



# TRINITY CHURCH



848 Gold Coast Road,  
Papillion, NE 68046  
402-339-3788

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## **Funeral and Memorial Service Planning Booklet**

*UPDATED March 2021*

## FUNERAL POLICY

Trinity Church, Papillion, NE

Trinity Church would like to help you in this time of loss and grief. The pastor is available to walk with you in this process. As you plan your service, it is good to remember that a Christian funeral is a worship service of thanksgiving for the life of the person who is no longer among us, as well as a proclamation of the hope we have through faith in Jesus Christ. Because this is a worship service, the congregation, family and friends, should be invited to participate.

To assure that funerals will always be consistent with these principles, the following policy has been established:

- When a death is near or one occurs, please contact the church office (402-339-3788) as soon as possible. This allows for a visit to be set up so that planning can be done together. It is helpful if local family members are also available to discuss plans.
- The pastor and church should always be contacted **BEFORE** a service is scheduled to assure pastoral availability.
- A pastor of Trinity Church will preside at all funerals held in the church. Other clergy may assist as approved by the pastor of Trinity.
- Ordinarily, funerals for members and their immediate families will be held in the church. Exceptions may be made at the discretion of the pastor. A pastor may preside at funerals for non-members as other duties allow.
- The Lutheran Book of Worship guides the order of service planning. Holy Communion may be included. Family members are encouraged to collaborate on planning the service; however, the pastor is ultimately responsible for decisions about liturgy, scripture readings, music selection, etc.
- Should communion be included, an invitation will be made for all baptized children of God, regardless of denomination, to commune.
- If funeral pre-planning has occurred and is on file in the office, wishes expressed therein will be followed as closely as possible and appropriate.
- Members of the family or close friends are invited to participate by serving as Scripture Readers. A time of remembrance may also be included in the service;

## Luncheon Cost

### Sandwiches:

50 people	\$100
75 people	\$125
100 people	\$150
125 people	\$175
150 people	\$200
175 people	\$225

### Fried Chicken/Chicken Strips:

50 people	\$150
75 people	\$200
100 people	\$250
125 people	\$300
150 people	\$350
175 people	\$400

### Luncheons Include:

Meat and Cheese (if sandwiches)  
Bread  
Condiments and Pickles  
Potato Chips  
Beverages (coffee, iced tea, lemonade, water, & ice)  
Paper Products and Tablecloths  
Side Dishes and Desserts provided by Trinity Volunteers

### Dessert Only Costs \$25 and Includes:

Beverages (coffee, iced tea, lemonade, water, & ice)  
Paper Products  
Tablecloths  
Desserts provided by Trinity Volunteers

Note: Please leave a check payable to "Trinity Women of the ELCA" with the kitchen staff on the day of the funeral. There will be a receipt ready for you that you may need for estate purposes. You might also choose to give a donation in addition to the cost of the luncheon to Trinity's Women of the ELCA for serving.

**Thank you for allowing us to help you in your time of need.**

## **For Funeral Luncheons**

Our Trinity hospitality ministry shares our deepest sympathy to you and your family at this difficult time. The Funeral Luncheon Committee at Trinity Church would be honored to help you and your family by serving a luncheon before or after your loved one's funeral, if you so desire.

In order to simplify the luncheon process, please designate one family member to be your contact person.

**Please notify luncheon coordinator, Betsy Richards, of your desire to have a luncheon as soon as possible. Her number is (402) 658-4836.**

She is able to answer any questions you may have about funeral luncheons during your family's planning discussions.

### **Information the funeral luncheon committee will need:**

- Approximately how many people will attend the funeral luncheon
- Choice of Luncheon

#### **Usual luncheon choices:**

- Sandwiches – ham, turkey & roast beef
- Fried Chicken and/or Chicken Strips
- A combination of the above two is also an option.

Our Trinity Church family will provide the side dishes and desserts as a blessing to you at this time of loss. If you do not desire a full meal, we can provide desserts only.

this is usually limited to prepared remarks by a limited number of people selected by the family.

- Trinity will provide the keyboardist, vocalist, and ushers. Any music and/or additional musicians must be approved by the pastor. The use of secular songs in the church is usually not appropriate.
- A time of viewing may take place prior to the service if the family desires. The casket is always closed throughout the service.
- When the deceased has been cremated, an urn or other appropriate container is typically at the front of the church/funeral home during the service.
- If flowers are to be delivered to the church, arrangements must be made with the church Administrative coordinator to make sure they will be delivered when the church office is open.
- The church provides a funeral pall for covering for the casket before it is brought into the service. This is the only covering for a casket in the church.
- The ceremonies or tributes of social or fraternal societies may occur outside of the worship service.
- Trinity will prepare and print an order of service. Please submit a photo of your loved one along with the obituary as soon as possible to [info@trinitylife.org](mailto:info@trinitylife.org)
- If you have chosen to use a funeral home, they will take care of bringing the casket or ashes to the church prior to the service. They will also bring stands for photos and plants.
- If a luncheon is desired at the church, a representative of the Luncheon Committee should be contacted as soon as possible. Details, costs and contact information is included later in this guide.

### **Funeral Planning at Trinity without the assistance of a funeral home:**

- A Trinity Funeral Liaison is required. This person is a valuable asset, assuring that all details are covered and the service runs smoothly. Once your loved one's funeral has been scheduled with the church and pastor, the liaison will be your point of contact for all questions pertaining to the funeral.
- Families may want to greet guests before the funeral service in a scheduled time of visitation. Scheduling of the church for this is done through Trinity's Office Administrative Coordinator.

- There are a variety of services that funeral homes provide that you may want to consider as you make your arrangements. The church is not able to provide these services for you. Items not provided by Trinity Church:

Guestbook	Remembrance cards
Assistance with Obituary	Burial Scheduling at Cemetery
Transportation of ashes	Storage of any kind
Thank You cards	Copies of Death Certificate

**Honorariums are based on the deceased’s relationship with the church:**

*For funerals using a mortuary, the honorarium for the pastor, organist and vocalist are distributed by the funeral director.*

	<u>Member’s Fees</u>	<u>Non-member’s Fees</u>
Pastor:	No fee required	\$200
Building Usage	Free*	\$125
Organist:	\$125	\$125
Vocalist:	\$80	\$80
Sound/Vis Tech	\$75	\$75
(PPT Format submitted at least 48 hours before funeral)		

*\*Donations are accepted to help defer the cost of utilities, print materials, etc.*

**Checks for** Pastor and organist or vocalist should be written to “*their name*”. Checks for the Church and Sound/Vis Tech should be written to *Trinity Church*. Deliver or mail all checks together to Trinity Church (848 Gold Coast Road; Papillion, NE 68046).

**Some Suggested Funeral Hymns:**

<i>A Mighty Fortress is our God</i>	<i>Home</i>	<i>O For A Thousand Tongues</i>
<i>Abide with Me</i>	<i>How Firm A Foundation</i>	<i>O God, Our Help In Ages Past</i>
<i>Alleluia, Sing To Jesus</i>	<i>How Great Thou Art</i>	<i>Old Rugged Cross</i>
<i>All The Vault Of Heaven Resounds</i>	<i>How Lovely Is Your Dwelling-Place</i>	<i>On Eagle’s Wings</i>
<i>Amazing Grace</i>	<i>I Am The Bread Of Life</i>	<i>Praise, My Soul, The King Of</i>
<i>Amazing Grace My Chains are Gone</i>	<i>I Can Only Imagine</i>	<i>Heaven</i>
<i>Alleluia! Jesus is Risen!</i>	<i>I Know That My Redeemer Lives</i>	<i>Praise To The Lord, The Almighty</i>
<i>Be Thou My Vision</i>	<i>If You But Trust In God To Guide You</i>	<i>Precious Lord</i>
<i>Beautiful Savior</i>	<i>In Christ Alone</i>	<i>Rock Of Ages</i>
<i>Blessed Assurance</i>	<i>It is Well with My Soul</i>	<i>Shall We Gather at The River</i>
<i>Borning Cry</i>	<i>Joyful, Joyful, We Adore Thee</i>	<i>The King Of Love, My Shepherd Is</i>
<i>Fairest Lord Jesus</i>	<i>Just a Closer Walk with Thee</i>	<i>Turn Your Eyes Upon Jesus</i>
<i>For All The Saints</i>	<i>Lift High The Cross</i>	<i>(Untitled Hymn) Come to Jesus</i>
<i>Give Me Jesus</i>	<i>Lord Jesus, Think On Me</i>	<i>What a Friend We Have in Jesus</i>
<i>Great Is Thy Faithfulness</i>	<i>Lord Of All Hopefulness</i>	<i>What Wondrous Love Is This</i>
<i>His Eye is on the Sparrow</i>	<i>Love Divine, All Loves Excelling</i>	<i>Who am I</i>
<i>Holy God We Praise Your Name</i>	<i>Now Thank We All Our God</i>	

**Some Suggested Funeral Scriptures:**

<u>OLD TESTAMENT</u>			
Psalm 100	2 Corinthians 4:7-18	Matthew 27: 45-54	
Job 19:23-27	2 Corinthians 5:1,6-10	Mark 15:33-39	
Ecclesiastes 3:1-8, 14-15	Philippians 3:20-21	Mark 16:1-7	
Isaiah 25:6a, 7-9	1 Thessalonians 4:7-18	Luke 7:11-17	
Isaiah 40:1-11, 28-31	Hebrews 12:1-2	Luke 12:35-40	
Isaiah 43:1-3a, 18-19, 25	2 Timothy 2:8-13	Luke 23:33, 39-40	
Isaiah 55:1-3, 6-13	2 Timothy 4:1-8	Luke 23:44-46, 50, 52-53	
Isaiah 61:1-3	1 Peter 1:3-9	Luke 24:1-9, 36-43	
Jeremiah 31:8-13	1 Peter 5:4	James 1:12	
Daniel 12:1-3	I John 3:1-2	John 1:1-5, 9-14	
<u>PSALMS</u>	I John 3:14-16	John 5:24-29	
Psalm 16 2-3, 8-11	Revelation 7:9-17	John 6:37-40	
Psalm 23	Revelation 21:2-7	John 6:51-58	
Psalm 25	Revelation 22:1-5	John 10:11, 14-15, 27-30	
Psalm 27: 4,13	<u>GOSPEL</u>	John 11:21-27	
Psalm 42:1-7	Matthew 5:1-10	John 12:23-28	
Psalm 43	Matthew 11:25-30	John 14:1-6	
Psalm 46:1-7	Matthew 22:29-31	John 14:25-27	
Psalm 61	Matthew 25:1-13	John 17:24-26	
Psalm 63	Matthew 25:31-46	John 19:17-18, 25-30	
		Colossians 3:1-4	