



## Funeral/Memorial Service Information

The pastors and staff of Trinity grieve with you today, and we are here to assist you and your family during this time. We will do our best, using all of our experience, to provide for you a service to honor your loved one. In order to do that, we have some guidelines and checklists here to assist you in the process.

First and foremost, the service is to the glory of God, so music selections and readings should reflect that purpose. Suggestions are included in this document, but are not an exhaustive list. Any hymn from *The United Methodist Hymnal* or *The Faith We Sing* are acceptable. Second, the service is to honor and celebrate the life of your loved one, so selections of scripture, hymns, and music that are meaningful may be considered as long as they support the primary purpose as well. Secular music from theatre or pop genres are discouraged.

The minister will work with you regarding the details of the order for the service, the components to include, and the information to be printed in the bulletin. This includes any/all music, soloist, additional instrumentalist(s), scripture, persons giving witness, persons reading scripture, etc.

Please provide contact information (name, address, and phone number) for the family member we will send information to, such as Memorial contribution acknowledgements that Trinity may receive.

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All payments for services are requested no later than the day of the service and should be made to the respective party directly

If you have any questions, or need any clarifications, please contact the or the Office Administrator — Paula Cadden (288-6057, ext. 201; [pcadden@trinityumc.net](mailto:pcadden@trinityumc.net)).

## **Funeral/Memorial Service Information — Trinity UMC**

\_\_\_\_\_ Approximately how many family members? This is so we can reserve pews for the family.

\_\_\_\_\_ Are you going to provide a guest book for people to sign? The funeral home has books, or you can purchase one from a retail store.

\_\_\_\_\_ Is a member of the family going to provide Chancel flower arrangements for the altar (this does NOT occur during special seasons such as Advent/Christmas and Lent when special arrangements are already in place)? If the service is on Friday or Monday, you may use the flowers that are delivered to Trinity for the Sunday worship services. We use Coleman Brothers Florist for our altar flowers (804) 262-8681 They will be able to make 2 arrangements that will fit in our 2 brass vases, if you want to purchase flowers for the service.

\_\_\_\_\_ Is there a reception at Trinity?  
If there is a reception at Trinity, a Trinity staff member will take care of making contact with the Hospitality for the Bereavement Committee, and the committee members will take care of all preparations for the reception.

\_\_\_\_\_ The Director of Music is available to provide service music for memorial services at Trinity. His fee is \$300.00 and includes all musical preparations for the worship services in coordination with clergy. Other musicians may be hired for an additional fee. Musicians giving their time in-kind as friends or family may participate pending a consultation with the Director of Music.

Alternatively, families may hire musicians from outside of Trinity, pending approval from the Director of Music.

\_\_\_\_\_ If the service is not on a weekday or continues after 3:00pm on a weekday, a custodial cleaning fee is requested to compensate the building caretakers for additional time required to ready the building for the next worship or event - \$150, or \$200 if there is a reception. Ronnie Johnson is our primary caretaker.

\_\_\_\_\_ We request a fee of \$100 to compensate audio/visual services for your service.

\_\_\_\_\_ It is customary to provide an honorarium to the officiating pastor, in light of the additional time he/she will need to prepare the service.

\_\_\_\_\_ The family is invited to bring pictures and photographs to place on a table in the Welcome Center, where the reception will be held. If you have a slide show you would like to be shown (in the Welcome Center during the reception), you will need to bring a "flash drive" the day before the service. We will need an opportunity to be sure the slideshow will work on our system.

\_\_\_\_\_ Memorial Contributions. If you include in the obituary that Memorial Contributions can be made to Trinity, it should be listed as such — Memorial Contributions can be made payable to "The Trinity Foundation," and mailed to Trinity UMC, 903 Forest Avenue, Henrico VA 23229. Contact Nancy Berryman, Financial

Administrator, with any questions you have about Trinity Memorial Contributions (288-6057 ext. 203).

## **Suggested Hymns**

77 How Great Thou Art  
57 O For a Thousand Tongues to Sing  
700 Abide With Me  
701 When We All Get to Heaven  
702 Sing with All the Saints in Glory  
703 Swing Low, Sweet Chariot  
704 Steal Away to Jesus  
706 Soon and Very Soon  
163 Ask Ye What Great Things I Know  
557 Blest Be the Tie That Binds  
141 Children of the Heavenly Father  
318 Christ is Alive  
407 Close to Thee  
709 Come, Let us Join Our Friends Above  
510 Come, Ye Disconsolate  
315 Come, Ye Faithful, Raise the Strain  
710 Faith of our Fathers  
129 Give to the Winds Thy Fears  
654 How Blest Are They  
103 Immortal, Invisible, God Only Wise  
314 In the Garden  
488 Jesus, Remember Me  
133 Leaning on the Everlasting Arms  
59 Mil Voces Para Celebrar  
520 Nobody Knows the Trouble I See  
143 On Eagle's Wings  
733 Marching to Zion  
368 My Hope is Built  
356 Pues Se Vivimos  
66 Praise, My Soul, the King of Heaven  
491 Remember Me  
523 Saranam, Saranam  
666 Shalom to You  
512 Stand By Me  
496 Sweet Hour of Prayer  
395 Take Time to Be Holy  
545 The Church's One Foundation  
303 The Day of Resurrection  
116 The God of Abraham Praise  
504 The Old Rugged Cross  
480 O Love That Wilt Not Let Me Go  
247 O Morning Star, How Fair and Bright  
518 O Thou, in Whose Presence  
184 Of the Father's Love Begotten  
308 Thine Be the Glory  
383 This Is a Day of New Beginings  
153 Thou Hidden Source of Calm Repose  
322 Up From the Grave He Arose  
526 What a Friend We Have in Jesus

## **Suggested Scripture**

Canticle of Hope (UMH 734)  
Canticle of Remembrance (UMH 652)  
Psalm 23  
Isaiah 40:1-8  
Isaiah 40:28-31  
Exodus 14:5-14, 19-31  
Isaiah 55:1-3, 6-13  
1 Corinthians 15, selected verses  
Revelation 21:1-7  
Romans 8, selected verses  
2 Corinthians 4:5-18  
Ephesians 1:15-23, 2:1-10  
1 Peter 1:3-9, 13, 21-25  
Revelation 7:2-3, 9-17  
John 14:1-4, 18-19, 25-57  
Matthew 5:1-12  
Luke 24:23-35  
John 11:1-4, 20-27, 32-35, 38-44  
Micah 6:6-8  
Proverbs 31:10-13, 19-20, 30-31  
Romans 5:1-11, 17-21  
2 Corinthians 5:1-11, 14-20  
Philippians 3:7-21  
Colossians 3:1-17  
1 Thessalonians 4:13-5:11  
2 Timothy 4:6-8, 17-18  
1 John 3:1-3  
Matthew 11:25-30  
Matthew 25:31-46  
Matthew 28:1-10, 16-20  
Luke 24:1-12  
John 3:13-17  
John 5:19-29  
John 10:1-18, 27-30  
John 12:20-36  
John 16:12-22, 33  
John 20