



# **Southeast**

**CHRISTIAN CHURCH**

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MEMORIAL SERVICE  
PLANNING GUIDE

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In Ecclesiastes 3:2, the Bible tells us that there is “a time to be born and a time to die.” Even so, it seems as though nothing can prepare us for the emotions we encounter when we lose a loved one. Planning a service that properly honors and celebrates their life may feel a bit daunting amidst your grief, but it is our pleasure to walk alongside you every step of the way.

The memorial service and reception are provided at no cost to you.

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## CONTACTS

### **Care Pastor**

Tim Hayes | [tim.hayes@southeastcc.org](mailto:tim.hayes@southeastcc.org)

### **Funeral Coordinator**

Nancy Stevenson | [nancy.stevenson@southeastcc.org](mailto:nancy.stevenson@southeastcc.org)

### **Events and Guest Services Administrative Assistant**

Ashley Talbert | [ashley.talbert@southeastcc.org](mailto:ashley.talbert@southeastcc.org)

## PREPARING FOR THE SERVICE

To prepare for the service, we will schedule a Pre-Service Planning Meeting with the Southeast pastoral care team.

We will partner with you to:

- Decide on a date, time, and location
- Plan the service order
- Gather information such as the person's full name, birth date, date of death, wedding anniversary, etc.
- Establish a point of contact in the family
- Discuss how to personalize the service and reception based on the unique interests of your loved one

Memorial Service Times:

- Monday through Thursday during daytime hours (we are unable to hold services on Sundays)
- Ideal times are 10 AM or 1 PM
- For services of more than 150 people, we can discuss other time options

*If possible, please give us two weeks to prepare for the service.
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## PLANNING CONSIDERATIONS

### SCRIPTURE

Consider some Bible verses you would like to include in the service. Sometimes it's helpful to look at your loved one's Bible to see if they had favorite verses highlighted.

Here are some scripture options to consider:

**John 14:1-4** | Do not let your hearts be troubled. You believe in God; believe also in me. My Father's house has many rooms; if that were not so, would I have told you that I am going there to prepare a place for you? And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am. You know the way to the place where I am going.

**John 14:27** | Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.

**Romans 8:37-39** | No, in all these things we are more than conquerors through him who loved us. For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.

**Philippians 4:7** | And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.

**Psalms 27:4-5** | One thing I ask from the Lord, this only do I seek: that I may dwell in the house of the Lord all the days of my life, to gaze on the beauty of the Lord and to seek him in his temple. For in the day of trouble he will keep me safe in his dwelling; he will hide me in the shelter of his sacred tent and set me high upon a rock.

**Psalms 4:8** | In peace I will lie down and sleep, for you alone, Lord, make me dwell in safety.

**1 Corinthians 2:9** | However, as it is written: “What no eye has seen, what no ear has heard, and what no human mind has conceived”— the things God has prepared for those who love him...

**2 Corinthians 1:3-5** | Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves receive from God. For just as we share abundantly in the sufferings of Christ, so also our comfort abounds through Christ.

**2 Corinthians 5:1** | For we know that if the earthly tent we live in is destroyed, we have a building from God, an eternal house in heaven, not built by human hands.

**2 Corinthians 4:16-18** | Therefore we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day. For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all. So we fix our eyes not on what is seen, but on what is unseen, since what is seen is temporary, but what is unseen is eternal.

**Psalms 34:18** | The Lord is close to the brokenhearted and saves those who are crushed in spirit.

**Psalms 46:1-3** | God is our refuge and strength, an ever-present help in trouble. Therefore we will not fear, though the earth give way and the mountains fall into the heart of the sea, though its waters roar and foam and the mountains quake with their surging.

**1 Thessalonians 4:13-14** | Brothers and sisters, we do not want you to be uninformed about those who sleep in death, so that you do not grieve like the rest of mankind, who have no hope. For we believe that Jesus died and rose again, and so we believe that God will bring with Jesus those who have fallen asleep in him.

**Psalms 23** | The Lord is my shepherd, I lack nothing. He makes me lie down in green pastures, he leads me beside quiet waters, he refreshes my soul. He guides me along the right paths for his name's sake. Even though I walk through the darkest valley, I will fear no evil, for you are with me; your rod and your staff, comfort me. You prepare a table before me in the presence of my enemies. You anoint my head with oil; my cup overflows. Surely your goodness and love will follow me all the days of my life, and I will dwell in the house of the Lord forever.

**Psalms 73:25-27** | Whom have I in heaven but you? And earth has nothing I desire besides you. My flesh and my heart may fail, but God is the strength of my heart and my portion forever. Those who are far from you will perish; you destroy all who are unfaithful to you.

**Isaiah 41:10** | So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.

**Isaiah 57:1-2** | The righteous perish, and no one takes it to heart; the devout are taken away, and no one understands that the righteous are taken away to be spared from evil. Those who walk uprightly enter into peace; they find rest as they lie in death.

#### **SPEAKERS** (reflections by family and friends)

Spend some time thinking about whether you want people to speak at the service. Speakers should plan to share for approximately 2-3 minutes. Another option is to write out your thoughts and have a pastor or family member read it aloud.

## **RECORDED MUSIC**

Consider including music that was special to your loved one or meaningful for your family. We suggest playing 1-2 songs during the service. Southeast can download songs from your Spotify playlist, or we can create one for you based on your preferences. YouTube videos with lyrics on the screen are also an option.

## **LIVE MUSIC**

It's a good idea to ask a family member or friend to lead a song. If you don't have someone, our staff musicians are often available to play during a service, but we need to know this 2 weeks in advance.

## **VIDEO SLIDESHOW**

Sharing your loved one's story in the form of a slideshow is a great way to remember them and reflect on the memories you shared. Even choosing the images to use can be healing. Here are some helpful tips:

- Include about 60-100 photos in the slideshow.
- Specify which photo we should display on the screens as guests arrive, which photo to use for the front cover of the program, and 3-4 photos to use inside the program.
- Select 2-3 songs to include as background music (depending on the number of photos).
- If you need our AVL Technician to build a slideshow for you, please upload the photos to a cloud storage website (Google Drive, Dropbox, etc.) or USB drive and deliver to Erik Dabis at **erik.dabis@southeastcc.org** at least 5 business days prior to the service.

## **MEMORIAL SERVICE PROGRAM**

The Southeast Creative Team would love to design and print the memorial service program for the family and guests. Final input for the program must be communicated at least three business days before the service to allow enough time for production.

Two program style options will be shared with you at the pre-service meeting. We typically include the following details:

- Photo with a birth and death date
- Order of Service identifying individual participants. This is our suggested order:
  - Prelude (often includes a video slideshow)
  - Welcome (officiating pastor)
  - Scriptures & Prayer (read by a pastor, friend, or family member)
  - Song or video slideshow
  - Reflections by family and friends

- Open mic share (request 3 minutes max)
- Song
- Message from pastor
- Closing Prayer
- Postlude
- Bible verse, poem, or song lyrics
- Biography or obituary
- 3-4 additional photographs
- List of surviving family members

### **CASKET**

If you are having a casket present, please provide us with the name of the mortuary so that we can coordinate with them on the day of the service.

### **CREMATION**

If your loved one is being cremated, you are welcome to bring the ashes to the service in an urn or suitable container. This can be displayed in front of the podium or on the memory table.

### **GUEST BOOKS**

If you choose to display a guest book, we can provide one for or you can purchase your own. If you prefer, we can also provide blank cards for guests to write memories of your loved one.

### **MEMORY TABLE**

1-2 long tables outside the room may be provided for you to display photos or personal items that represent the life of your loved one. Examples may include family keepsakes, trophies or awards, photos from travel, favorite sports team memorabilia, career accomplishments, hobbies, etc.

### **FLOWERS**

Guests may have flowers delivered to Southeast Christian Church (9650 Jordan Road, Parker, CO 80134). We will ensure the flowers make it to the proper room, and if you'd like, we can display some plants on the stage as well.

### **RECEPTION**

If you choose to have a reception at the church, we will provide cookies or pastries, coffee, and bottled water. Receptions should last no longer than an hour and a half.

## **DAY OF SERVICE**

On the day of the service, plan to arrive at the church about an hour before the service begins. At that time, we will set up the memory table, and family and friends will have time to gather and get settled before guests arrive. You will be assigned a room where we will provide tissues and bottled water. Programs will be ready and on the table before the service begins.

You will have the option to have a staff member or volunteer with you for the entire day who is trained in trauma informed care. This person will be available to be your personal assistant and to act as a buffer if you need some time to yourself. We recommend that you take advantage of this, as it can help you relax on a difficult day.

If the service has 100+ guests, there will be 1-2 members of the Safety and Response Team present, as well as a HALO team member. This is for your safety, as well as the safety of your guests. HALO team members are trained in trauma informed care and are available to assist anyone who needs help.

About 15 minutes before the service begins, the pastor will meet with the family to review the service order, pray with you, and answer any questions you may have. You will be led into the service by the pastor and seated in reserved seats.

At the end of the service, the pastor will give instructions to the guests regarding the reception.

## **ADDITIONAL SUPPORT**

We are here to support you and your family even after the service and reception end. Southeast offers a group called GriefShare made up of friendly, caring people who will walk alongside you through the healing process. You don't have to grieve alone. Please visit [\*\*southeastcc.org/care\*\*](https://southeastcc.org/care) to sign up.