



PLANNING A  
**FUNERAL OR  
MEMORIAL SERVICE**  
AT PRINCE OF PEACE



**PRINCE  
OF PEACE**  
Called to Connect

*“Blessed be the God and Father of our Lord Jesus Christ, the source of all mercy and the God of all consolation. He comforts us in all our sorrows so that we can comfort others in their sorrows with the consolation we ourselves have received from God.” – 2 Corinthians 1: 3-4*

Dear Friends in Christ,

While gathering to plan and prepare for honoring the life of a loved one can be a great challenge, we welcome the opportunity to meet with you and assist in the planning of services. Our commitment to you is to walk alongside you through this challenging time. Please feel free to contact Prince of Peace at 952-435-8102.

In the pages that follow, you will find the resources that will help you plan the worship service.

In Christ,

Prince of Peace Staff

# FUNERAL AND MEMORIAL SERVICES

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## FIRST STEPS

When there is an anticipated death, or following a loss, you can call Prince of Peace at 952-435-8102. During office hours you will be put in contact with a pastor. After office hours, call 952-435-8102, follow the prompts, and a care minister will return your call.

The pastor will coordinate with family members regarding a date and time for a service of worship. The family will meet with the pastor and a funeral coordinator to plan the service.

## TYPES OF SERVICES

### Funeral Service

A service of worship, at church or elsewhere, with the casket present, usually within days of death. Funeral services are held in the church Sanctuary or Chapel, or at a funeral home. A visitation may be held either one hour before the service at church and/or the evening prior at the funeral home. Funeral home directors are required for a funeral service.

### Memorial Service

A service of worship at church or elsewhere, following cremation. A memorial service can be held a few days or weeks following a death. A visitation can be scheduled prior to the service, if desired. Funeral Home Directors need not be present for a memorial service.

### Committal Service

A brief service at the graveside or Columbarium. This may follow the funeral or memorial service. It may also be the sole service marking the death. The committal service includes one or two short Scripture passages, a few words of committal, a brief prayer and a benediction; usually no more than 15 minutes.

## SANCTUARY AND CHAPEL

Depending on family desires, anticipated attendance, and music selection, you may choose to hold the service in the Sanctuary or the Chapel. Both spaces are accessible to a casket.

- Sanctuary (800 seats) - Organ and Piano
- Chapel (300 seats) - Piano only

# PLANNING A SERVICE

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## THE WORSHIP SERVICE

The worship service is centered on the hope found in Jesus Christ, his life, death and resurrection. The pastor will coordinate the worship service with the family. The service usually consists of the elements listed below. There are suggested scripture readings and music listed as well. You are welcome to choose other scripture verses and hymns. Prince of Peace will prepare a worship bulletin for the service and will provide a selection of covers for the family to choose.

## ELEMENTS OF THE SERVICE

**Prelude Music:** instrumental music played as people gather

**Processional Hymn:** played or sung together as the family enters the Sanctuary or Chapel

**Welcome:** the pastor/minister invites God to be present in the worship service

**Opening Prayer:** the congregation prays together as we begin to worship

**Reading a Psalm:** friends, family members, or other worship leaders read a Psalm

**Memories:** a time when the obituary might be read, together with stories of the life of the one who has died

**Memory Candle:** can be lit by loved ones as a hymn or solo is sung

**Hymn or Song:** a musical selection focused on bringing comfort and healing

**Scripture Readings:** chosen by family

**Message:** the pastor/minister shares a message of hope from the life of the person, and the promises of eternal life in Christ

**Hymn or Song:** a musical reflection of the pastor/minister message

**Prayers:** offered by the pastor/minister

**The Lord's Prayer:** prayed by all or sung as a solo

**Commendation:** the pastor/minister moves to the casket or urn and blesses the earthly remains and commends them into God's care and keeping

**Benediction:** a blessing of all in attendance

**Recessional Hymn or Instrumental Music:** played as the family and congregation exit the Sanctuary or Chapel

## SUGGESTED SCRIPTURE READINGS

Psalm 23 (mostly responsive readings)

Philippians 4:4-9

Selections from Romans 8

John 14:1-7

Ecclesiastes 3:1-8

Psalm 121 (some responsive readings)

2 Timothy 4:1-2, 6-8

Revelation 21:1-4

Isaiah 43:1-4

John 11:25-27

## MUSIC SELECTIONS

You may choose hymns that are meaningful to your family. Sacred musical selections are chosen for the worship service. If there are favorite secular songs they may be played at the reception following the worship service. Pre-recorded music is not allowed, prior to or during worship. This includes pre-recorded music to accompany vocalists.

# PLANNING A SERVICE *continued*

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## SUGGESTED HYMNS/SONGS

Amazing Grace (My Chains Are Gone)  
How Great Thou Art  
It Is Well With My Soul  
Amazing Grace  
Lift High the Cross

Great Is Thy Faithfulness  
Beautiful Savior  
What a Friend We Have in Jesus  
Children of the Heavenly Father  
Joyful, Joyful We Adore Thee

## SUGGESTED SOLOS

On Eagle's Wings  
Make My Life a Candle  
The Lord's Prayer

Going Home  
You Raise Me Up  
Borning Cry

The number of hymns/songs and scriptures is at the family's discretion.

### Scripture Readings [see list of suggestions]

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

### Hymns/Songs [see list of suggestions]

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

## SPOKEN TRIBUTES (EULOGIES)

Often, family members and close friends desire to share thoughts and memories. Speakers should be carefully selected to offer a dignified tribute. Special memories and stories in addition to the traditional obituary could be shared. Tributes should not only honor the deceased, but everyone in attendance and should give a special glimpse into the character of the one that some would not have known as well.

The family may have one but no more than three speakers offering tributes of two to three minutes in length to be conscious of the time investment of the worshipers and to keep the service focused. The speakers will be asked to email their comments to the officiating pastor/minister, which will assist in the coordinating of the message.

The pastor/minister will not publicly offer the opportunity for any additional tributes from those in the congregation.

## OTHER ELEMENTS

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### THE PALL

Prior to the beginning of the worship service, the casket is closed and draped with a funeral pall and processed to the front of the Sanctuary or Chapel. The pall is placed over the casket to remind us that we are covered by Christ, surrounded and embraced by God's amazing grace and awesome love and helps to emphasize that all are equal and valued in the presence of God. The pall is removed from the casket once it has exited the worship space at the end of the worship service. The pall will be used in all Prince of Peace funerals that have a casket present.

### PALLBEARERS/CASKET BEARERS

When a casket is present in a funeral service, a family will often name four to six persons as pallbearers or casket bearers. Most often, these people are close friends and/or family members. While this is primarily a symbolic, honorary function, there are times when the casket needs to be lifted or placed and it is the duty of the pallbearers to help with this function at the direction of the funeral director.

### THE OSSUARY

An ossuary is used as a receptacle to display the cremains of the deceased in a discreet and dignified manner. Like the pall the ossuary helps to emphasize that all are equal and valued in the presence of God. White paraments (cloth coverings) cover the ossuary stand. The dimensions of the ossuary are 13½ inches H x 16 inches W x 9 inches D. The ossuary and stand can also accommodate the memory candle and a photo.

### PASCHAL CANDLE (BAPTISMAL CANDLE)

The Paschal Candle is placed near the casket or the ossuary to signify the hope of the resurrection into which Christians are baptized.

### MEMORY CANDLE

Prince of Peace provides a memory candle as a gift from the church, which can be lit during the funeral/memorial service and given to the family to be lit on occasions that will pay tribute to the loved one who has died.

### FLOWERS

Flower donations can be directed for delivery to Prince of Peace at 13801 Fairview Drive, Burnsville. Prince of Peace is typically closed on Fridays, so flower delivery should be planned accordingly. The family is responsible for the care and distribution of all flowers following the service as Prince of Peace does not retain any floral arrangements.

## **OTHER ELEMENTS** continued

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### **CARDS AND MEMORIALS**

A memorial is a gift to an organization in the name of the deceased. Memorials can be given to Prince of Peace or other charitable organizations whose work would benefit from the benevolence of your family. Be sure to state your preference in the obituary and note at the funeral home and church. You may also receive cards with donations in the form of cash or checks. As a family, you will decide how these donations will be dispersed.

### **U.S. FLAG**

A U.S. flag flies on our campus, but not in our worship spaces. We worship the God of all nations, and because we are citizens of the Kingdom of God first and foremost, the cross is our banner. At the same time, we respect and honor the service of our veterans. At memorial services a folded U.S. flag may lie on the table with the deceased's remains. In the case of a funeral, the U.S. flag may be draped on the casket at the end of the recessional in the back of the worship space and remain on the casket as it is being escorted to the hearse.

### **FRATERNAL SOCIETIES**

Lutheran tradition and practice suggest that the rituals or tributes of social or fraternal societies be carried out separate from the order for the worship service.

### **AUDIO AND VIDEO**

The Prince of Peace Media Arts Team will provide an audio recording of the service on a USB flash drive. For slide shows to be shown during the visitation or reception, please provide a video file in an MP4 format or photos in a PowerPoint presentation at a minimum of two days before the service. Prince of Peace is not currently equipped to provide live-streaming or video recording of the service.

# VISITATION AND RECEPTION PLANNING

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## VISITATIONS AND RECEPTIONS

If desired, a visitation prior to the service and/or reception following the service may be held at the church. Receptions are held in the Community Room, which can accommodate 250 seated at tables.

## DISPLAYS

Prince of Peace can provide tables to display photos and other appropriate memorabilia of your loved one, and up to 4 floor easels for picture boards. Your funeral coordinator will meet with you to plan the visitation and reception details.

## GUEST BOOK

A guest book is usually offered through the funeral home, but you have the option to purchase one on your own or to not have one at all. If you use a guest book, it should be available during both the visitation and service, as not all guests will attend both. Prince of Peace will provide a place for the guest book to be signed.

## HONORARIUMS

Honorariums are typically dispersed by Prince of Peace to those persons contracted by Prince of Peace to serve at the funeral/memorial service. The funeral coordinator will offer you an itemized list of fees for the day. One check may be made payable to Prince of Peace.

## COLUMBARIUM

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### COLUMBARIUM

The Prince of Peace Columbarium provides an option as a final resting place for cremated remains for those in the Prince of Peace Community. The Columbarium is currently located in the Sanctuary. A permanent structure is planned for an outdoor site on our campus. More detailed information is available at [popmn.org/life-events](http://popmn.org/life-events).

## BEREAVEMENT

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### SUPPORT

Besides planning the funeral or memorial service, support during your journey of grief is important. Grief Support information is available at [popmn.org/support](http://popmn.org/support). You may also reach out to one of our pastors for ongoing support.