




**FUNERAL AND  
MEMORIAL SERVICE  
PLANNING GUIDE**



Our ministers consider it a sacred privilege to walk with you and your family as the end-of-life approaches. Throughout these difficult days, we are available for visitation and prayer. When the death of a loved one occurs, we will accompany you in your grief and assist you in your next steps.

We understand that loss and grief can make the time-sensitive decisions of planning a funeral or memorial service challenging. Our team will offer guidance and support as we work with you to plan your loved one's service. Please reference the following guidelines as you meet with our team.

Contact Pastoral Care to arrange a clergy visit, report a death, or plan a service 214-523-2233. After business hours and on weekends, please call the church's main phone number 214-521-3111 and a minister will return your call. When the time comes to plan your loved one's service, our pastoral care coordinator will assist you in finalizing the service details and reviewing the associated costs.

### **SCHEDULING A SERVICE**

We will host services for our members and their families and for non-members when possible. With such a large membership, our priority must be for our members.

To provide your family and our staff with adequate planning time, we require a minimum of three business days between the notification of death or date of service request and the day of the service.

The following times are generally available for services, although church-sponsored and SMU activities will sometimes limit availability.

- Mondays and Thursdays: 1 pm or 3 pm
- Tuesdays and Wednesdays: 10 am, 1 pm, or 3 pm
- Fridays and Saturdays: 10 am
- Due to regular worship activities, we do not hold funeral or memorial services on Sundays.

### **SERVICE CONTENT**

You will select content for the service when you meet with the minister. The elements of the service include scripture readings, music, creeds or responsive readings, prayer, words of remembrance from family or friends, and words of faith from the minister. **We recommend words of remembrance be offered by one or two speakers not to exceed five minutes each.** Speakers may be required to submit their speech at least one business day in advance by emailing to the HPUMC officiating minister. Since this is a worship service, all content must be appropriate for this purpose.

You will meet with the officiating minister and communicate directly with the organist/music coordinator. They will guide you in decisions on the service content within our worship framework. Other family members may participate in this meeting if desired, but it is best to appoint one person as the family contact regarding ongoing decisions.

Our church staff will prepare and conduct the service as well as provide experienced greeters when needed, freeing your friends and extended family to support you in other ways.

### **BULLETINS**

HPUMC prepares and prints all bulletins for services using our traditional format. You are welcome to create and bring your own inserts (maximum insert size: 5.5" x 8.5") that we will hand out along with the bulletins. Content suggestions for inserts include photos, obituary, statements from friends, messages of appreciation from family to caregivers, and the like.

### **MUSIC**

We provide an organist/pianist for your service who will coordinate and approve all music and musicians. HPUMC is blessed with phenomenal musicians including choir and small vocal ensembles, soloists, and keyboardists. The music coordinator is responsible for securing musicians and will allow only those who are approved to provide music at HPUMC. Secular and/or recorded music may be played at the reception, but not in the actual service.

### **OFFICIATING MINISTER**

An HPUMC minister will officiate all services. You may request a particular minister to conduct the service. If they are not available or you do not have a preference, we will designate a minister. Upon advance request and approval, an outside minister may be allowed to participate in the service. Your HPUMC minister will provide the words of faith (homily) and other spiritual content and coordinate the roles of other participants, including a guest minister.

### **ALTAR FLOWERS AND GIFT FLOWERS (OPTIONAL)**

If you would like flowers, you may order from your choice of florists at your expense. Please instruct your florist to deliver them on the day of the service at least one hour prior to the service time. Altar flowers need to fit into an urn that is 7.5" deep and across. Flowers sent by others are displayed in the narthex, and if you are holding a reception on-site, we will move the flowers to the reception venue during the service. If you wish to keep these and other flowers or plants, please be sure to take them with you when you leave the church following the service.



### **RECEPTION AT THE CHURCH (OPTIONAL)**

Following a service, receptions may be held in Cox Parlor (up to 75 guests), Fellowship Hall (up to about 120 guests), or Great Hall for larger services (about 240 guests). If you choose to have a reception on-site, we will provide you with contact information for our exclusive in-house food service provider, so that you can work directly with them in arranging and paying for refreshments to be served if desired.

### **VIDEO SLIDESHOW/PHOTOS AT RECEPTION**

If desired, you may bring us a completed video DVD or PowerPoint (on a thumb drive) of photos or video that you have created, with or without sound. Please allow at least one business day before the service for HPUMC testing and setup. Framed photos and memorabilia may be arranged on a table in the reception venue immediately prior to the service.

### **RECORDING OF SERVICE**

We video record services and will email you a link to the recording within a few weeks. You are welcome to share it with family and friends and/or copy it to other media, as desired. There is no extra charge for recording, except for services held on Fridays and Saturdays.

### **CARILLON (TOWER BELLS)**

Subject to availability and at an additional cost, we will arrange for the carillon to play hymns for 20-30 minutes before and/or after the service.

### **THE COLUMBARIUM**

The Columbarium at HPUMC is a serene place for contemplation and celebration of the lives of loved ones. It is a beautiful courtyard with a fountain and granite walls that list the names of our dear departed members on the front of each niche where urns bearing their ashes are stored. The Columbarium may be visited daily at any time between daylight and dusk.

Columbarium niches are available to members, former members, ordained Methodist ministers, and their family members including spouses, parents, grandparents, children, and grandchildren. For more information about purchasing a niche, email [columbarium@hpumc.org](mailto:columbarium@hpumc.org), or visit [hpumc.org/columbarium](http://hpumc.org/columbarium).