

# PARKVIEW

United Church of Christ



INCLUSIVE INSPIRED INVOLVED

## Funeral and Memorial Service Checklist

For: \_\_\_\_\_

Planning a funeral can be a very stressful and difficult task. Often times, the persons in charge of making the funeral arrangements are grieving, and may not have a clear understanding of the wishes of their deceased loved one. When services are scheduled at Parkview UCC, and in an effort to make this time less overwhelming for family members, Parkview has a volunteer Funeral Coordinator to assist, review fees, and options for planning the service and luncheon or meal to follow.

However, there are some preferences about the service itself that can be decided before this difficult time to make sure the service is something you would want for your legacy, and also help those grieving.

Listed below are several questions that can serve as a guide to help you through the sometimes painful process of planning a memorial or funeral service.

### My Memorial Service

#### 1. Participants for the service

**Pastor – The installed Parkview UCC Pastor officiates at all funerals at the church unless he/she grants permission for another person to officiate.**

(Additional speakers will be arranged with Pastor)

\_\_\_\_\_

**Musicians (e.g. Instrumentalists and/or Vocalists)**

**The organist for the church will provide music, unless she/he is unavailable. Arrangements for additional musicians can be made with the organist.**

Typically include Prelude, Congregational Hymns/Songs, special vocal or instrumental selections, and Postlude): \_\_\_\_\_

\_\_\_\_\_

**Musical Selections - Hymns/Songs** (can be CDs which should be noted when planning the service. \_\_\_\_\_

#### 2. Favorite Scriptures or prayer? \_\_\_\_\_

\_\_\_\_\_

3. **Family member/members or friend to speak? A time of open sharing or not?** \_\_\_\_\_

4. **Special poems, notes or verses** (copy and attach)  
\_\_\_\_\_

5. **Memorial Designations:** (In addition to or in lieu of flowers; donations can be specified to the church or a specific area of the church, or organization of the family's choice):  
\_\_\_\_\_  
\_\_\_\_\_

6. **Picture(s):**

For use as a program cover, and/or during a "Time of Remembrance, Family Memories". Use of video during the service?  
\_\_\_\_\_

**Memory Table:** \_\_\_\_\_

(e.g., pictures or memories for a Memorial Table or other ways that will make the service more memorable (e.g. photographs, childhood items, hobbies, music, candles, special people in your life)

7. **Favorite colors** (for use at luncheon):  
\_\_\_\_\_

8. **Favorite flower(s)** Note to family: White Bear Floral has a key to the church and would not necessitate someone being at the church for delivery):  
\_\_\_\_\_

9. **Estimated number of attendees at the service:**  
\_\_\_\_\_

10. **Seating of family members in sanctuary** (how many pews to reserve; front or back of sanctuary?) \_\_\_\_\_

11. **Meal following the service for family and friends?** Please coordinate menu selection with the church Funeral Coordinator; food for lunch is ordered from Festival Foods, by the coordinator; catered meals are the responsibility of the family to order, with serving by members of the church. *(Parkview UCC congregation currently provides beverages and cookies/bars while the family provides or reimburses the church for the food served at the meal.)*

12. **Other information your family and Pastor will need to know and coordinate with the Funeral Home and/or Cremation service:**

- **Your wishes for cremation open or closed casket if applicable, or other arrangements** (e.g. casket rental for viewing to be followed by cremation)

- **Interment cemetery or crematorium, burial plat number and location, or place for scattering of ashes, following service before lunch, or later, immediate family or all.**

**Writing an Obituary (excerpted from Rochester Funeral Homes' website)**

**Customary information includes:**

1. Full legal name of the deceased (nickname may be included in parenthesis)
2. City or town of residence
  - A. To avoid having the residence robbed while the family is attending the calling hours and funeral, specific information about the residence of the deceased and relatives should never be published.
3. Relative list including:
  - A. Predeceased list (relatives who have died)
  - B. Survived by list (relatives that are still alive)
    - a. Parents
    - b. Sons
    - c. Daughters
    - d. Grandchildren
    - e. Great Grandchildren
    - f. Sisters
    - g. Brothers
4. Work history
5. Place and time of the funeral and any calling hours
6. Place of burial
7. Optional information could include:
  - A. Special interests such as hobbies
  - B. Associations (such as membership in local or national organizations.)
  - C. Special Affiliations (such as volunteer work for the A.S.P.C.A., etc.)
  - D. Military service

Obituaries can be written at the time of death or before. ***Many people find it helpful to write their own obituary notice in advance for the following reasons:***

1. The surviving family members might not remember, or may struggle to remember, specific dates (birth, employment, retirement, previous deaths).
2. They might not know proper spellings of people's names, places, companies or organizations.
3. They might not know all of the deceased's memberships to volunteer organizations and community clubs.
4. The self-written obit could specify a favorite charity for donations that the surviving family wouldn't have thought of.

***Sample Obituary***

*Doe, Jane  
Rochester- January 1, 2002*

*Jane was born September 15, 1927. She was the daughter of William A. and Blanch (Smith) Jones. Jane is survived by two children, Janelle (James) Lockhart of Newport, VA, and Corey (Cheryl) Doe of Buffalo, NY, a brother Ward (Cynthia) Jones, of Rochester, a sister Jill (Robert) Riley of Greece and several grandchildren, nieces and nephews. She was predeceased by her parents, her husband Jack Doe and a sister, Amanda Jones.*

*Jane was a RN and retired from Strong Memorial Hospital in 1990. She was also a member of the Eastern Star, Daughters of the American Revolution, and was president of the Greater Rochester Rose Association.*

*Friends may call at The Pleasant Valley Funeral Chapel, 123 Main St. Rochester, on Monday January 3 from 2 to 4 and 7 to 9pm. The funeral service will be at 10:00 am at the funeral home. Burial will be in Mt. Hope Cemetery.*