



Funerals and  
Memorials

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# FIRST STEPS

This is a reference guide for funeral preparation and planning, immediately following the death of a family member or friend.

## KEY Decisions and Contacts for TODAY:

1. Contact our church Care and Support Team at 281-338-5433 to set an appointment with a Care Associate to discuss availability of the facility and pastor.
2. Decide, with family, primary person to make and oversee funeral arrangements.
3. Locate important papers like wills, life insurance policies, and pre-paid burial arrangements.
4. Decide on Physical Disposition Issues (burial, cremation, organ/body donation).
5. Begin making arrangements by calling the funeral home or crematory.
6. Contact family and friends.
7. Contact employer of deceased.
8. Decide where to stay tonight. (It's best not to stay alone.)

## Key Decisions and Contacts for TOMORROW:

1. Meet with funeral home to discuss service options (visitation, funeral/ memorial service).
2. Request 10-15 death certificates from funeral home.
3. If your love one was a veteran; notify local VA office to apply for burial assistance, a flag or military honors.
4. Contact the Care & Support Associate to determine best days, times and location for the funeral/memorial service.
5. Schedule a time to meet with the CCCC officiating pastor to determine all elements for service as well as discussing your loved one's life for eulogy and message.
6. Submit obituary to local newspaper (note: the funeral home may provide this service).
7. Confirm any special speakers (optional 2-3 maximum).
8. Confirm pallbearers (optional).
9. Consider pictures, slide show, music and memorabilia for viewing and worship service.
10. Enlist help to prepare your home for guest.
11. Ask friends to help as needed.
12. Begin keeping a list of names to express appreciation.



# PLANNING THE FUNERAL/ MEMORIAL SERVICE

Clear Creek Community Church (CCCC) believes that a funeral/memorial service is a time to honor the memory of your loved one, while we also glorify Jesus Christ. Our desire is to provide a meaningful service that reflects who your loved one was, comforts your family and friends, and encourages worship of Jesus Christ.

## Funeral/Memorial Service Guidelines

1. All requests are made through Care & Support staff at 281-338-5433.
2. If you are requesting CCCC services, please check with CCCC **in advance for the availability of facilities before agreeing to funeral times.**
3. CCCC will perform funeral/memorial services for CCCC members, or immediate family members, i.e., spouse or child.
4. Request for funeral/memorial services for a non-member of CCCC will be solely at the discretion of the Care & Support staff and requested pastor.
5. A decision to use the CCCC facility for a funeral/memorial service will rest with the Care & Support staff. They will consult and make the final determination about the use of the building (and therefore the related human resources) for a service.
6. The Care & Support staff must know and approve of non CCCC pastors.
7. CCCC pastors may also be requested to perform funerals/memorials for CCCC members or immediate family members, at the funeral home or cemetery upon request.
8. If having a funeral with your loved one's body present, the funeral home will be planning the funeral. Our pastors will only be officiating the service.
9. CCCC facilities are available for funerals/memorial services performed by a CCCC pastor, although availability is limited. Only certain days and times of the week are open, and those times can change from week to week.

## Care and Support Office

1. The Care and Support staff will contact you within 24 hours of initial request to set-up a meeting with officiating pastor and to discuss times and location for service.
2. After the officiating pastor meets with your family, our staff will be responsible for coordinating the use of our facilities and the contribution of the various worship leaders involved in the service.
3. You may request that our staff help create a worship bulleting for the service. We ask that the family provide a typed obituary and an appropriate picture for the front of the bulletin within 72 hours of the service.
4. The Care and Support staff will be the family's main contact for any needs or questions regarding the



service. You can reach the staff at 281-338-5433.

## The Officiating Pastor

1. The requested pastor will review the funeral request and determine his availability. If he is unable to perform the service, one of our “on-call” qualified associate pastors will be requested to assist you. The Care & Support staff will contact you within 24 hours of the initial request to verify this information.
2. In order to avoid miscommunication, please wait for the pastor’s approval before sharing service times or location with family, friends, or media.
3. Once officiating pastor meets with family, he will consider the family’s requests and desires.
4. He and the Care & Support staff will then prepare a service that honors the memory of your loved one and Jesus Christ.

## The Element of Worship

### **MUSIC**

- Officiating pastor and Care & Support staff are responsible for approving all music, musicians and instruments for the service.
- Use of MP3 or WAVfile music are also welcomed and must be received 24 hours before the service. If you wish to use one of the worship pastors from CCCC, please inform the Care & Support staff. The worship leader will determine their availability and will approve the choice of music.
- All guest musicians must arrive 1 hour prior to the service for sound checks with CCCC staff.

### **SPEAKERS AND EULOGIES**

- Officiating pastor and Care & Support staff are responsible for approving all speakers who will give personal remarks. Please choose only two to three speakers to share. We ask that each speaker limit his or her remarks to three to five minutes. We also encourage speakers to have written text when they come to the podium.
- CCCC does not permit open mic time during the service. If you have any questions, your pastor will provide more information.
- All guest speakers are asked to arrive 1 hour prior to service for sound check and placement in the service.

### **SLIDES AND VIDEO PRESENTATIONS**

- Officiating pastor and Care & Support staff are responsible for approving all media presentations.
- Our staff is not available to produce videos or slide shows. If family desires to have a picture slide presentation the family is responsible to provide the pictures and music on a flash drive, downloaded as MP3 or WAVfile. We suggest no more than 50 images or 2 songs. The Care & Support staff must have files 24 hours before service.
- Media presentations are shown to guest before and after service.



## **PREPARING FOR FAMILY MEETING WITH PASTOR**

The Care & Support associate will schedule a time for the family to meet with the officiating pastor to determine the elements of the service as well as discussing your loved one's life. Use the following page as a guide to help prepare you for the family meeting. The best services are when family and friends share memories/stories that glorify God and what He has done in the lives of your loved one.



# SERVICE EXAMPLE

1. Instrumental music playing or video slide show, as family and guests enter
2. Family escorted in by funeral/memorial director
3. Welcome and Prayer
4. Eulogies
5. Song
6. Message
7. Song
8. Prayer and Dismissal

## Other Elements of Service May Include:

- Scripture Reading
- Family Remarks (a word of thanks on behalf of family)
- Reading of Poem or Lord's Prayer
- Military Tributes
- Congregational Singing

## What to Bring to the Family Meeting:

- Obituary or important dates and names of family members
- Your love ones Bible, journal, or favorite book
- Scriptures that bring your family comfort
- A few pictures that may stir memories or stories
- List of songs that you may want to use in service
- Family information sheet found on the last page of this document

## Questions Pastor May Ask to Better Know Your Loved One:

- Are there a couple words that describe your loved one?
- What did he/she enjoy about life the most?
- What were his/her occupations and hobbies?
- What would he/she say was their most significant life accomplishment?
- How did he/she cope with hard times during her life? Did he/she lean on her family/faith/friends?
- What made him/her happy/laugh/sad/angry?
- What are some of the best memories of your loved one? (Christmas, birthdays, other holidays)
- How would he/she want us to remember him/her? What legacy is he leaving behind for his family?



# FAMILY INFORMATION FORM

How to start: Please complete the Family Funeral/Memorial Information Form before meeting with the pastor.

**Name of Deceased:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Nickname(s) \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_  
Wedding Date \_\_\_\_\_

How are you related to the deceased? Spouse Sibling Child Parent Other

**Family Contact:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Parents Name(s):	Children Name(s):	Age:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Siblings Name(s):	Relationship	Family of Importance to Deceased	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide names/addresses of anyone you believe would like to receive information on grief from our church. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_