

Covenant Presbyterian Church

Memorial Services

To assist you in planning the service to celebrate the life of your loved one, below are some details to consider:

If your loved one has completed a pre-planning checklist, please provide it to the Covenant office. If you would like Covenant to coordinate the service, contact the Church office.

Reserve date and time

As soon as you are able, please contact the church office to inquire about availability of both the church building and the pastor for your preferred date and time.

Flowers

Families often purchase flower arrangements through local florists and have them delivered to the church before a service. Flowers may also be received from other friends and family and delivered to the church. Following the service, the family is encouraged to take flowers with them though plans can be made to leave some flowers for an upcoming Sunday worship service.

Music

Please contact the church office as soon as possible if you would like to hire a musician to play organ or piano for the service, and if you would like to have a soloist or accompanist for special music. There is a fee associated with hiring any musician. (see fee schedule below)

Live stream service

The service may be livestreamed through our YouTube channel. Following the service, a YouTube video would be available to share. If you desire, the livestream/video can be made private so only people with the link can access it. There is a fee associated with livestreaming a service. (See fee schedule below.)

Photos

If you'd like to display a slideshow of photos on the narthex monitor, please provide a **maximum** of 30 photos to the church office on a flash drive **at least four days** before the service. The best file format is jpg. (We CANNOT do this the day before or day of the service.)

If you'd like to have photo boards or mementos on display in the narthex, please let the office know **at least four days** before the service how many tables and/or easels will be required.

To keep the focus on God and the promise of resurrection we do not share photos or videos on the screen in the sanctuary during the service.

Reception/food: If you would like a reception at Covenant, the family is responsible for ordering and purchasing the food to be served. Covenant can provide a team of volunteers for room set up, serving, and clean up. The family is encouraged to take any/all leftovers. Covenant usually has some individual to-go containers at the church which can be used. If the family is not interested in the leftovers, arrangements can be made to take them to a local homeless shelter.

Bulletin: The church can provide a worship bulletin including obituary and a picture. Bulletins are normally printed the day before the service. Please submit any information needed for the bulletin to the church staff at least one week before the day of the service.

Fees: Funeral directors often facilitate payment of the necessary fees/honorariums connected with a service including pastors, musicians, and a/v operators. If you are not working with a director, please confirm fees with the church office.

Fee Schedule

Live stream service	\$50 payable to livestream operator
Facility use charge (includes usher, compilation of photo video)	
Honorarium for Pastor	\$250 is suggested by the local funeral homes, (optional for members with services during normal business hours, required for weekend or evening services.)
Organist/Pianist	\$150 payable to musician (no soloist) \$200 payable to musician (with soloist)
Soloist/Musician	\$100 payable to musician (1 solo) \$150 Payable to musician (2+ solos)

Covenant Presbyterian Church

Funeral & Memorial Guidelines

Name: _____ **Date:** _____

Preferred living relative contact: _____

Contact information: _____

Name of spouse _____ **Deceased Date:** _____

Child(ren) and/or special relatives:

Name	Contact information	Deceased

Plans for Body

☐ Burial

Cemetery name: _____

Address: _____ City: _____

State: _____ Zip: _____ Marker: _____

☐ Cremation

☐ Donating my body to science

☐ Covenant's Columbarium

☐ Other: _____

Visitation Information

Visitation refers to a time that can be arranged at the funeral home or church when friends and family can be present to receive those who wish to pay their respects, possibly view the casket and/or body, view pictures and share memories. Please check the box of your preferred location if you wish to have a visitation scheduled.

☐ Funeral Home

☐ Covenant Presbyterian Church

Type of Service

- ☐ Funeral home service
 - ☐ with coffin present
 - ☐ followed by graveside service
- ☐ Offsite Memorial service with private graveside service
Location of service: _____
- ☐ Covenant Memorial Service
- ☐ Other

Service Information

- ☐ Music choices (hymns and special music)
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Musicians/Instruments
 - ☐ _____
 - ☐ _____
- ☐ Scripture selections
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Flower preferences
 - ☐ _____
 - ☐ _____
- ☐ Suggested Pallbearers
 - ☐ _____
 - ☐ _____
 - ☐ _____
- ☐ Suggested Ushers
 - ☐ _____
 - ☐ _____
- ☐ Memorial contribution recipients
 - ☐ _____
 - ☐ _____
 - ☐ _____

Special Instruction to clergy:

Special Instructions or message to family members:

Covenant Presbyterian Church

Funeral & Memorial Service Resources

Suggested Hymns:

#275	A Mighty Fortress Is Our God
#836	Abide With Me
#20	All Things Bright and Beautiful
#649	Amazing Grace
#819	Be Still My Soul
#306	Blest Be the Tie That Binds
#326	For All the Saints
#14	For the Beauty of the Earth
#547	Go My Children With My Blessing
#39	Great is Thy Faithfulness
#625	How Great Thou Art
#488	I Was There to Hear Your Morning Cry
#840	It is Well With My Soul
#366	Love Divine All Loves Excelling
#829	My Faith Looks Up to Thee
#643	Now Thank We All Our God
#43	On Eagle's Wings
#687	Our God Our Help in Ages Past
#438	Rock of Ages, Cleft for Me
#375	Shall We Gather at the River
#418	Softly and Tenderly Jesus is Calling
#801	The Lord's My Shepherd, I'll Not Want
#370	This Is My Father's World
#465	What a Friend We Have in Jesus
#808	When Memory Fades

Suggested Musical Selections for Soloists:

Any hymns listed above

#464 The Lord's Prayer

#43 On Eagle's Wings

#450 Be Thou My Vision

The Lord is My Shepherd (Psalm 23 various settings)

Scriptural Resources:

Old Testament

Ecclesiastes 3.1-15

Job 19.23-27

Isaiah 25.6-9

Isaiah 40.1-11. 28-31

Psalms 23

Psalms 42.1-6a

Psalms 46.1-5. 10-11

Psalms 103

Psalms 121

Psalms 130

Psalms 139.1-12

There is a time for every matter under heaven

I know that my redeemer lives

God will swallow up death forever

Comfort my people

The Lord is my shepherd

As a deer longs for flowing streams

A very present help in trouble

Bless the Lord. O my soul

I lift up my eyes to the hills

Out of the depths I cry to the Lord

Where shall I go from your spirit?

New Testament

Romans 8.14-23 .31-39

I Corinthians 15:20-26.

35-38.42-44.50.53-58

2 Corinthians 4.16-5.1

Ephesians 1.11-2.1. 4-10

John 11.17-27

John 14.1-6.25-27

Nothing can separate us from the love of God

Death is swallowed in victory

Visible things are temporary, invisible things eternal

Saved by grace through faith

I am the resurrection and the life

Let not your hearts be troubled