



## *Guidelines for planning of a Christian Funeral or Memorial Service*

Trinity Evangelical Lutheran Church  
431 Philadelphia Avenue  
Chambersburg, PA 17201  
(717) 263-8156

[office@trinitychbg.org](mailto:office@trinitychbg.org)  
<http://www.trinitylutheranchambersburg.org>

**A WORD ABOUT GRIEVING**

“Memorials” – Friends and extended family members often give a monetary gift in memory of the one who has died. Unless otherwise directed to a particular purpose, those memorial funds will be employed at the discretion of Trinity’s Congregation Council. Other charitable groups also welcome memorial gifts. The pastor will be pleased to discuss appropriate memorial opportunities that suit your particular purposes.

**A funeral** is a service of Christian celebration and remembrance where the remains – casket or cremains, are present in the worship space. **A memorial service** is the same service without a casket or cremains present.

Grieving the loss of a loved one is hard work; no two people grieve in exactly the same way. Some move through the stages of grief more quickly than others. Helping to plan the funeral or memorial service and then experiencing the service is an important beginning step. As you continue to grieve in the days and months after the service, you will experience ups and downs, good days and bad days. The Pastor are available to listen and talk with you. Please call the church if you wish to talk to someone.

In the meantime, you are encouraged to continue to gather for worship with the congregation where we are assured of God’s continuing presence, promises and grace.

***O MOST LOVING GOD***

*You want us to give thanks for all things,  
to fear nothing except losing you,  
and to lay all our cares on you,  
knowing that you care for us.  
Grant that no clouds in this mortal life  
may hide from us the light of your immortal love  
shown to us in your Son,  
Jesus Christ our Lord. Amen.*

**FUNERAL FEES FOR NON-MEMBERS**

**Church use fee:** ..... \$500

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**Pastor:** ..... \$350

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**Sexton:** ..... \$200  
(Payment to "Elaine Hess-Strite")  
with reception ..... \$25

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**Kitchen Supervisor:** ..... \$50

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**Office Secretary:** ..... \$100  
(Payment to "MaryBeth Knepper")

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**Organist:** ..... \$200

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Pastor ..... 717-263-8156  
Robert Eyer, Jr., Director of Music ..... 717-264-7886  
Elaine Hess-Strite, Sexton ..... 717-263-8156  
MaryBeth Knepper, Secretary ..... 717-263-8156

## **GUIDELINES**

### **1. Contact persons**

- Office secretary
- Trinity's pastor
- The church office is open Monday – Friday, 8:00 AM – 3:00 PM. After hours, messages may left on the answering machine.

### **2. Please contact the church** immediately to:

- verify the availability of the church and a pastor
- provide the office with needed information:
  - a. Name of the deceased.
  - b. Contact person making family arrangements; funeral home and necessary phone numbers.
  - c. Date of deceased birth and death.
  - d. Anticipated number of persons attending the service.

### **3. Please notify us** with any special needs you may desire (such as military honors).

### **4. Church policy stipulates the following fees may apply:**

- a. **Church members** have privilege of church usage, clergy, bulletins and administrative support with no additional fees. A gift to the pastor is at the discretion of the family.
- b. The organist fee is \$200.00, payable directly to the musician at the time of the service (for both member and non-member services).
- c. **Non-Member funerals fees:** (on next page)

*It is never easy to lose a loved one. St. Paul called death the last enemy to be destroyed, perhaps because it takes from us that which is most precious to us, our family and friends. We mourn, but not as people without hope. Because Christ has been raised from the dead, we believe that we will also be raised.*

*Thus, when Christian people gather for a funeral, it is to thank God for the hope we have in Christ, to remember and give thanks for our loved one, and to offer support to our brothers and sisters in Christ. The worship service is a celebration of life – the life we have in Christ and the life of the person who has died.*

*A pastor will inform you of funeral and memorial service practices at Trinity and will offer assistance as you plan a funeral or memorial service.*

## **NOTIFY THE CHURCH AND PASTOR**

When a member of the congregation dies, please notify the church. After hours, please contact the pastor via the instructions on the voice mail. If it is your desire, the pastor will come to the home or hospital as soon as possible. Usually after you have met with the funeral director, the pastor will want to meet with you and other family members to help you plan the service at church. Sharing memories helps the pastor to know this special person in your life.

Trinity's pastor shall officiate at all funerals conducted at the church, or at another location for church members.

## **PLANNING THE SERVICE**

The purpose of the service is to express together the resurrection hope we have in Christ, to give thanks to God for the person who has died, and to offer support and comfort to one another.

Please know that your requests, suggestions, and personal touches are welcome. The pastor will meet with you to discuss options and plan the service. Two particular items for note: 1) the coffin may be open for viewing in either the Chapel (for a Church funeral), the Lounge, or the Narthex (entryway) prior to the funeral service. It is closed before it is moved into the Sanctuary, and covered with a pall. A montage of photographs may be displayed with the casket or cremains in the viewing area. Second, military honors are arranged in consultation with a pastor, and are usually conducted in a location other than the church sanctuary.

The time of the service should be discussed with the pastor and funeral director. Factors to consider in setting the time are the availability of the church and pastor, the funeral director's schedule, and the distance people must travel in order to attend.

## **HOLY COMMUNION**

*"Whoever eats my flesh and drinks my blood has life eternal, and I will raise you up on the last day." (John 6:54)*

This is the most inclusive way to share our "common union" with Christ and with one another. Trinity supports you and others present to celebrate Holy Communion, if you desire. The Celebration of the

## **SUGGESTED HYMN SELECTIONS:**

*The Strife Is O'er The Battle Done*

*For All The Saints*

*A Mighty Fortress*

*My Faith Looks Up To Thee*

*O God Our Help In Ages Past*

*Beautiful Savior*

*Guide Me Ever, Great Redeemer*

*Lift High The Cross*

*I Know That My Redeemer Lives*

*This Is My Father's World*

*What A Friend We Have In Jesus*

*How Great Thou Art*

*Joyful, Joyful We Adore Thee*

*Amazing Grace*

*The King Of Love My Shepherd Is*

*Lord Of All Hopefulness*

*Children Of The Heavenly Father*

*Precious Lord, Take My Hand*

*Softly and Tenderly Jesus Is Calling*

*Great Is Thy Faithfulness*

*I Was There To Hear Your Borne Cry*

*On Eagle's Wings (You Who Dwell)*

## **MUSIC**

Music is an expression of our feelings, inner thoughts, and a significant part of our worship tradition. Music, used at the funeral or memorial service should proclaim God's grace promises and the hope of resurrection.

The organist will select appropriate prelude and postlude music for the service. If you have special requests, the pastor will pass those on to the organist.

Selections sung by a vocalist or played by an instrumentalist also are appropriate. The pastor will help you with those arrangements, and their placement within the order of the service.

There are at least two possible themes for a Christian Memorial Service or funeral. Both are appropriate within a worshipping Christian context. One focuses on grief and loss – and has a general somber mood. The music and hymn selections are predominately slow and dark in their spirit. Another focuses on hope and celebration – and has a joyful mood. The message is on the joyful hope of the resurrection to eternal life. The hymn and music selections are predominately lively and upbeat.

Most funerals in today's culture are services of Christian remembrance, joy and celebration.

Hymns are usually sung during the procession, following the sermon message, and at the end of the service. The pastor will assist you in the selection and placement of hymns for the service.

Lord's Supper is not limited to members of Trinity. All are invited who are baptized, and who believe that Christ is truly present in bread and wine.

## **THE ORDER OF WORSHIP**

Trinity will provide funeral bulletin covers of your choosing to assist in the service. The hymns, scripture texts and an obituary will be included. An appropriate photo of the deceased may be included inside the front cover. Bulletin cover samples are available for your review in the church office.

The funeral worship order is usually as follows:

Placing of a pall\* on the coffin

Procession of the coffin during opening hymn

Opening prayer

(An appropriate place for a solo)

(An appropriate place for a family member and/or friend to say thanks and/or share brief remembrances)

Scripture readings (See suggestions)

Pastor' Message

Hymn or Solo

Apostles' Creed

Prayers/Lord's Prayer

(Holy Communion may be celebrated if desired)

Commendation/Blessing

Recession and Hymn

Committal at the final resting place

\*A large cloth, called a pall, is placed over the coffin at the entrance to the church as a reminder of the white robe of righteousness with which we are covered in baptism. The use of this pall also signifies that "*all are equal in the eyes of God.*" (James 2:1-9) The pall is removed after the coffin leaves the sanctuary and before the coffin is placed in the funeral coach.

While at the church, the coffin may be open for viewing in the designated areas only. The coffin is closed before the funeral service begins.

The committal service at the grave usually takes place immediately following the service at the church. In some cases, families may choose to have a private committal at the cemetery just before the memorial service at the church. If the burial is a considerable distance away, the committal may take place after a fellowship time at the church or even another day; in such a situation, the pastor can assist you in locating a clergy person to officiate at the graveside service if the pastor cannot attend.

Following the funeral service a catered meal can be arranged through Trinity's Fellowship Committee, costs covered by the family. The location of the meal on Trinity's campus is selected primarily in reviewing the number of persons attending. Up to fifty may be accommodated in the church lounge. More than fifty are better suited in the Social Hall.

### **SCRIPTURE READINGS**

The hope we have in Christ is expressed clearly in the scriptures. One, two or three passages may be chosen. The following are some suggestions.

#### **PSALMS**

Psalm 23	The Lord is my Shepherd
Psalm 46	God is our refuge and strength, our help in trouble
Psalm 90	Lord, you are our dwelling place
Psalm 91	You who live in the shelter of the Lord
Psalm 118	The steadfast love of the Lord endures forever
Psalm 121	Lift up my eyes to the hills, strength from the Lord
Psalm 130	Out of the depths I cry to you, Lord
Psalm 143	Hear my prayer and answer me, O Lord

#### **OLD TESTAMENT**

Job 19:23-27a	I know that my Redeemer lives
Isaiah 25:6-9	The Lord will remove death and tears
Isaiah 40:28-31	They who wait for the Lord renew their strength
Isaiah 61:1-3	Good news from the Lord for those who mourn
Jeremiah 31:10-13	The Lord will comfort, turn mourning into joy
Ecclesiastes 3:1-9	A time for every matter

#### **NEW TESTAMENT**

Romans 5:1-11	Christ died to give us life
Romans 8:14-19	Present suffering nothing compared to future glory
Romans 8:31-39	Nothing separates us from God's Love in Christ
Romans 14:7-9	Whether we live or die, we are the Lord's
1 Cor. 15:51-57	Listen! I tell you a mystery
11 Cor. 4:16-5:1	We do not lose heart; glory yet to come
Philip. 3:7-11, 4:1	All things loss compared to knowing Christ
1 Thess. 4:13-18	We grieve, but with hope
11 Tim. 4:6-8	Fought the good fight, finished the race
Rev. 7:9-17	The saints in white before the throne of God
Rev. 21:2-7	Holy city, water of life, God wipes tears away
Matt. 11:25-30	Come to me, and I will give you rest
John 3:12-17	God sent the Son into the world to save it
John 6:37-40	I will raise them up on the last day
John 10:11-16	I am the Good Shepherd, I know my own
John 11:21-17	I am the resurrection and the life
John 14:1-6	In my Father's house there are many rooms
John 14:25-29	Peace I leave with you, not like the world gives