held at Walker Chapel?

We serve the community of Arlington. As a general rule, the church is available to all. Funerals and memorial services of members must necessarily take precedence over those of non-members, but once a service is scheduled, it becomes the top priority of our church family.

What is the difference between a funeral and a memorial service?

Broadly speaking, a funeral is a service with the body of the deceased present. A memorial service is held with either the cremated ashes placed on a stand or table or no physical remains present. For Christians, both the funeral and the memorial service are focused on our worship and praise of God, who gives us life, who acts in Christian Baptism to join us to the Son Jesus Christ, who strengthens us by the Holy Spirit, and who has reconciled us to Himself by the death, resurrection, and ascension of our Savior Jesus Christ.

When can a funeral or a memorial service be held at Walker Chapel?

At any time during weekday business hours or on Saturdays from 10:00 a.m. until 3:30 p.m., as long as an event in the sanctuary has yet to be previously scheduled. Please don't assume that the space is available until checking with the church office. We do not schedule funerals or memorial services on Sundays or on the following days during the church year: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Ash Wednesday, Maundy Thursday, Good Friday, Holy Saturday, Ascension Day, Memorial Day, Labor Day, and All Saints' Day.

What music is appropriate for funerals and memorial services?

We encourage congregational hymns/worship songs – these may be selected with the Pastor or Minister of Music during the service planning process. Some beloved hymns include:

- Amazing Grace
- It Is Well With My Soul
- For All the Saints
- How Great Thou Art
- A Mighty Fortress Is Our God
- Surely the Presence of the Lord Is In This Place
- Hymn of Promise
- Because He Lives He Leadeth Me

Can someone other than the clergy of Walker Chapel be involved in a funeral or memorial service here?

Yes, though the pastor of Walker Chapel will lead all funerals or memorial services held here, except in rare cases of absence or illness. In such exceptional cases, another United Methodist pastor from the area may be asked by our clergy to officiate in his or her place. Other clergy, at the discretion of our pastors, may be invited to participate in the funeral or memorial service, including the sermon. Family members and friends may be invited to share memories of the deceased during the service as long as this is planned in consultation with the pastor. We **strongly** encourage families to invite no more than three persons, each speaking for a maximum of 5 minutes, so the service will not be burdensomely long. The family should instruct the speakers to write out their witness and time it beforehand.

Who is responsible for the obituary?

The family of the one who has died is responsible for the obituary. The funeral home will assist in its publication, and we request a copy be provided to the church office.

What flowers and decorations are appropriate?

Worship Committee members will place appropriate cloths for funerals/memorial services on the communion table and pulpit. All seasonal items that may be in the chancel area will remain. Floral arrangements and photos may be used. Flowers may be placed on the altar, either or both sides of it, on the chancel rail, and on the floor around the casket, if present. A pall, a spray of flowers, or an American flag (when appropriate) may cover the casket. In accordance with the directions in *The United Methodist Hymnal*, the casket will be closed before the beginning of the service and not re-opened afterward.

Can Holy Communion be included in the service?

If the family desires to include the sacrament of Holy Communion, please make arrangements for this with the pastor. As United Methodists, we believe that all are welcome at the Lord's Table; therefore, everyone present will be offered the opportunity to receive the sacrament. "All are welcome; no one must." The sacrament will ordinarily be served by intinction – receiving the consecrated Body of Christ, then dipping it in the Cup containing the Blood of Christ before consuming it.

Will the church provide musicians?

Walker Chapel's Director of Music and other musicians will make every effort to be available for the funeral or memorial service. Additional vocal solos, and in some cases, the choir, can also be included in funeral services. Musicians and service participants must be engaged through the church office by the family and at the family's expense. Payment of musicians and other service participants is the responsibility of the family and is in addition to the funeral home fees; payment in advance is requested. (Please, see the list of fees below.) If assistance is needed in identifying and/or contracting suitable persons for the service, the Director of Music is available to the family for recommendations; the music ministry, like all of Walker Chapel, is committed to helping you in any way possible during this difficult time.

Can we play a video or display photos set to music on a monitor?

Slideshows can be displayed on television monitors in the sanctuary. Please ensure that any slide show is in JPG, JPEG, .MOV, or MP4 format. Walker Chapel will require all materials three days before the services so that we can verify there are no problems with the files provided. All technical questions can be directed to our church office.

What rooms are available for funerals or memorial services?

Funerals and memorial services can be held in the Sanctuary, which seats approximately 220. The Fellowship Hall is used for receptions or meals after the service.

Can we have a reception or meal before or after the service?

Yes. If you wish to use your own caterer, you will still need to coordinate all food services through our church office.

What are the costs?

Church Members

As church members who help sustain the ongoing ministries of Walker Chapel, there are no costs related to clergy, staff musicians, staff audio/visual technicians, or building use for a funeral/memorial service.

Non-members

Walker Chapel opens its church as a community service and asks non-members to help defray expenses through the following fees:

Sanctuary - \$250 Fellowship Hall - \$200

Non-members will be charged a \$75 administrative fee for producing the funeral/memorial service bulletins. They are also asked to provide an honorarium of \$400.00 to the officiating pastor.

Audio/video tech—\$75.00

Honoraria for other staff are requested for all funerals and memorial services:

- Organist/pianist—\$250 vocalist/instrumentalists
- Custodian (if necessary)—\$75 per space.

Please make out checks for honoraria to the individuals, not the church. All fees for expenses and honoraria are due to the church office before the service begins.

Checklist For Funeral And Memorial Service Preparations

- The pastor is notified.
- The church office is notified.
- The service is scheduled through the church office if it is to be held at the church.
- The family plans the service with the pastor.
- All fees and honoraria are delivered to the church office.

Funeral or Memorial Service Worksheet

This form is to help you think through some of the possibilities available to you as you plan a funeral or memorial service. In times of grief and stress, a basic guide or outline can be very helpful, and we hope this worksheet can assist you and your family. It is designed to help you make the service personally meaningful to you and your family and friends while clearly proclaiming our Christian faith. If you have any questions or suggestions, please feel free to bring those up with the pastor.

The basic outline of "A Service of Death and Resurrection," *The United Methodist Hymnal*, p. 870-875

- Prelude
- The Promise
- The Greeting
- Hymn
- Invocation
- Scripture Reading(s)
- Sermon
- Anthem
- Words of Witness (stories from family and friends)
- Hymn
- Prayer of Commendation
- Prayer of Thanksgiving
- The Lord's Prayer
- Hymn
- Benediction
- Postlude

Name of the deceased: _____

(Please use the name as you wish it printed in the worship bulletin)

Date of Birth: _____

Date of death: _____

Date of Service: _____ Time: _____ Location: _____

Primary family planning contact: _____ Family Relationship: _____

Funeral or Memorial Service Pastor Officiating: _____

Funeral Home used: _____ Contact staff person: _____

Name of Florist (if any): _____ Phone: _____

What is to be done with the flowers after the service? _____

Will photos, albums, keepsakes, or other items be displayed on a memorial table? Yes No

Will there be a video or still a photo sequence shown before the service in the Sanctuary? Yes No

Number of Bulletins to be Printed: _____

Will the service be live-streamed? Yes No

Scriptures selected: _____

Music selected: Organ/Piano Vocalist: _____ Other instrumentalist: _____

Hymns selected: _____ Hymnal, #: _____

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Would you like to include Holy Communion? Yes No

Family and friends to be invited to speak (limit of 3, five minutes each):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Reception: Yes No Estimated Number attending: _____

Do you wish memorial contributions in your loved one's name to be made to Walker Chapel? Yes No

Family Members and Relationship:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Will there be a burial service to follow the service? Yes No Time: _____

Location: _____ Name of cemetery: _____

Walker Chapel staff assisting with the funeral/memorial service:

Pastor: _____

Organist/pianist: _____

Audio/Visual Tech: _____

Other: _____