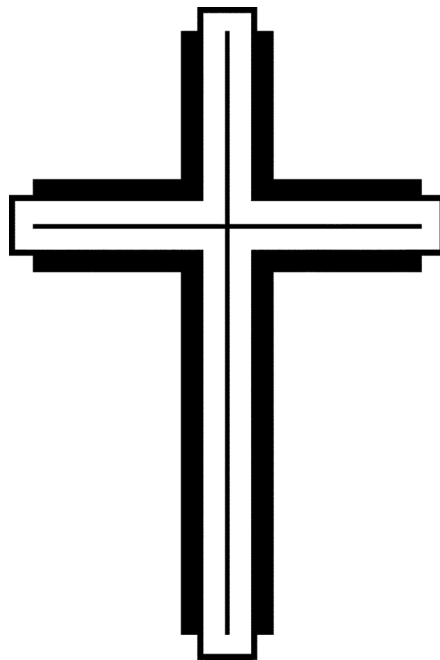




Planning a
Funeral or Memorial Service
at Shepherd of the Valley Lutheran Church





Shepherd^{of} the Valley Lutheran Church

"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."

Dear Friends,

While planning and preparing for a funeral or memorial service can be challenging, we welcome the opportunity to meet with you and help guide you through the process. As a Lutheran Christian community of faith, we are committed to accompanying you through this time of grief, striving to embody the comfort and grace that comes from God even in such difficult times.

Working together with you, we will provide a Christian service that honors the memory and celebrates the life of your loved one; a service that will also provide the chance for all who gather to hear the Good News of healing, hope, redemption, and resurrection that come through Jesus Christ.

This guide provides the information and contacts you will need as you plan. The pastor with whom you are working will also assist you with any questions or concerns you might have.

Please feel free to contact Shepherd of the Valley Lutheran Church (SOTV) or any of the pastors listed below should you have additional questions, comments, or concerns.

God's grace and peace be with you.

Sincerely,

Rick Summy
Lindsey Bina
Peter Harrits

A FUNERAL OR MEMORIAL SERVICE

These worship services are Christ-centered opportunities to focus on God's promises, and to remember and give thanks for the life of the one who has died. It is a time of comfort and healing, as well as a time for boldly declaring our belief in eternal life with Christ.

Funeral

The term "funeral" is used when the body of the deceased (casket or urn) is present in the worship space. A funeral is usually scheduled within days of death.

Memorial service

The term "memorial service" is used when there is no body present. A memorial service can be scheduled in consideration of family schedules.

Cremation

The Lutheran church fully accepts cremation as one of the means of honoring earthly remains. Shepherd of the Valley has a columbarium (a structure for storing cremated remains). Please ask a pastor or staff member if you're interested in more information about the columbarium.

Spaces for the service: Sanctuary or Chapel

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

- ◆ Sanctuary has 950 seats
- ◆ Chapel has 100 seats

TO SCHEDULE A FUNERAL OR MEMORIAL SERVICE

Call the church office at 952.432.6351 to speak with the funeral coordinator, Jill Johnson, or the on-call pastor.

THE FUNERAL OR MEMORIAL WORSHIP SERVICE

Bulletin

Shepherd of the Valley will produce a worship bulletin for the service based on the information provided by you (we will provide a sample bulletin to help with your planning).

Music

Musical selections may be sung by a soloist, an ensemble (group of musicians), or the congregation. Typically, there are three to four music selections in the service: an opening hymn, special music during the service, and a closing hymn. You may choose to have more, or none at all.

- ◆ **Selecting Music** - Christian music is filled with a vast treasure of ancient and modern songs that are appropriate for funerals and memorial services. Favorite songs of the deceased can also be considered, but not all music is appropriate for a worship service. Some music may better be used during the reception, or in conjunction with a family-produced video that remembers the deceased. The worship staff can provide you with a list of commonly-used selections, and can help you with these considerations.
- ◆ **Selecting Musicians** - We have professional organists, many talented singers, and a variety of instrumentalists (piano, flute, violin, sax, harp, bagpipe, guitar, bass, etc.) If you would like to use your own musicians, please be sure they are well-trained and comfortable leading music during difficult times of grief. Anyone wishing to use the church's instruments (pipe organ, nine-foot grand piano in the sanctuary, or upright piano in the chapel) should be approved by the Director of Worship before the service.
- ◆ Please note we do not allow any pre-recorded music before or during worship. This includes pre-recorded music to accompany vocalists.
- ◆ **Recording the Service**—The technology team, at no additional cost to you, will provide your family with a digital audio recording of the service. If you want to have the service video taped, please invite a friend or relative to do this on behalf of your family.
- ◆ **Video Projection**—We do not use our video screen technology during funerals or memorial services, but you can use them during the reception or visitation.

Readings from Scripture

During this time of loss, scripture can be of great comfort to you and your family. We can provide a list of some verses for private meditation, which also might be considered for use during the service. Typically, there are two or three readings. Family members or friends may read scripture if they are able, or other worship leaders can read the selections.

THE FUNERAL OR MEMORIAL WORSHIP SERVICE *(continued)*

Words of Remembrance

This time might include the reading of an obituary and/or brief stories from family members or friends. We encourage you to choose no more than three speakers who feel they can publicly share a brief (under three minutes), well-prepared, and dignified remembrance. These remembrances might address different relationships (family, friends, work, etc.), and offer glimpses of the deceased that others may not know as well. The pastor may ask to see any remembrances in writing before the service, and will *not* offer the opportunity for spontaneous remembrances during the service. Please feel welcome to share additional stories during fellowship after the service.

OTHER CONSIDERATIONS

Sanctuary/Chapel Floral Arrangements and Candles

The Worship Assistant will work with you on the placement of floral arrangements and other visual enhancements in the worship space. Plant stands are available. Flower donations can be delivered to Shepherd of the Valley Lutheran Church at 12650 Johnny Cake Ridge Road, Apple Valley, MN 55124. *Please note that SOTV is typically closed on Fridays* so flower deliveries should be planned accordingly. Please speak to the Worship Assistant if you wish to leave a floral arrangement at SOTV after the service.

Casket

If there is a casket at the visitation and the funeral, the casket can remain open as the family wishes. It can be placed in the Narthex, the Chapel, or the Sanctuary. The casket will be closed prior to the worship, and moved to the front of the Sanctuary or the Chapel during the family procession at the start of the of the worship service. You may choose to not process as a family, but simply gather in the reserved seats.

Urn

An urn is the receptacle for the cremains of the deceased which can be on the display table during the visitation, or placed in the Sanctuary or Chapel. A family member or friend can carry the urn during the family procession. If you're planning to use the SOTV Columbarium, urns need to be 5.5" x 5.5" x 7" and are available for purchase at the church.

Pall

Near the beginning of the worship service, a pall (white cloth) can be placed over the casket or urn by family members or friends as a sign of being clothed with Christ in baptism. The pall is removed from the casket or urn after the worship service.

OTHER CONSIDERATIONS *(continued)*

Paschal Candle (Baptismal Candle)

The Paschal candle (most often used at baptism and during the Easter season) is placed at the head of the casket or near the urn during the funeral to signify the hope of the resurrection into which Christians are baptized.

Columbarium

Shepherd's Columbarium and Memorial Garden is located just outside the eastern doors of the Narthex and Sanctuary, and can house cremated remains or memorialize loved ones with a plaque. Besides information on the website, pastors or staff can provide an information packet.

Memorials

A memorial is a gift to an organization in the name of the deceased. Memorials can be given to SOTV or to other charitable organizations whose work would benefit from the benevolence of your family. Be sure to state your preference in the obituary, and to the funeral home and church. Organizations who receive memorials will usually notify you of the amount given and by whom. You may choose to work with these organizations to help direct how the money should be used. Memorial envelopes are available from the church or the funeral home, though people may also give memorials or donations to your family in greeting cards.

Memory Cards

This is a card that summarizes the life of your loved one. It can include place of birth, life history, accomplishments, skills, and passions. The funeral home will likely offer to produce these for you. The church does not provide memory cards.

Pallbearers or Casket bearers

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

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, have it available during both the visitation and funeral, as not all guests will attend both events. A guest book is helpful as a reference to see who attended the events and to gather addresses for thank you notes. Shepherd of the Valley will provide a place for the guest book to be signed.

OTHER CONSIDERATIONS *(continued)*

Displays

Shepherd of the Valley can provide easels and tables for displaying photos and other appropriate memorabilia of your loved one. These displays will be set up in the Narthex outside the main doors to the Sanctuary or Chapel, as space allows.

Notification to the Congregation

We can send an email notification to the congregation regarding the date and time of the funeral service, luncheon, or other plans. Please speak with a pastor or funeral coordinator if you are interested in this.

Honorariums

Honorariums are typically dispersed as follows by the funeral coordinator to those persons contracted by Shepherd of the Valley to serve at the funeral/memorial service. The funeral coordinator will offer you an itemized list of costs for the day.

- ◆ Organist/Accompanist: \$200
- ◆ Soloist: \$150
- ◆ Pastoral Honorarium: \$200

Please note that checks for individuals participating in the funeral service should be made payable to that individual. The check for the funeral luncheon should be made payable to "Shepherd of the Valley."

Reception

Receptions can be held in either the Great Hall or the Atrium/Narthex. The Great Hall can accommodate 240 people, and the Atrium/Narthex can accommodate 80 people. Please consult the funeral coordinator for reception location and menu possibilities. If you desire a catered reception from a vendor other than Shepherd of the Valley, please discuss this with our funeral coordinator.

Note: If the reception is held immediately following the worship service, before the interment, many will stay for lunch. However, if the interment is immediately following the worship service with the reception after that, many will not come back to the church for lunch, particularly if the location of the cemetery is a distance from the church.

Here is a checklist to assist you in estimating the number of persons who may attend a reception. To arrive at this number consider:

- ◆ family members who will attend; spouses, children, grandchildren
- ◆ friends
- ◆ professional associates; past, present, clients
- ◆ neighbors, past and present
- ◆ professional organization associates, social clubs, sports teams
- ◆ church friendships, small groups
- ◆ hospital/clinic/hospice professionals
- ◆ school and college friends
- ◆ past places of employment

BEREAVEMENT

Besides planning the funeral or memorial service, support during your grief is important. Please consider one of these groups as applicable, and visit our website at sotv.org/support to see other seasonal options. If you'd like additional support, please feel free to contact Jill Johnson at jill.johnson@sotv.org or 952.985.7381.

- ◆ **Compassionate Friends South of the River** is for all parents who are grieving the loss of a child of any age from any cause. Monthly meetings at Shepherd of the Valley are on the 3rd Tuesdays at 6:30 pm.
- ◆ **Growing Through Loss—Twin Cities South Suburban (GTL)** provides support for adults who have experienced losses of many kinds including death of a loved one, suicide, job, health, and relationships. Meetings include small-group and one-on-one support, information about the grieving process, and sharing of memories and feelings in a confidential setting. Learn more at growingthroughlosstcsouth.com, calling 651.452.8261, or emailing growingthroughloss@gmail.com.
- ◆ **Suicide Bereavement** is open to anyone that is caught in the struggle that follows the suicide death of their loved ones. Meetings at Shepherd of the Valley are on the 2nd Mondays & 4th Thursdays, from 7:00 - 8:30 pm.
- ◆ **Fairview Youth Grief Services** is a community service of Fairview which provides a safe and nurturing place where you and your children can turn for help after a loved one dies. Learn more at fairview.org/our-community-commitment/youth-grief-services.



12650 Johnny Cake Ridge Road, Apple Valley, MN 55124 • 952.432.6351 • sotv.org

There is no smoking allowed anywhere inside Shepherd of the Valley.
The use of alcoholic beverages on church property is strictly prohibited.