



A Guide for Planning Funerals & Memorial Services



Trindle Spring Lutheran Church

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14 State Road, Mechanicsburg, PA 17050

FROM THE PASTORS

Dear Trindle Spring Families,

One of the most significant events in the life of an individual and a family is the death of a family member or friend. We want to provide care for you before, during, and after the death of a loved one. The information included in this booklet is to help you through the process of planning a service that will honor and celebrate their life.

It is an honor and a privilege to walk alongside your family as you grieve the loss of a loved one. We see this as a time of remembering and healing: plans are made, stories are told, memories are shared, tears are shed, and laughter is heard. It is a time to celebrate the life of the person who has died and begin the grieving process.

It is our belief in Jesus Christ which allows us to see death and a funeral not as simply an ending, but as a day to celebrate Jesus' victory over sin and death. The promises of Baptism point us to new life, forgiveness, and the hope of the resurrection. We want to share this message of hope with you as you go through the grief and pain of losing a loved one.

For questions about funeral or memorial service planning, please contact the church office at 717-766-7091 and we will be glad to help with any questions or arrangements.

Peace,

Pastor Aaron

Pastor Aaron M. Erdley,

Pastor Martha

Pastor Martha S. Boyd



PLANNING A SERVICE

Pre-Planning a Service

A Pastor is happy to sit with you to pre-plan a service. Completed plans should be shared with your family and kept on file at TSLC. Pre-planning your service is a wonderful gift you can give your family as they grieve and make decisions.

Scheduling a Service

In order to schedule a time and date for a service please contact the pastor. The pastor will check the church calendar to make sure there are no conflicts before the service is scheduled. Service may be held in the TSLC sanctuary, a funeral home, or at the graveside.

Types of Services

There are a few types of services:

1. Funeral Service (casket/urn is present))
2. Memorial Service (no casket/urn present)
3. Graveside service (to be scheduled with the pastor and cemetery)

In addition to a visitation time at the funeral home, visitation may be scheduled before the service at Trindle Spring Lutheran Church.

Service Planning

The pastor will meet with the family to discuss arrangements. This is a time to pick hymns and scripture readings, hear stories, and decide on any other arrangements that need to be made.



Fees

Honorariums may be made if the family desires for the Pastor(s), Organist, Parish Administrator, and other Staff who may be involved in the Service Preparation.

Suggested amounts are listed below:

Pastor - \$125-\$250

Organist - \$125-\$175

Parish Administrator - \$50-\$75

Reception/Luncheon

Following the service many families have a for a meal and fellowship. TSLC volunteers will serve sandwiches, salads, desserts, and drinks for the reception. An Honorarium is appreciated to help with the cost of the luncheon.

WORSHIP SERVICES

Planning a Service

This is the general order for funeral and memorial services at TSLC.

Musical Prelude

Words of Thanksgiving

Processional Hymn

Greeting and Prayer

Family Remembrances (If desired)

Scripture Readings

Homily

Hymn

Apostle's Creed

Prayers

Holy Communion (optional)

The Lord's Prayer

Prayer of Commendation

Closing Hymn

Postlude



Scripture Readings

Faith is grounded in scripture. It is where we hear God's promises of life and resurrection. A loved one's favorite passage can be used, or others that you find particularly comforting. Below are a few options to consider, if you need some help.

Psalm 23

The Lord is my shepherd

Psalm 121

Lift up my eyes to the hills

Psalm 139

O Lord, you have searched me and known me.

Isaiah 43:1-7

I have called you by name, you are mine

Job 19:23-27a

I know that my redeemer lives

Ecclesiastes 3:1-15

To everything there is a season

Romans 8:31-35, 37-39

Nothing can separate us from the love of God

Romans 14:7-9

We are the Lord's

2 Timothy 4:6-7

I've fought the good fight, I've finished the race

Hebrews 12:1-2

Surrounded by so great a cloud of witnesses

John 3:1-21

God so loved the world

John 11:21-17

I am the resurrection and the life

John 14:1-14

In my Father's house there are many dwelling places

MUSIC IN WORSHIP

Music can often convey things that we are not able to express in words. Choose hymns that were your loved one's favorites or ones that are meaningful to you. During the service secular music is not normally used. If you need help, the Pastor can assist you. Below are some suggestions:

Abide With Me #629

Amazing Grace #779

Battle Hymn of the Republic #890

Be Thou My Vision #793

Beautiful Savior #838

Blessed Assurance #638

Children of the Heavenly Father #781

Eternal Father Strong to Save #756

For All the Saints #422

Go My Children With My Blessing #543

Great Is Thy Faithfulness #733

How Great Thou Art #856

I Am the Bread of Life #485

I Know That My Redeemer Lives #619

I Love to Tell the Story #661

Jesus Loves Me #595

Joyful, Joyful We Adore Thee #836

Lift High the Cross #660

Love Divine, All Loves Excelling #631

My Faith Looks Up To Thee #759

My Hope Is Built On Nothing Less #597

My Life Flows On in Endless Song #763

On Eagle's Wings #787

Precious Lord Take My Hand #773

Softly and Tenderly, Jesus Is Calling #608

Take My Life That I May Be #685

Thine Is the Glory #376

This Is My Father's World #824

What a Friend We Have in Jesus #742

When Peace Like a River #785

You are Mine #581

Soloists and Musicians

TSLC's organist plays for services. If our organist is unavailable, we will find a substitute. Having a soloist is also an option during the service. Our Director of Music can help make those arrangements, if needed.

Sharing Memories in Worship

During worship you may have an individual or two share a few remarks. Remarks be limited to 3-5 minutes. Other memories can be shared during the lunch reception

Funeral Pall

A funeral pall is a white cloth that is draped over the casket. It is white, which symbolizes two things. First, white is the color for Easter and the resurrection. Second, it reminds us of the baptismal garment placed upon us as a symbol of cleansing and new life.

Paschal Candle - Christ Candle

Jesus is the light of the world. This flame was lit and passed to us when we were baptized. It reminds us that we are children of God and inheritors of eternal life in Christ.

OTHER INFORMATION

Ushers

If there is Holy Communion at the service TSLC can provide additional ushers to assist.

Bulletins

TSLC will provide funeral bulletins for the service. The Parish Administrator will make the bulletins and print regular and large print bulletins.



Memory Table

A table can be set up in the narthex for pictures and personal items. This is where the family will greet people as they come in for the service. Please let us know ahead of time if you would like a table set up.

Slideshow or Video

Families may choose to create a video or slideshow. Some funeral homes provide this service. A projector and screen are available for use during the lunch reception, following the service.

Flowers

We will choose a few of them to be up front in the sanctuary. The rest of them will go out by the memory table and in the Fellowship Hall for the reception. All flowers should be taken home by the family unless other arrangements have been made

Memorial Gifts

Often people desire to give thanks to God for the life of the person who has died, by making a memorial gift. These gifts can be designated to many different charities. If a family chooses to designate TSLC as a recipient of Memorial Gifts, the family can work with the Pastor.

Children at Funerals

Children may not fully understand what is going on, it is important for them to be a part of this process. A death is a significant family event. Explain what is happening and help them process their own grief on an age-appropriate level. TSLC has children's bags available outside the sanctuary for children to use when they are in service.

Grief Support

Grief is a process, and everyone experiences it differently. Some people need help walking through this process. If we can help you better walk through your grief, please reach out to one of the pastors.

FUNERAL DETAILS FORM

Today's Date: _____ Service arrangement for: _____

Preferred first name used in bulletin: _____

Date of Birth: _____ Date of Death: _____

Funeral Home: _____

Visitation Date/Time: _____ Cremated: _____

Service Location: _____ Service Date:/ Time: _____

Burial Location: _____

Communion: Yes or No

Service Livestream: Yes or No

Music for the service:

Gathering Hymn: _____

Hymn of the Day: _____

Sending Hymn: _____

Communion Hymns:

Special Music: _____

Readings:

Reading: _____ Reader: _____

Psalm: _____ (In Unison ____ or Reader: _____)

Reading: _____ Reader: _____

Gospel Reading: _____ Reader: _____

Bulletins:

How many bulletins: _____ Large print: _____ Cover # to use: # _____

Family Remembrances: Yes or No If Yes, By: _____

Homily by: _____

Officiant(s): _____

Organist/Pianist: _____

Pallbearers: Y or N - If yes: Names:

Ushers for Communion:

Memorials: _____

FOR OFFICE USE:

Slides and Displays:

Pictures for the Narthex TVs from: TSLC ____ Family ____ Funeral Home ____

Table needed for family pictures display: Yes or No

Luncheon:

Funeral Luncheon: Yes or No. If yes, where? _____ Time: _____

Luncheon Coordinators contacted: _____ How many guests: _____

Called/texted Set up coordinator: _____

Microphone needed for sharing at the luncheon: Yes or No

Place the luncheon location in funeral bulletin? Yes or No

Cleaners:

Called/Texted Church Cleaners: _____

Door Scheduling:

Dennis Stoner called/texted for opening/closing doors: _____

Time Open: _____ Close: _____ East/West/ADA

Office:

If burial is at TSLC, was Cemetery Staff contacted? _____

If the service is on a Saturday, at TSLC- Call Garden Bouquet Called:

Luncheon costs to the family: Date emailed or given: _____

Memorial Letter to Family Member: _____

Memorials closed and family notified: Date: _____