



Kinsmen

LUTHERAN CHURCH

Funeral/ Memorial Service Planning Sheet

Designated Primary Family contact information

Name:

Email:

Phone numbers to contact:

Is this person a Kinsmen Member? Yes No

Name of Deceased:

Date of Birth:

Date of Death:

Scheduling a Funeral or Memorial Service:

Pastor who should be contacted before or immediately following death:

Service Date:

Time:

Location:

(If the location is not in the Houston area, you will need to make arrangements with a pastor at that location.)

Is there a Visitation? Yes No

If so, Visitation Date:

Time:

Location:

Funeral home or Research facility:

Address:

Main contact name:

contact phone number:

Will the body be buried cremated or given to scientific research?

Will there be an Interment:

Burial:

None:

If so Interment/ Burial Date:

Time:

Location:

IMMEDIATE Service Detail Communication:

Preaching Pastor:

Will there be an Assisting Pastor/Minister? Yes No
Details (if needed)

Sound/Media technician needed? Yes No Instructions:
[No video available at this time.]

Will there be a powerpoint slide show, etc. before or after service? Yes No

Will there be communion? Yes No

(If non-Lutherans will attend, this may not communicate what you want it to. Something to be aware of.)

Visitation/Funeral Set up:

Funeral Pall needed? Yes No

What will be present?

Casket Urn and stand Nothing

What do you need from media? computer/projector?

Who will serve as ushers? Funeral home Friends Names:

Set up for pictures/ collage, etc: In Narthex CLC Other

Guest book/ Card basket attendants needed? Yes No Who?

If flowers, who arranges them and who takes flowers after service?

FUNERAL/ Memorial Service PLAN:

A Funeral or Memorial is a worship service. Readings and songs should reflect that purpose. Non-worship music choices are often used at the reception, narthex, or with a Powerpoint (picture)

slide presentation shown before or after the worship service.

Desired hymns/ Songs: (See below for ideas)

Other Prelude Music:

Desired Bible passages (See below for ideas):		
1.		
2.		
3.		
Reader/Lector (family member or other person):		
Remembrances? (optional) If so, who? (Recommend no more than 2.)		
1.	2.	
Pallbearers	or honorary pallbearers	None
		Who?
Front of bulletin: Type of Image (like flowers, stream, sunrise over a lake, etc.) or something else?		
Back of bulletin? Obituary		
Picture	and/or something else?	
Organist:	Pianist:	Other musicians:
Details:		
Soloist:	Other:	Details:
Memorials and Legacy discussion:		
Memorials preferred to go where?		
Is Kinsmen included as a beneficiary in a will or trust or as a percentage of estate?		
Other Legacy gifts to be discussed with family members:		
Legacy plans/intent (You may want to include another sheet for this):		
Staff contact for questions on memorials/acknowledgement: Anh Truong		
Reception		
Reception: Light fare	Meal	None
Other instructions:		

Fees: No set honorarium for pastors, \$50 per Media person, \$150 for Organist/ Pianist, Reception cost varies depending on choices. Family reimburses cost. If on a Saturday, custodial cost may be needed.

Suggested Hymns/ Songs (This is only a place to start):

What a Friend We Have in Jesus (ELW742)
Amazing Grace 779
Beautiful Savior 838
I Was There to Hear Your Boring Cry 732
I Want to Walk as a Child 815
Lift High the Cross 660
Softly and Tenderly 608
Eternal Father, Strong to Save 756
How Great Thou Art 856
O Day Full of Grace 627
On Eagle's Wings 787
Abide With Me 629
Guide Me Ever, Great Redeemer 618
We Know That Christ Is Raised 449
When Peace, Like a River 785
Children of the Heavenly Father 781
I Know My Redeemer Lives 619

Suggested Bible Passages to read. (This is only a place to start):

It is recommended to pick one reading from each column:

Old Testament	New Testament	Gospel
Psalm 121	Romans 8:31-39	John 10:10b-15
Psalm 23	Ephesians 3:17-21	Matthew 11:28-30
Ecclesiastes 3:1-8	Romans 5:1-9	Matthew 25:14-27
Psalm 4	Revelation 21:2-7	John 14:1-6

Obituary and Discussion with Pastor:

You may want to jot down this biographical information for an obituary and to give to the pastor:

(I recommend you type up this information separately and attach to this document.)

Family info./ Relatives/ Survived by:

Marriage and Wedding Date and Place:

Kids/ Grandkids:

Illness/ Cause of death:

Special relationships:

Recount Work life: (If a veteran, include: War, Branch of Service, Service Serial, Place of Service,

Dates of Service and attach a copy of discharge paper DD 214)

Hobbies/ Personality:

Favorite Trips/ Events/ Accomplishments:

Church Involvement:

Baptismal Date:

Confirmation Date and Bible Verse:

Special Memories/ Stories:

Flowers or “In lieu of flowers, Memorials may be made to.....”

Close friends/Coworkers the pastor could contact for stories. (Please list names, email/phone number)