



# Funeral Guidelines

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# Funerals and the Church

We are pleased you are considering First Lutheran Church (FLC) to host a funeral for your loved one. The church staff will work with you to help you celebrate the life of your loved one who has meant so much to you.

Funeral arrangements are usually made between three parties: your immediate family, your funeral home of choice and the church. For Christians, funerals are a way to...

- Thank God for the life of the one who has passed away.
- Help family members, friends and others grieve the loss of someone who has had an impact on their lives by saying goodbye in good and appropriate ways.
- Proclaim God's Word of forgiveness and salvation through Jesus Christ.
- Express their faith that God is the Creator, Savior and Comforter in life and death.



Per FLC Council policy, at least one FLC pastor will preside at all funerals held at First Lutheran Church. The Pastor who presides at a funeral represents our congregation. FLC pastors may also preside at funeral services held outside of FLC's facility and offer graveside services at cemeteries.

If you would like more information about a **Memorial Service**, please read this booklet and then contact our Senior Pastor at the church office (873-7761).

## FLC's Facility

The sanctuary is air conditioned, handicapped accessible and comfortably holds 300 guests. Parking is available in two parking lots and on the surrounding streets.

Funeral homes are responsible for the casket or cremains, displays, flowers, etc. that often accompany funerals. FLC is not responsible for these items.

# First Steps in Planning a Funeral at FLC

## 1. Read this booklet.

Write down questions as you read.



## 2. Call your funeral home of choice.

Funeral directors can help you make arrangements. They will also contact FLC when you indicate that you would like to have a funeral conducted by one of our pastors and/or at the church. The date and time of the funeral will be negotiated between your family, the funeral home and the church.

Please know that it is not possible to schedule funerals at the church during some specific weekends. They include, but are not limited to, New Years, Easter, Christmas, Syttende Mai, Synod Assembly, Summer Musical, etc. If holding a funeral is desired during such times, an FLC pastor can preside at the service at a location other than the church. Funerals are not held on Sundays.

If you have a preference for a particular pastor, you may suggest it to your funeral director. However, if that pastor is unavailable for any reason, be assured that another one of our pastors will ably assist you with the funeral. FLC's Senior Pastor coordinates the church's funeral ministry and will make sure you are contacted with information about the Presiding Pastor as soon as possible.

## 3. Help plan the funeral service.

Your Presiding Pastor will assist you in planning the funeral service. This includes selecting scripture, hymns, special music, personal reflections, etc. This usually occurs at the funeral home or the church.

The church will create a bulletin for the service that also includes an obituary, a listing of the participants (pastor, musicians, pall bearers, etc.) and other information (graveside services, luncheons, memorials, etc.).

#### **4. Arrange for an organist to play for the funeral through the funeral home.**

Please know that...



1. FLC's pipe organ is a beautiful but rather sophisticated instrument to play,
2. Families have consistently indicated that they have been most pleased with the funeral service when FLC's Organist plays, and
3. FLC's Organist is responsible for helping families select appropriate music. All music needs to be approved by the Organist, whose decisions are final.

If you want someone other than FLC's Organist to serve as the primary musician for the funeral, you may make this request of the church through your funeral director. At a minimum, FLC's Organist *must be consulted* by the funeral director about any funeral that occurs at the church.

A variety of ensembles or instruments can be used for a funeral. Before you ask your funeral director to make any arrangements related to music, please read the section *Selecting Music* on Page 6.

#### **5. If desired, arrange for a luncheon to be offered at FLC or elsewhere following the funeral.**

Funeral luncheons are a great way for families to eat a meal, greet guests and share Christian fellowship with one another. If you would like FLC to host and serve a funeral luncheon, please inform your funeral director.

#### **6. Prepare and pray together.**

Two of the most effective ways for grieving families to prepare for a funeral are to...



- Ask for God's presence to guide and comfort you as you prepare to say goodbye to your loved one, and
- Tell stories about their deceased loved one.

# The Funeral Service

Planning the funeral service for your loved one is a meaningful experience. As you meet with your Presiding Pastor to make plans, you are encouraged to bring ideas about ways to personalize the funeral. Of course, all aspects of the funeral need to be appropriate for a worship service. The Presiding Pastor has the final authority of the church to approve each funeral service.

## The Service For The Burial Of The Dead

The service for the Burial Of The Dead is on page 206 of the green *Lutheran Book Of Worship*. Certain parts of the service are optional. The general order of a funeral service may include:

Affirmation of Life And Death in Christ	Personal Reflections *
Processional/Hymn	Apostles' Creed
Invocation & Prayer	Prayers
Special Music *	Lord's Prayer
Scripture Readings	Announcements
Special Music *	Commendation
Sermon	Recessional/Hymn
* = Hymn/Solo *	

### Optional

(A sample bulletin is provided for you on Page 9.)

The *family* will be asked to gather together in the Church Library about 10 minutes before the service. The Presiding Pastor will greet the family and offer prayer. Your funeral director will then offer instructions about seating in the sanctuary and you will be escorted into the sanctuary.

Unless the *pall bearers* are members of the immediate family, they will be asked to be seated in the sanctuary prior to the arrival of the family on the right side of the sanctuary.

It is customary for the pall bearers and family to follow the casket out of the sanctuary during the recessional hymn.

## Selecting Music

FLC's Organist needs to be consulted in order to ensure the music is appropriate for worship. The Organist can also offer suggestions about vocalists and instrumentalists if needed.



Adapted from the *Manual on Lutheran Liturgy...*

A funeral is a service of worship, therefore the music must be carefully and discriminately chosen. It should embody high standards of quality and the texts should reflect the praise of God who gives us life in birth, walks with us through life on earth and receives the faithful into arms of love and everlasting life. In every case, music selected should be of high quality and not cloud the mood of the service with triteness or sentimentality.

**In summary, if you can answer “yes” to the following questions, the music you propose is probably appropriate.**

*Does this music and its text reflect praise to God?  
Is it based on or does it reflect a scriptural theme?  
Is it appropriate for use in a regular service of worship?  
Is the music within the ability of the musicians to play or sing  
with assurance?*

If you have questions or concerns about the appropriateness of any music, please talk with the Organist, who can be contacted through the Church Office.

*(It is also important to remember that certain selections may be more appropriately heard at a **reception or luncheon** rather than a funeral service.)*



## Congregational Hymns

A funeral is a service of worship in which the guests are invited to be participants. Therefore, hymn singing is a normal part of any funeral service.

Favorite hymns are printed below. You are welcome to choose others as well. Selections that are not found in the green or blue hymnals may be sung by soloists or ensembles during the service.

*LBW = Green Lutheran Book of Worship*

<i>A Mighty Fortress Is Our God</i>	LBW 229
<i>Amazing Grace</i>	LBW 448
<i>Beautiful Savior</i>	LBW 518
<i>Children Of The Heavenly Father</i>	LBW 474
<i>Eternal Father Strong To Save</i>	LBW 467
<i>Have No Fear, Little Flock</i>	LBW 476
<i>How Great Thou Art</i>	LBW 532
<i>Lord Keep Us Steadfast In Your Word</i>	LBW 230
<i>Lord of All Hopefulness</i>	LBW 469
<i>Now Thank We All our God</i>	LBW 534
<i>My Hope Is Built On Nothing Less</i>	LBW 294
<i>O God Our Help In Ages Past</i>	LBW 320
<i>Praise To The Lord, The Almighty</i>	LBW 543
<i>Rock Of Ages</i>	LBW 327
<i>What A Friend We Have In Jesus</i>	LBW 439

*WOV = Blue With One Voice Hymnal*

<i>Bind Us Together</i>	WOV 748
<i>Blest Are They</i>	WOV 764
<i>Bornng Cry</i>	WOV 770
<i>On Eagles Wings</i>	WOV 779

## Organ Music and Vocal Selections

The Organist can also provide you with options for choosing other music for processionals, recessionals and vocal anthems.



## Selecting Scripture Readings

You are encouraged to select scripture passages that will be consistent with themes you want to emphasize. Most funeral services have a Gospel lesson and at least one additional reading from the Old Testament or New Testament.

Bible passages that were favorites of a loved one or texts that have special meaning to family members are often picked for the funeral service. Your Presiding Pastor can assist with selections as well. Here are some alternatives to consider....

### Gospels

Matthew 5:1-14b  
John 10:27-29

John 8: 1-11  
John 14:1-4

### Old Testament

Isaiah 40:27-31  
Psalm 23  
Psalm 42:5 - 6a, 8-11  
Psalm 43:2-5  
Psalm 121

### New Testament

Romans 5:1-5  
Romans 14:7-9  
James 1:2-5, 9-11



**Family members and/or friends are welcome to serve as readers of the scripture you select.**



## Funeral Bulletins

Once the service has been developed, FLC's office staff will create a bulletin for the funeral. This service is provided free to anyone who has a funeral at the church.

The family usually has an opportunity to proofread the bulletin before the final printing. Bulletins are often retained by family members as remembrances after the funeral.

### ***A Service of Praise To God for the Life Of Luther A. Jackson***

**11:00 am** **August 6, 2011**

Affirmation of our Life and Death in Christ

Processional Hymn *Rock Of Ages* LBW #320

Invocation Page 206

Prayer

Solo *How Great Thou Art* Mary Rice

Lesson Psalm 23

Lesson Romans 14:7-9

Solo *God Is Present* Mary Rice

Gospel John 14:1-4

Sermon Pastor Jones

Hymn *Borning Cry* WOV #770

Personal Reflections

The Apostles' Creed and Prayers Page 209

The Commendation Page 211

Recessional Hymn *Amazing Grace* LBW #448

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A Committal Service will be offered at Lutheran South Cemetery immediately following worship.

### ***Luther A. Jackson***

Luther A. Jackson was born on July 19, 1975 to James and Alice Jackson in Stoughton, Wisconsin. He graduated from Stoughton High School and worked at Main Street Market until his death. He was a member of First Lutheran Church. Luther never married and is survived by his sister, Wanda (Jackson) Battle.

Memorials will be given to FLC's Sunday School.

### **Service Participants**

Pastor: Jack Jones

Soloist: Mary Rice

Organist: Joe Anders

Pallbearers:

Mark Aga Max Mays

Jim Aga Mike Mays

Myra Cal Jane Oster

**A luncheon will be served in the Fellowship Hall at FLC after the Committal Service.**

Please remember that the service printed above is a **sample**. You may wish to include or exclude certain optional items for the funeral. Your Presiding Pastor can offer helpful suggestions if you have questions.

## Other Details

### Memorials

It is helpful for the family to offer a preference for memorial gifts. You may select one or several recipients for such gifts.

For example, memorial gifts can be given to First Lutheran Church. The family may also designate these gifts for a specific purpose. If you would like more information about designating memorials, please talk with the Senior Pastor.

Families may also choose to suggest memorial gifts to charities that were preferred by their loved one. You are encouraged to invite donors to make the checks *payable to the charities*.

### Visitation at the Church

Families often desire to receive friends and relatives prior to the funeral. Please inform your funeral director if you would like to hold a visitation at the church.

### Food - Luncheon

Anyone who would like to *donate food* for the luncheon is welcome to do so. Food gifts are received just prior to the funeral in FLC's Kitchen. A record of donations will be kept so that the family will be able to thank those who brought food for the meal.



FLC will help prepare and serve the luncheon. FLC does not supply the food and beverages. All *leftover food*, including items purchased by the funeral servers, will be given to the family.

### Military Honors

If your loved one was a member of the US Armed Forces and you would like military honors, please inform your funeral director. FLC will work with your funeral director and local officials to ensure that such honors are offered appropriately. FLC will allow the American Flag to be draped on the casket in the Sanctuary. Other military honors including *Pass and Review*, *folding of the flag* and *Taps* must be performed in the Narthex or outdoors.

## Flowers

*Floral decorations* can be delivered to FLC on the day of the funeral. The doors are usually open at 8:00 am, though florists are encouraged to contact the church ahead of deliveries.



The funeral directors will arrange the flowers appropriately in the sanctuary. The flowers will be given to the family after the funeral or luncheon. The family may choose to leave flowers for the church to use on the following Sunday. Please inform your funeral director if this is the family's desire.

## Media

*Pictorial Displays* are often created by family members and brought to the church for the visitation in the Narthex and luncheon in the Fellowship Hall.

Sometimes families create a *DVD* in memory of their loved one. While such DVDs are not appropriate for the funeral service, they are an excellent way to share the life of their loved one during the visitation and/or luncheon. Families are welcome to bring a laptop computer to the church in order to play the DVD in the Narthex and/or Fellowship Hall.

## Conduct of Guests

Funerals are worship services. Participants and guests are expected to conduct themselves accordingly. *First Lutheran Church is an **alcohol-free and smoke-free campus***. Persons under the influence of alcohol or other controlled substances will be asked to leave.

*Children* are very welcome at FLC! At the same time, FLC anticipates that parents will supervise their behavior in a manner befitting a **holy place**. Parents are welcome to take their little ones into the Narthex during the service if needed.



*Baby changing stations* are available in the women's bathroom in the upper atrium and the unisex bathroom in the lower level of the education wing.

## Fee Chart

	Member	Non-member
<b>Facility Rental</b>		
Sanctuary	None	\$200
Chapel	None	\$50
<b>Custodial</b>	\$50	\$50
<b>Luncheon Serving</b>	\$200	\$400
<b>Professional Fees</b>		
Organist	\$150	\$150
Pastor	\$250	\$250
Musicians	Usually \$75 / Song	

*Some of these fees are negotiable based on need.  
Please talk with the Presiding Pastor  
if that is the case for you.*

For the family's convenience, all of the fees related to the funeral are paid by the funeral home to FLC.

The family will receive a bill that includes all expenses associated with the funeral, including those listed above.