

## **A Guide for Members**

The following suggestions are presented to guide members of West End United Methodist Church in the hope that in time of death each shall be helped in making the event an occasion for expressing faith in the Lord of life and death.

- ◆ In the event of death, contact a minister of the church. During the day, you may call Cindy Moore at 615.321.8500, ext. 8822. She will put you in contact with a minister. If you call the church at night, an automated answering machine will tell you how to contact the minister in case of an emergency. Please do not hesitate to call regardless of the hour.

- ◆ The funeral arrangements include consideration of time and place of the funeral and committal, the order of worship, and any verses of scripture or pieces of music that are particularly meaningful to the family. These arrangements should be completed with the help of the minister before information is given to the press and before the funeral director proceeds with plans.

- ◆ Members of the church are encouraged to hold the funeral or memorial service in either the Sanctuary or Scales Chapel. The supporting faith of the Gospel can best be received where the Gospel is regularly proclaimed and where the symbols of the faith make it vivid. Wherever the funeral is conducted—church, home, funeral chapel or graveside—it is to be a service of Christian worship.

- ◆ Music is a vital part of the service and should be carefully selected in consultation with the pastor and the Minister of Music. Some people find it comforting to make arrangements for their services well in advance, while they are still vital and healthy, often as an extension of their decision to sign a “Living Will.” A pastor or the Minister of Music can guide you through the process of choosing your favorite hymns, service music, and/or scripture passages. A copy of the service you plan will be kept in the private files of the pastor or Minister of Music. This can be a tremendous help to your family.

- ◆ The use of flowers is appropriate, but not necessary. If you choose to purchase flowers, they should look the same as the flowers used on Sunday mornings. Funeral arrangements sent to the church by family and friends will be placed in Reed Hall.

- ◆ The church offers, to those who may desire its use, a pall to cover the casket. It is placed over the casket before it enters the sanctuary or chapel and remains on the casket during the service. The pall symbolizes the common humanity we share in death. No flowers are placed upon the pall.

- ◆ The casket should be in place one hour prior to the service. The casket is not opened.

- ◆ The rites of lodges, fraternal, social and civic groups are separate activities. They are not held in the sanctuary or chapel.

- ◆ The “Order for the Burial of the Dead” as found in the Book of Worship of the United Methodist Church is the basis upon which the funeral service is planned.

- ◆ Reed Hall may be reserved for receiving and greeting friends before or after the service. If a large number of people are expected McWhirter Hall is also available.

- ◆ Members of the Funeral Committee will be present to help people who may not be familiar with our building find their way around.

- ◆ There are no charges for the use of the sanctuary or chapel for funeral or memorial services. There are no fees for the minister or staff or organist. Such service is fulfillment of their vocation in the church. If a soloist is requested, the Minister of Music will let you know how much that person should be paid.

## **The Columbarium at West End**

The Columbarium at West End, available for West End members and their families, is comprised of 240 niches (each niche will hold up to four urns) and is located in the cloistered, courtyard garden.

- ◆ A family or individual may select an entire niche or reserve the individual spaces within a niche.

- ◆ Each space will have an engraved brass plate with the name of the person buried there, as well as the dates of their birth and death.

- ◆ The columbarium at West End is operated and maintained by the Board of Trustees of West End United Methodist Church.

- ◆ Arrangements can be made in advance to reserve space within the Columbarium at West End.

- ◆ Great care has been taken to insure that the fees are reasonable.

- ◆ Specific information about fees, reserving spaces and other important details are available from the Church Administrator’s office.

## Planning an Order of Worship for Funerals and Memorial Services

Sample Order of Worship for  
*A Service of Death and Resurrection*  
or  
*Celebrating the Life of*

Full Name

Voluntary

Musical selections listed

Greeting

Words of Grace

Hymn

Invocation

Lessons from the Psalter  
Lessons from the Old Testament  
Lessons from the New Testament

Witness (optional)

Solo (optional)

Homily or Eulogy

Affirmation of Faith

Litany of Thanksgiving and Remembrance (optional)

### **Example:**

**Liturgist:** Oh God, who blessed the life of Full Name we offer our prayers of thanksgiving For his/ her abiding faith in God and the living expression of his/ her faith in all that he/she did,

**People:** we give thanks to God.

**Liturgist:** For his/ her love of the Church and for his/ her devotion and service to West End United Methodist Church,

**People:** we give thanks to God.

**Liturgist:** For his/her special love for children expressed in his/her support of the West End Day School and his/her teaching of three-year-olds in Sunday School,

**People:** we give thanks to God.

**Liturgist:** For his/her deep and abiding love for spouse, the joy in their marriage and the richness of their life together,

**People:** we give thanks to God.

**Liturgist:** For his/her loving devotion to his/her family;

**People:** we give thanks to God.

**Liturgist:** For his/her outgoing and caring nature, his/her wide circle of friends, and his/her enjoyment of entertaining,

**People:** we give thanks to God.

**Liturgist:** For the joy she received and gave in choosing gifts for his/her family and friends,

**People:** we give thanks to God.

**Liturgist:** For his/her generosity to his/her church and community,

**People:** we give thanks to God.

**Liturgist:** For his/her strong will and perseverance, which he/she exhibited in his/her tenacious struggle with his/her final illness,

**People:** we give thanks to God.

**Liturgist:** For name, whose life blessed many and who now dwells with his/her Heavenly Father,

**People:** we give thanks to God.

\* Hymn No.

\* Benediction

Voluntary: Musical selection listed

### *Some Hymn suggestions*

- ◆ Hymn No. 77: How Great Thou Art
- ◆ Hymn No. 89: Joyful, Joyful We Adore Thee
- ◆ Hymn No. 117: O God, Our Help in Ages Past
- ◆ Hymn No. 128: He Leadeth Me: O Blessed Thought
- ◆ Hymn No. 140: Great is Thy Faithfulness
- ◆ Hymn No. 159: Lift High the Cross
- ◆ Hymn No. 261: Lord of the Dance
- ◆ Hymn No. 292: What Wondrous Love is This
- ◆ Hymn No. 314: In the Garden
- ◆ Hymn No. 361: Rock of Ages, Cleft for Me
- ◆ Hymn No. 364: Because He Lives
- ◆ Hymn No. 378: Amazing Grace
- ◆ Hymn No. 369: Blessed Assurance
- ◆ Hymn No. 420: Breathe on Me, Breath of God
- ◆ Hymn No. 480: O Love That Wilt Not Let Me Go
- ◆ Hymn No. 702: Sing with All the Saints in Glory
- ◆ Hymn No. 707: Hymn of Promise
- ◆ Hymn No. 711: For All the Saints

### *Some Scripture reading selections*

#### **Lesson from the Psalter**

##### **Psalm 23 (in unison)**

The Lord is my shepherd; I shall not want.  
He maketh me to lie down in green pastures:  
he leadeth me beside the still waters.  
He restoreth my soul: he leadeth me in the paths  
of righteousness for his name's sake.  
Yea, though I walk through the valley  
of the shadow of death, I will fear no evil;  
for thou art with me; thy rod and thy staff  
they comfort me.  
Thou preparest a table before me  
in the presence of mine enemies;  
thou anointest my head with oil;  
my cup runneth over.  
Surely goodness and mercy shall follow me  
all the days of my life: and I will  
dwell in the house of the Lord for ever.

##### **The Lord's Prayer (in unison)**

Our Father, who art in heaven,  
hallowed be thy name.  
Thy kingdom come,  
thy will be done on earth as it is in heaven.  
Give us this day our daily bread.  
And forgive us our trespasses,  
as we forgive those who trespass against us.  
And lead us not into temptation,  
but deliver us from evil.  
For thine is the kingdom, and the power,  
and the glory, forever. Amen.

##### **Psalm 121 (Read Responsively)**

I lift up my eyes to the hills.  
From whence does my help come?  
My help comes from the Lord,  
who made heaven and earth.  
My Lord will not let your foot be moved,  
the Lord who keeps you will not slumber.  
Behold, the One who keeps Israel  
will neither slumber nor sleep.  
The Lord is your keeper;

the Lord is your shade  
on your right hand.  
The sun shall not smite you by day,  
nor the moon by night.  
The Lord will keep you from all evil,  
and will keep your life.  
The Lord will keep  
your going out and your coming in  
from this time forth and for evermore.

**Psalm 121 (in unison) King James version**

I will lift up mine eyes unto the hills,  
from whence cometh my help.  
My help cometh from the Lord,  
which made heaven and earth.  
He will not suffer thy foot to be moved:  
he that keepeth thee will not slumber.  
Behold, he that keepeth Israel shall neither  
slumber nor sleep.  
The Lord is thy keeper:  
the Lord is thy shade upon thy right hand.  
The sun shall not smite thee by day,  
nor the moon by night.  
The Lord shall preserve thee from all evil:  
he shall preserve thy soul.  
The Lord shall preserve thy going out and  
thy coming in  
from this time forth, and even for evermore.

*Some Affirmation suggestions*

**A Statement of Faith of the United Church of Canada (in unison)**

We are not alone, we live in God's world.  
We believe in God:  
who has created and is creating,  
who has come in Jesus, the Word made flesh,  
to reconcile and make new,  
who works in us and others by the Spirit.  
We trust in God.  
We are called to be the church:  
to celebrate God's presence,  
to love and serve others,  
to seek justice and resist evil,  
to proclaim Jesus, crucified and risen,  
our judge and our hope.  
In life, in death, in life beyond death.  
God is with us.  
We are not alone.  
Thanks be to God. Amen.

**Affirmation of Faith: The Apostles' Creed (in unison)**

I believe in God the Father Almighty, maker of heaven and earth;  
And in Jesus Christ his only Son our Lord: who was conceived by the Holy Spirit,  
born of the Virgin Mary, suffered under Pontius Pilate,  
was crucified, dead, and buried; the third day he rose from the dead;  
he ascended into heaven, and sitteth at the right hand  
of God the Father Almighty;  
from thence he shall come to judge the quick and the dead.  
I believe in the Holy Spirit, the holy catholic church,  
the communion of saints, the forgiveness of sins,  
the resurrection of the body, and the life everlasting. Amen.