



Memorial Services and Funerals

Guidelines



Dear First Centenary Family,

The Congregational Care Ministry serves our faith community in a number of ways, not the least of which is care before, during, and after the loss of a loved one. We hope this information will assist in guiding you during this significant time. It is our pleasure to help you and your family.

The inherent belief in the risen Christ is the cornerstone of a United Methodist service (either a funeral or memorial). Christ is our hope for eternal life and we offer this assurance to the surviving family and friends that their beloved is now in God's eternal charge.

Planning a service can be a blessing to those in grief. This can be a time to laugh and to cry as the stories are retold and memories are shared.

For questions regarding Funeral or Memorial planning please call Minister of Congregational Care office, 423.756.2021, ext. 3106 or limcdaniel@fcmuc.org

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Fairbanks".

Dr. Doug Fairbanks
Senior Minister

A handwritten signature in black ink, appearing to read "Linda I. McDaniel".

Dr. Linda Isadore McDaniel
Associate Minister
Congregational Care

FIRST CENTENARY UNITED METHODIST CHURCH
419 McCallie Avenue Chattanooga, TN 37402
www.firstcentenary.com

Planning for the Service

BEFORE DEATH OCCURS

The Congregational Care Associate Minister will be happy to visit and provide you with a planning document. Once completed, a permanent record will be made and your data file will reflect that you have pre-planned your personal service or one for a member of your immediate family.

Families might want to consider inurnment here at the church in our beautiful Memorial Garden. To determine availability, please contact Karen Gates, Business Manager at 423-756-2021 ext. 3121 or kgates@fcumc.org

WHEN DEATH IS IMMINENT OR DEATH OCCURS

When a death is imminent our pastors are honored to come and pray with you. If there is time, please call the Congregational Care office at 423-756-2021. We will make every effort to have someone come to you.

DATE, TIME AND PLACE OF SERVICE

If you wish to have one of our pastors conduct the service for your loved one, please visit with him or her before you schedule with the funeral home. Upon request, the family may invite pastors from other churches to participate in the service.

To avoid scheduling conflicts, the minister will contact the Church Administrator to coordinate service time and location. The Kate Lyle West Chapel and the Memorial Garden provide intimate settings for Funerals and Memorials when the Sanctuary is not the preferred location for the service. The funeral home and cemetery can also serve as venues. Whatever the family's decision, we will do our best to accommodate your wishes.

TYPE OF SERVICE

There are several types of services to consider:

1. A traditional funeral (where the casket is present), graveside to follow
2. A memorial service (where there is no casket). If the deceased member of First-Centenary has been cremated, the memorial service may be followed by the interment of ashes in the Memorial Garden.
3. A graveside service or a service in the Memorial Garden only
4. A graveside service prior to the memorial service

FAMILY VISITATION

Family Visitation can be scheduled prior to the service on the service day or the evening before. Receptions can be held in one of the hospitality rooms either before or after the service. The family is responsible for menu items for receptions or luncheons. Recommendations of Caterers are available upon request.

MEMORABILIA

Frequently, family members display photos, albums, hobby examples or other personal items relating to their loved one. The church will provide a display table.

MAKING SERVICE PLANS

After decisions are made regarding the date, time, place and type of service, the minister will arrange to meet with the family to share personal stories. This meeting may take place in the family home or at the church. This will be a time when scripture and music to be included in the service will be discussed.

The Minister of Congregational Care will handle the logistics of the service. She may serve as the liaison between the funeral home and the family, and will contact the Director of Music and Worship regarding selections for the service. Sound Technician and custodial services will also be secured and coordinated.

FEES

There are no fees for use of the church when funerals or memorials are held at First-Centenary. The Director of Music Ministries, Dr. Janice McNair, will coordinate with musicians and/or vocalists for the service. Should the family require outside accompanists or vocalists, the family will be responsible for any costs associated with those participants.

FLOWERS

Floral offerings are a wonderful way to pay tribute to a loved one. Placement of floral arrangements will be handled by the Funeral Coordinator.

FUNERAL HOME RESPONSIBILITIES

The funeral home should provide guidance with the following: obituary in the local newspaper, visitation (if held at the funeral home), casket or urn, flowers, memorial services, guest book, processional to cemetery and cemetery choice — plot, vault or space.

CHURCH RESPONSIBILITIES

- 1) Planning of the funeral or Memorial Service
- 2) A team of volunteers will be present to greet and direct guests to the visitation area and aid in the comfort of the family of the deceased
- 3) Display of flowers and plants
- 4) Use of urn, if needed
- 5) Pall for the casket, if requested
- 6) Guest book (for Memorial Service when funeral home is not involved)

A SAMPLE ORDER OF WORSHIP

Gathering Music - (15 minutes prior to the service. This may include selections requested by the family.)

Processional (If a funeral, the casket will be moved into the worship space. The Clergy will lead, followed by family.)

Welcome and Words of Grace

Hymn

Affirmation of Faith

Scripture(s)

Pastoral Prayer and the Lord's Prayer

Hymn or other music, if requested

Homily

Benediction

Recessional

AFTER CARE

Your church does not want you to feel that you are alone following your loss. We will do everything possible to offer acts of kindness and encouragement. You will find words of hope in many of the Grief resources that will be made available to you.

Annually, we hold a service of healing specifically designed for those who have suffered loss. All Saints Day, usually the first Sunday in November, remembers those who died within the year in

each of the morning worship services.

For information regarding current grief support groups please contact the Congregational Care Office, 423.756.2021, ext. 3106.



ENDING LIFE WELL Suggested reading:

Final Gifts: Understanding the Special Awareness, Needs and Communications of the Dying by Maggie Callanan (Bantam Books, 1992)

Final Journeys: A Practical Guide for Bringing Care and Comfort at the End of Life by Maggie Callanan (Bantam Books, 1999)

Looking Up While Lying Down by J. E. Biegert (Pilgrim Press, 2004)

Living Fully, Dying Well: Participant Guide, A Small Group Study by Rueben Job (Abingdon Press, 2006)

RESOURCES:

FORWARD – grief group for those who have lost a spouse.

A chance for widows and widowers to come together, share their insights, and help each other step forward into a new life.

FORWARD groups meet in the spring and fall for eight weeks each session. Contact Cindy Ruff for more information – (423) 756-2021, ext. 3112 or cruff@fcumc.org.

Caring Conversations - www.practicalbioethics.org

SCRIPTURES

- **Psalm 23** – I walk through the valley of the shadow of death
- **Psalm 62:8** – God is our refuge.
- **Matthew 11:28** – Come who are weary and heavily burdened and I will give you rest.
- **Psalm 130** – Psalm of Lament
- **Isaiah 40:28-31** – Comfort my people
- **Revelation 21:1-7** – Vision of life after death
- **2 Corinthians 4:5-8** – Light shines out of darkness
- **Ephesians 1:15-23; 2:1-10** – Hope to which God has called you.
- **John 14** – Promise of life after death
- Identify a verse that describes the person's life.



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