



White's Chapel United Methodist Church

185 S. White Chapel Boulevard, Southlake, Texas 76092

Office: 817-481-4147, Pastor-on-Call: 817-881-2124

*“For I am convinced that neither death, nor life, nor angels, nor rulers,
nor things present, nor things to come, nor powers, nor height, nor depth,
nor anything else in all creation, will be able to separate us
from the love of God in Christ Jesus our Lord.”*

Romans 8:38-39

A funeral or memorial service enables us to face the reality of our own mortality and comforts us in the celebration of another reality: that in dying, Jesus destroys death and in his resurrection, Jesus restores us to life. A service at White's Chapel United Methodist Church is worship of the living God, a way of bringing comfort to the hearts of those who mourn as Scripture is read and reflected upon, prayer is offered, grief is expressed and remembrance is cherished and celebrated.

It is the commitment of the clergy and music leadership of White's Chapel to claim and present a properly balanced and theologically-sound experience for all who seek God. To this end, the contents of this packet are guidelines and suggestions borne of the experience in the life and ministry of White's Chapel. It is our desire that the enclosed materials will serve as a source of information and guide for what is often an overwhelming experience for making arrangements for the one whom we love.

May the grace and peace of the Lord and the assurance of God's promise of eternal life through Jesus the Christ be with you.

Faithfully,
Care & Support Ministry

Making Plans for A Funeral or Memorial Service

- If you have not already done so, please notify the White's Chapel Pastor-on-Call at 817-881-2124.**

- Funeral Home Arrangements**

If a funeral home has not been contacted prior to notifying the church, the Pastor-on-Call can assist in providing the names of area funeral homes to contact.

- Develop A Support System**

Ask or assign one family member, or close friend, to assist you in making the funeral arrangements with both the funeral home and White's Chapel staff. Also, have them assist you in compiling a written list of family and friends and help you in notifying these important people. They may also be able to help arrange accommodations and or transportation, if needed.

- Ask or assign one family member, or close friend, to remain at your house to answer the telephone, greet any guests who may stop by, and receive flowers and food that may arrive at your home. They might also help by labeling dishes and record who brought food or flowers.

- Ask or assign one family member, or close friend, to run errands, i.e. dry cleaners, transportation for children, grocery store or any number of other items that may arise during this time.

Planning the Service

The death of a loved one is a life-changing experience. A well-planned funeral or memorial service is essential to the grieving process. When a personal, meaningful service is planned, the ritual aids in social, emotional, and spiritual healing. A funeral or memorial service creates divine momentum to help one convert grief into mourning.

- Space for funerals or memorial services, as well as the services of our pastors, are offered free of charge to members of White's Chapel.

- Funerals and memorial services are scheduled on weekdays, Monday through Friday, during business hours (9 a.m. - 5 p.m.). No services will be scheduled on the weekends due to regular worship services, during observed holidays, or special occasions in the life of the church including, but not limited to, Christmas, Easter, and Vacation Bible School in June. Our venues include the Sanctuary, Grace Chapel and Founder's Chapel with capacities of 2,400, 200 and 75 respectively.
- United Methodist ordained Deacons or Elders will officiate at funerals/memorial services at White's Chapel. This pastor may decide to invite others to participate in the service at the request of the family. This invitation will be extended in such a manner to make the visiting clergy feel welcomed.
- Care & Support ministry staff will reach out to schedule a meeting with you and the officiating clergy to plan the order of service.
- Words of Remembrance by family members or friends are encouraged. To uphold the sacred nature of the service, those offering words should limit their remembrances to no more than three minutes. It is our experience that the number of those sharing words be no more than three. Suggestions on writing Words of Remembrance are found in this packet.
- An example of a suggested White's Chapel order of service is included within this packet. Please look over this suggested order to determine how you'd like to structure the service, including the musical selections and Scripture you would like read, and any other text, like a poem or quote you would like printed.
- Arrangements for military honors at the service are coordinated by the funeral home.

Music

Music is a unifying channel which brings comfort to those who grieve and speaks what words cannot express. Music for the worship must reflect this understanding of ultimate hope. For this reason, the officiating pastor, the musician and/or soloist will be happy to assist you with the planning of sacred hymns and music which will suitably celebrate your loved one, while upholding the integrity of the service.

- Please look over the list of hymns and contemporary music which are appropriate for a worship service included in this packet and choose the musical selections you'd like for the service. The White's Chapel sanctuary choir is not available for funeral/memorial services and only staff organists of White's Chapel may play the organ. Pianists and soloists are welcome to participate in the service upon consultation with the officiating pastor.
- In accordance with our emphasis of call to and service in ministry, there will be no charge for the pastoral staff. Honorariums are suggested and appreciated for musicians, soloists, accompanists, pianists, and organists; \$150 - \$200 per musician is customary. Please deliver the honorariums to the Coordinator of Care & Bereavement prior to the service.

Video

Video or multimedia presentations of family photographs are welcome at the service. Please adhere to the following guidelines:

- Please deliver your video tribute to the Coordinator of Care & Bereavement 24 hours in advance of service. If the tribute will be shown prior to the start of the service it can be up to 15 minutes in length and will loop until the service begins. If the tribute is to be shown during the service, please limit it to no longer than four (4) minutes in length.

Presentations can be delivered via USB flash drive, external hard drive, or an online storage site (Dropbox, Google Drive, Vimeo, etc). Power Point (.PPT) slide shows are acceptable as long as the .PPT file and all photos are in the same folder. File formats of .MOV or .MP4 are acceptable for video in the following resolutions: 1920x1080 (16:9), 1280x720 (16:9), or 1024x768 (4:3).

- **Guestbook and Memory Table**
A guestbook for attendees to sign will need to be provided by the family. A table containing memorabilia and photos may be available for guests to see prior to entering the service. These items should be delivered to the Coordinator of Care and Bereavement at least 4 hours prior to the start of the service.

Flowers

WC loves flowers. “Flowers are a visual expression of love, sympathy and respect. They are a means of lending support and sharing the burden of grief” (Todd Van Beck).

- Flowers from family and friends should be delivered on the day of the service directly to the location of the service.
- We recommend that a friend or family member take photos of the flower arrangements and include the gift card in the photo.

Please make plans to remove all flower arrangements immediately following the service. We do not keep flowers for display on Sunday services.

- Hospitality**
White's Chapel is available to host a reception (space permitting) for the family and their guests. Upon your request, the White's Chapel Hospitality team will set up, decorate, and provide a light snack consisting of cookies, coffee, water, and tea at no charge to White's Chapel members. White's Chapel is open for outside catering; however, these arrangements need to be made by the family. A housekeeping fee may apply following the reception.
- Parking**
WC has ample parking and wheelchair accessible parking all around the campus. The largest lot is on the east side with an entrance through the “Welcome” doors. The south parking lot is convenient to Founder’s Chapel and to the Sanctuary through the “Gallery” doors. Parking is limited on the west side in front of Grace Chapel. A campus map is included in this packet.

Transition

Pastoral and trained laity care is offered during this time of transition. The offer of Christian care to you through follow-up telephone calls, notes and/or visits can be expected in the months to come.

- White's Chapel conducts on-going means of remembering and honoring a loved one. Three such offerings are a Service of Remembrance in December, a Service of Resurrection at Easter, and grief support groups offered throughout the year.

Important Documents After the Loss of a Loved One

We suggest you locate the important documents after the loss of a loved one.

- Birth Certificate and Marriage License**

The information on a birth certificate is necessary for the death certificate. Having a copy on-hand will expedite the process for the person making funeral arrangements. Both the birth certificate and marriage license are needed to apply for any governmental benefits that survivors may be eligible for. Copies of birth certificates for both spouses may be necessary as proof of eligibility for Social Security or Veteran's benefits. Proof of termination of any previous marriages will also be required.
- Military Information**

Honorable military discharge papers may entitle one to certain benefits. Check with the Veterans Affairs Administration online at www.va.gov or by phone at 214-742-8387 ext. 71399 for current benefits and requirements.
- Social Security Card**

Social Security benefits are not paid automatically. They must be applied for within a specific time frame. For current requirements, call the local Social Security office or the national Social Security office, online at www.ssa.gov or by phone at 1-800-772-1213. If benefits for minor children are being applied for, birth certificates and Social Security numbers will be required.
- Death Certificate**

The funeral home will order copies of the death certificate upon request for use when applying for benefits and changing account information.
- Last Will and Testament/Trust Documents**

We suggest that you seek the advice of the probate court office or a competent estate attorney to assist in legal procedures.

- Insurance Policies**
Look for and/or apply for insurances that may be due to the estate. These can include employers, unions, pension plans, credit card companies, and other sources. Be certain to have policy numbers in hand when applying for these benefits.

- Personal Requests and Wishes**
Check to see if your loved one has made any advance arrangements with a funeral home for burial and/or instructions for their service.

Other Important Personal Documents

- Previous year's tax statement
- Credit cards and credit card billing statements
- Brokerage and financial accounts
- Automobile title and/or bill of sale
- Computer logins and passwords

Tips for Writing an Obituary

Information to Include:

1. Name (e.g., Martin Joseph Thompson, Martin “Buddy” Thompson, etc.)
2. Date of death
3. Memberships (e.g., church, civic, social, etc.)
4. Personal remembrances
5. Survivors (e.g., spouse, children, grandchildren, parents, brothers, sisters, nieces, nephews, etc.)
6. Services (e.g., participants, committal arrangements, etc.)
7. Memorials / Donations
8. Name of funeral home

Example of an Obituary:

John H. Smith, 73, a retired technician, died Tuesday at his home in Southlake. John served as a past chairman of the Grapevine Chamber of Commerce and was a member of the Southlake Rotary Club. Mr. Smith was a member of White’s Chapel United Methodist Church where he served on the Board of Stewards for eight years. John was an avid golfer and enjoyed working in his yard.

Mr. Smith was preceded in death by his parents, Ruby and Jack Smith, of Tyler. Husband to Freda Mansfield Smith of Grapevine, father of Jack Smith and his wife Dorothy of Southlake, Jillian Smith Taylor and her husband David of Colleyville, grandfather of Steven, Elizabeth and Paige Smith of Southlake, and Johnny and Samantha Taylor of Colleyville.

The family will be present Thursday from 6-8:00pm at XX Funeral Home. celebration of life will be held at 10:00 AM on Friday at White’s Chapel United Methodist Church, Southlake, Rev. Betsy Godbold officiating. Interment at Bear Creek Cemetery, Euless.

Memorials may be directed to the Building Fund for White’s Chapel United Methodist Church, 185 S. White’s Chapel Blvd., Southlake, Texas 76092.

Tips for Writing Words of Remembrance

At White's Chapel, our Celebration of Life and Resurrection service has a place within the order of worship for family or friends to offer special remembrances and thanksgivings. Two to three speakers with a combined total length of 10 minutes is requested. We ask that these personal words reflect the goodness and Christian virtues of the individual.

We understand writing Words of Remembrance can be a difficult task; it can be hard to condense a lifetime of experiences into a short time frame. We recommend childhood memories and reminiscences, favorite poems, unique life experiences and even jokes.

White's Chapel reserves the right to intervene should the content or language not be fitting to a Christian service or if the time limit is exceeded.

- What do you want to say?**
Think about the person you are remembering. What memories come to mind? What kind of stories or quotes capture your loved one's personality?

- Write out your thoughts.**
Develop a rough draft, organizing your thoughts into segments. Some people find it useful to use index cards to organize their information. Two pages, typed and double-spaced (Times New Roman Pt. 12) is a good guide to the standard length.

- Practice Delivering the Words of Remembrance.**
Read your words out loud to yourself. This will help you point out any areas that do not sound right or are not appropriate. Practice in front of another person to get their input or deliver it in front of a mirror to get used to saying the words. While speaking, remember to relax and breathe normally. If you get nervous, pay attention to the speed that you are speaking. It is ok to add pauses to collect your thoughts or provide time for the audience to digest your information. Please bring a copy for the officiating pastor in case you cannot continue. It is common to get emotional during delivery. If you start to feel nervous, try to imagine that you are giving the speech only to your loved one. Above all, breathe.

Scripture Readings

Old Testament

Psalm 23 (KJV)

Psalm 73:26

Psalm 100

Psalm 121:1-6

Psalm 139 Selected Verses (NIV)

Proverbs 31:10-12, 25-31(NIV, MSG)

Ecclesiastes 3:1-8

Isaiah 12:2

Isaiah 40:28-31

Jeremiah 29:11-13

Micah 6:8

The Lord is my shepherd

My flesh and my heart may fail

Make a joyful noise to the Lord

Where does my help come from?

O Lord, you know me

A wife of noble character

For everything there is season

Surely God is my salvation

Have you not known, the Lord is the
everlasting God

For I know the plans I have for you

To do justice, to love kindness, walk
humbly

Scripture Readings

New Testament

Matthew 5:1-12	Blessed are the...(the Beatitudes)
Matthew 6:19-21	Do not store up treasures here on Earth
Matthew 11:25-30	Come to me all who labor
Matthew 19:13-15 (NRSV)	Let the little children come to me
Luke 9:23-24	Deny themselves and take up their cross
John 11:25-26	I am the resurrection and the life
John 14 Selected Verses	Do not let your hearts be troubled
Romans 5:1-5 (6-11)	Therefore, since we are justified by faith
Romans 6:3-11	Dying and rising with Christ
Romans 8: 31-35, 37-39 (NRSV)	If God is for us, who can be against us
Romans 14:7-9	For we do not live or die for ourselves
1 Corinthians 13: 4-8a, 13	Love is patient, love is kind
1 Corinthians 15:40-44	There are both heavenly bodies and earthly
2 Corinthians 5:1-11a, 14-20	Away from the body, at home in the Lord
Ephesians 3:14-21	Bow before God; know the love of Christ
Philippians 2:1-4	Therefore, if you have any encouragement
Philippians 3:7-21	The power of Christ's resurrection
Philippians 3:13-14	I press on toward the goal for the prize
Philippians 4:4-7, 13	Rejoice in the Lord always, don't be anxious
Colossians 3:1-17	Raised with Christ
1 Thessalonians 4:13-18	God will bring those who have died
2 Timothy 4:6-8	I have fought the good fight
Hebrews 12:1-2 (1-12)	Since we are surrounded by a great cloud
2 Peter 1:5-11	Add to your faith goodness
1 John 3:1-3	That we should be called children of God

Suggested Traditional Music

Music is a unifying channel which brings comfort to those who grieve and speaks what words cannot express. Music for the worship must reflect this understanding of ultimate hope. For this reason, the officiating pastor, the musician and/or soloist will be happy to assist you with the planning of sacred hymns and music which will suitably celebrate your loved one, while upholding the integrity of the service. Honorariums are suggested and appreciated for musicians, soloists, accompanists, pianists, and organists; \$150 - \$200 per musician is customary. Please deliver the honorariums to the Coordinator of Care & Bereavement prior to the service.

<u>SONG NAME</u>	<u>PAGE</u>	<u>SONG NAME</u>	<u>PAGE</u>
Abide With Me	700	Nearer, My God to Thee	528
All Things Bright and Beautiful	147	O For a Thousand Tongues to Sing	57
Amazing Grace	378	O God, Our Help in Ages Past	117
Be Still, My Soul	534	O Morning Star, How Fair and Bright	247
Because He Lives	364	Shalom to You	666
Blessed Assurance	369	Softly and Tenderly	348
Come Thou Fount	400	Soon and Very Soon	706
Faith of Our Fathers	710	Stand By Me	512
Great is Thy Faithfulness	140	Surely, The Presence	238
Here I Am, Lord	593	Sweet Beulah Land	776-C
His Eye is on the Sparrow	624-C	Swing Low, Sweet Chariot	703
How Great Thou Art	77	The Day of Resurrection	303
Hymn of Promise	707	The Old Rugged Cross	504
I'll Fly Away	779-C	This is a Day of New Beginnings	383
Immortal, Invisible, God Only Wise	103	Turn Your Eyes Upon Jesus	349
In the Garden	314	Up From the Grave He Arose	322
It is Well With My Soul	377	What a Friend We Have in Jesus	526
Jesus, Remember Me	488	When We All Get to Heaven	701
Just As I Am	357		
Leaning on the Everlasting Arms	133		
Lift High the Cross	159		
My Hope is Built	368		

TRADITIONAL SOLOS

Ava Maria
 The Lord's Prayer
 Don't Be Afraid (Taize)

Hymn page numbers are from The United Methodist Hymnal, 2001.

Hymn page numbers denoted with a "C" are from The Celebration Hymnal, 1997.

Suggested Contemporary Music

Music is a unifying channel which brings comfort to those who grieve and speaks what words cannot express. Music for the worship must reflect this understanding of ultimate hope. For this reason, the officiating pastor, the musician and/or soloist will be happy to assist you with the planning of sacred hymns and music which will suitably celebrate your loved one, while upholding the integrity of the service. Honorariums are suggested and appreciated for musicians, soloists, accompanists, pianists, and organists; \$150 - \$200 per musician is customary. Please deliver the honorariums to the Coordinator of Care & Bereavement prior to the service.

<u>Song Name</u>	<u>Artist</u>
Amazing Grace, My Chains Are Gone	Chris Tomlin
Annie's Song	John Denver
Blessed Be Your Name	Matt Redman
Dancing in The Sky	Dani and Lizzy
Fire and Rain	James Taylor
Go Rest High on That Mountain	Vince Gill
Good, Good Father	Chris Tomlin
Home	Chris Tomlin
How Great Is Our God	Chris Tomlin
I Can Only Imagine	Mercy Me
I Will Rise	Chris Tomlin
If You Could See Me Now	Russ Lee
In This Very Room	Carol and Ron Harris
Let It Be	Paul McCartney
Never Alone	Lady Antebellum
Oh Happy Day	Edwin Hawkins
Remember Me	Mark Schulz
Revelation Song	Kari Jobe
Save a Place for Me	Matthew West
Somewhere Over the Rainbow/ What a Wonderful World	Israël Kamakawiwo'ole
Surely The Presence	Lanny Wolf
Tears in Heaven	Eric Clapton
The Line Between the Two	Mark Harris
The Other Side	Colton Dixon
Trust	Matt Hammitt
Turn, Turn, Turn	The Byrds
Untitled Hymn	Chris Rice
With Hope	Stephen Curtis Chapman
You Never Let Go	Matt Redman
You'll Never Walk Alone	Richard Rodgers

Suggested Music for a Child's Service

Music is a unifying channel which brings comfort to those who grieve and speaks what words cannot express. Music for the worship must reflect this understanding of ultimate hope. For this reason, the officiating pastor, the musician and/or soloist will be happy to assist you with the planning of sacred hymns and music which will suitably celebrate your loved one, while upholding the integrity of the service. Honorariums are suggested and appreciated for musicians, soloists, accompanists, pianists, and organists; \$150 - \$200 per musician is customary. Please deliver the honorariums to the Coordinator of Care & Bereavement prior to the service.

<u>Song Name</u>	<u>Artist</u>
Angels Among Us	Alabama
Anything Like Me	Brad Paisley
Braums' Lullaby	Johannes Brahms
Children of the Heavenly Father	Vara, #719-C
Glory Baby	Watermark
Heaven Is The Face	Stephen Curtis Chapman
Hello, Goodbye	Michael W Smith
I Will Carry You	Selah
In This Very Room	Ron Harris
Jesus Loves Me	Anna Warner, #191
Precious Child	Karen Taylor Good
Safe in the Arms of Jesus	Crosby
Surely the Presence	Wolfe, #328
You Are My Sunshine	Davis & Mitchell

Hymn page numbers are from The United Methodist Hymnal, 2001.

Hymn page numbers denoted with a "C" are from The Celebration Hymnal, 1997.

Revisions:

2/1/2018 Page 4: added video format of MP4.