



Timothy Lutheran Church

Funeral Policy

A funeral/celebration of life service can be a difficult experience for people, especially as they are grieving the loss of a loved one. But we are here to walk with you through this experience and provide comfort centered on how Christ has won the victory over the grave through His death and resurrection.

Many decisions go into planning a service like this. To assist you in your planning, we are providing this policy and planning recommendations for our members.

PLANNING THE SERVICE:

1. A typical funeral service for a Timothy member follows this general pattern:
 - a. The Entrance of the Family
 - b. The Reading of the Christian Biography
 - c. An Opening Hymn
 - d. The Invocation and Opening Words
 - e. Scripture Readings (2-4 from the Old Testament, Psalms, Epistles, and Gospels)
 - f. A Hymn
 - g. The Message
 - h. The Apostles' Creed
 - i. Prayer
 - j. The Lord's Prayer
 - k. The Benediction
 - l. A Closing Hymn
2. Additional music may be added to the service, which includes soloists and/or other musical selections.
3. Due to schedules and responsibilities, we cannot promise that specific Timothy pastors will be available for a funeral. The decision about who will be the presiding pastor is made by pastoral staff.
4. In planning the service, the presiding pastor will request suggestions for what Scripture readings you wish to include, along with hymn or song choices, and a copy of your loved one's obituary for inclusion in the worship bulletin.

SUGGESTED SCRIPTURE READINGS:

While any part of Scripture may be read at a funeral service, here is a list of suggested readings:

OLD TESTAMENT

- Job 19:23-27a
- Isaiah 25:6-9
- Isaiah 40:1-2, 6-8, 11
- Isaiah 40:27-31
- Isaiah 43:1-3a
- Isaiah 46:3-4
- Isaiah 49:13-16a
- Lamentations 3:22-33

PSALMS

- Psalm 23
- Psalm 25:1-9, 16-21
- Psalm 46
- Psalm 121
- Psalm 139:1-18, 23-24

EPISTLES

- Romans 5:1-5
- Romans 6:3-11
- Romans 8:31-39
- 1 Corinthians 15:51-57
- 1 Thessalonians 4:13-18
- 2 Timothy 4:6-8
- Revelation 7:9-17
- Revelation 21:1-7

GOSPEL READING

- Matthew 11:28-30
- Luke 2:25-32
- Luke 11:20-27
- John 14:1-6

SUGGESTED HYMNS:

While there are many appropriate songs that may be included in a service, here is a partial list of songs that are particularly appropriate for a funeral/celebration of life:

Abide With Me
Amazing Grace
Beautiful Savior
Children of the Heavenly Father
For All the Saints
I Know that My Redeemer Lives
I'm but a Stranger Here
What a Friend We Have in Jesus

WHAT TIMOTHY WILL PROVIDE

Timothy has several resources that we provide for every family going through this process. These include:

1. The presiding pastor.
2. An organist/pianist.
3. A sound tech (if this is deemed necessary by the presiding pastor).
4. Worship Assistants to help greet guests and hand out bulletins as they are available. Due to our Worship Assistants being volunteers, we may not be able to provide this service.
5. A visitation at Timothy the night before so long as a funeral home is present to assist
6. The printing of a service bulletin.
7. Space for personal displays of photographs and mementos.
8. A luncheon provided by Timothy's LWML

Other services may be available and should be discussed with the presiding pastor at least 48 hours before the service. Due to technical resources, Timothy cannot livestream funeral services. However, most funeral homes offer this service.

GENERAL SERVICE POLICIES:

1. While a funeral/celebration of life is a time to reflect on the blessings that God has provided for and through your loved one, it is also understood to be a worship service conducted by the Church. As such, all elements of the service should be done with proper reverence and appropriateness. Specifically, this means that:
 - a. Only readings from Scripture will be included in the worship service. If you have a poem or other reading that you feel needs to be shared, it may be printed in a folder provided by the funeral home. It can also be printed in the worship bulletin but not read during the service. Or the presiding pastor may choose to include it in his message.
 - b. All music must be appropriate for a Christian worship service. The decision about whether to include music and where it can be placed within the service is left to the discretion of the presiding pastor.
2. Due to the emotional nature of funeral/celebration of life services, we consider it inadvisable for family members or friends to speak as part of the service. Favorite memories or stories may be shared with the presiding pastor for inclusion in his message at his discretion.
3. You are strongly encouraged to have the funeral home participate in the actual service. They are equipped to provide many additional services and are a great blessing to both you and the church in terms of logistical support and management.
4. It is the policy of Timothy that funeral or memorial services will not be held on Sundays or during the week when the Timothy school is in session. The minister, funeral director and family should arrange a suitable time for the services in consultation with one

another. Other local Lutheran church options are available, and their information is attached in the appendix section of this document.

TIMOTHY FEES AND HONORARIA:

1. There are no fees for the use of the facilities or for providing the worship bulletin.
2. Honoraria must be provided to the following individuals in the following amounts:
 - a. Organist/Pianist - \$150
 - b. Soloists - \$75
 - c. Sound Techs (if needed) - \$75
 - d. Timothy's LWML - \$2 per person at the lunchIf this is a financial hardship, please let the presiding pastor know.
3. While an honorarium to the presiding pastors and any other pastors involved in the service is not necessary, on average, the pastors have received \$150-\$200 in the past. This is left to your discretion.
4. Any other fees associated with the funeral will be discussed during the planning process.

Appendix A - Funeral Service – Point of Hope Church

Use of Facilities for a Funeral/Memorial Service

Funeral Service and Visitation. (Note: If visitation is not held prior to the service on a separate date it will need to be held at the funeral home.) Please note the assistance of the funeral home is required for the funeral service and/or visitation. Timothy will provide a minimum of one elder to assist as available.

- \$225.00 minimum fee includes 3 hours will be covered for Timothy members by Timothy.
- \$50 per hour with additional use.
- \$30 for additional chair set-up, tables, and easels.
- \$15 per hour additional fee if the funeral service/visitation is on a Saturday.

The sanctuary will be set with 120 chairs. A piano is available for a keyboardist if music or solos are included in the service. A Pointe of Hope AV Tech will be needed if a mic is required for the piano or a vocalist. A family room will be available for gathering and prayer prior to the service.

The use of an AV Technician for audio/visual

A Point of Hope technician is required with the use of any audio/visual equipment used during the visitation or funeral service. An electronic keyboard is available.

- \$125 minimum fee the use of an AV technician for audio/visual includes 3 hours.
- \$30 per hour for additional time.

Please Note: Any audio/visual graphic material for funeral services or visitation should be available to the AV Tech a minimum of two hours before the service. The file(s) need to be provided on a USB2.0 thumb drive (NO USB-C, CD/DVD or download). An order of service indicating media usage/timing should be provided.

Acceptable file types:

- Audio: MP3 file
- Text/Graphics: PowerPoint PPTX file
- Video: MP4 file

Use of the Coffee House as is and Kitchen for a Funeral Meal

- \$50 per hour including set-up and cleaning time.
- The family is expected to leave the room(s) the way they are found. If additional cleaning is required by Pointe of Hope there will be a \$50.00 per hour charge.

Address:

Pointe of Hope Church
1215 NW Hwy 7
Blue Springs, MO 64014

Note: Make checks payable to Pointe of Hope. Payment required at time of services.