



PLANNING A
FUNERAL
OR
MEMORIAL SERVICE
AT PRINCE OF PEACE

*“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



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.

CELEBRATION OF LIFE SERVICE

A celebration of life worship service honors a loved one's memory through uplifting stories, music, and prayers that reflect their spirit and faith. It offers family and friends a comforting space to gather, remember, and find hope together. We are also able to plan for the presence of a casket or urn.

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) – organ and piano

OTHER ELEMENTS



THE WORSHIP SERVICE

The worship service is centered on the hope found in Jesus Christ, his life, death and resurrection. The Prince of Peace pastors 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. The pastor will prepare a worship bulletin for the service and the funeral coordinator will provide a selection of covers for the family to choose.

Elements available for the worship service include:

Prelude Music: instrumental music played as people gather

Processional Hymn: played and 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

The family may select 2-3 scriptures. Family members or friends often read the selected scriptures during the worship service. Here is a list of suggested scriptures. Additional scriptures are available upon request.

Psalm 23 (mostly responsive readings)
2 Timothy 4:1-2, 6-8
John 14:1-7
John 11:25-27

Psalm 121 (some responsive readings)
Selections from Romans 8
Isaiah 43:1-4

Philippians 4:4-9
Revelation 21:1-4
Ecclesiastes 3:1-8

Scripture Readings

Reader Name

Relationship

MUSIC SELECTIONS

You may choose hymns that are meaningful to your loved one or 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 during worship. This includes pre-recorded music to accompany vocalists. Pre-recorded music is allowed during visitation and reception.

Prince of Peace has musicians and soloists available and will schedule them for the service. If the family wishes to request a specific musician or soloist, Prince of Peace will attempt to fulfill the request, if the individual is available. An alternative musician or soloist will be provided if your requested individual is unavailable the day of service. If the family wishes to provide your own musicians or soloists, please be prepared to discuss details including names and contact information during the family meeting.

SUGGESTED HYMNS/SONGS

Amazing Grace (My Chains Are Gone)
Beautiful Savior
Amazing Grace
Joyful, Joyful We Adore Thee

Great Is Thy Faithfulness
It Is Well With My Soul
Children of the Heavenly Father

How Great Thou Art
What a Friend We Have in Jesus
Lift High the Cross

SUGGESTED SOLOS

On Eagle's Wings
You Raise Me Up

Going Home
The Lord's Prayer

Make My Life a Candle
Borning Cry

Hymns/Songs

a. _____

b. _____

c. _____

SPOKEN TRIBUTES

Often, family members and close friends want to share thoughts and memories. Speakers should be carefully selected to offer dignified tributes. Special memories and stories, in addition to the traditional obituary, could be shared. Tributes should not only honor the deceased, but should give everyone in attendance a new or special glimpse into the character of the person who has died.

The family may have one but no more than three speakers offering tributes of 3 – 5 minutes in length in order to be conscious of the worshippers' time investment and to keep the service focused. The pastor/minister will not publicly offer the opportunity for any additional tributes from those in the congregation.

Tribute Speakers

Speaker Name

Relationship

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 may be used as a receptacle to display the remains 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 high by 16 inches wide by 9 inches deep. The ossuary and stand can also accommodate a small floral arrangement 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.

CANDLES

For safety, the only open flame candles allowed are the altar, paschal, and memory candles. Battery operated tealights are available.

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 and Saturdays, so flower delivery should be planned accordingly. The church will be open 2 hours prior to the visitation or service time you have planned. 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.

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 and checks. As a family, you will decide how these donations will be dispersed.

U.S. FLAG

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 cremains. 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 coach.

FRATERNAL SOCIETIES

Lutheran tradition and practices suggest that the rituals or tributes of social or fraternal societies be carried out separate from the order of 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 at the end of the service.



SLIDE SHOW

For slide shows to be shown during the visitation or reception, please provide photos stored on a USB flash drive and deliver to the church a minimum of two days before the service.

STREAMING OR RECORDING THE SERVICE

Prince of Peace is not currently equipped to provide live streaming or video recording of the service. If the family wishes, they may set up Facebook Live, Zoom or other live streaming /recording options on a personal device but will be responsible for setting up and execution.

RECEPTIONS and VISITATIONS

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. Your funeral coordinator will meet with you to plan visitation and reception details during the family meeting.



CHURCH HOURS

Prince of Peace will be open a minimum of two hours prior to the start time of the visitation or service. This provides the family time to set up displays for the visitation or in the community room for the reception. General Hours: Monday through Thursday, 8:00 am – 8:00 pm.

DISPLAYS

Prince of Peace can provide up to four 6 feet x 32 inch tables to display photos and other appropriate memorabilia of your loved one, and up to five floor easels for picture boards.

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.

CATERING

Prince of Peace has a preferred catering vendor that you may contact. You may also choose your own caterer. Please plan to pay the caterer in advance or have a check ready for payment day of service.

Please note: No homemade food is allowed to be served.

Please let your caterer and Prince of Peace know of any dietary concerns, such as gluten-free or food allergies for awareness.

Caterers must provide:

- Plates, napkins, and cutlery. No styrofoam allowed.
- Delivery of food to the community room
- Catering staff on site if hot food has been selected to monitor and set up serving
- Packaging containers for leftovers

TABLE DECORATIONS

Table decorations are provided by Prince of Peace. The family may choose to bring their own and set them up in advance of the visitation or service. The church will be open a minimum of two hours prior to the visitation or service starting time.

HONORARIUMS

Honorariums are typically dispersed by Prince of Peace to those persons contracted by Prince of Peace to serve at the celebration of life 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 or payment. Please let your funeral coordinator know if you will need a receipt.

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 located outdoors on the south side of the chapel. More detailed information including price structure is available at popmn.org/life-events.



BEREAVEMENT 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. You may also reach out to one of our pastors for ongoing support. Families will receive a bereavement packet mailed to them following the celebration of life service. Contact Pastor Sarah Fike at sfike@popmn.org for additional information.

