



HOLY TRINITY

LUTHERAN CHURCH

1300 East Main Street
New Prague, MN 56071
952.758.3513
www.holytrinityonline.org

FUNERAL/MEMORIAL POLICY & PLANNING GUIDE

SCHEDULING A FUNERAL AT HOLY TRINITY

Funerals are scheduled on the availability of the church to all members and non-members of Holy Trinity and are subject to the availability of a pastor. Please contact the office to check for the church and pastor's availability at 952-758-3513, or office@holytrinityonline.org. A meeting with the pastor and family will be needed to discuss the order of service for the funeral.

GENERAL INFORMATION

Christian Service for: *first, middle, last (maiden)*

Date of Funeral/Memorial Service: _____ Time of Service: _____

Visitation at Funeral Home or Church? (*Date/Time*): _____

Location of Service: _____ Church _____ Funeral Home: _____

Clergy Officiate: _____

Primary Family Contact: _____

Phone: _____ Email: _____

Immediate Family:

HTLC Member: _____ Yes _____ No Baptized? _____ Yes _____ No

Date of Death: _____ Funeral Home Name: _____

Burial/Inurnment (location and timing): _____ Yes _____ No _____

Military Honors: _____ Yes _____ No Location of Military Honors: _____

Preferred Memorials to:

_____ Holy Trinity Lutheran Church

_____ Memorial Fund (typically funds a special project)

_____ Endowment Fund

_____ Other Non-HTLC Organization: _____

WORSHIP PREFERENCES (Ideas for music and Scripture)

Prelude

Gathering/Opening Litany

Processional Hymn: _____

Greeting

Prayer of the Day

Scripture Reading(s) and Reader(s): _____

(Optional) Special Music: _____

(Optional) Eulogists - maximum of 3: _____

The Gospel Lesson (determined by the pastor)

The Message

Hymn of the Day (or Special Music): _____

The Apostles' Creed

The Prayers

The Lord's Prayer

The Commendation

Announcements

Blessing

Recessional Hymn: _____

Postlude

IDEAS FOR MUSIC & SCRIPTURE:

Music

- Amazing Grace
- Borning Cry
- Give Me Jesus
- Holy, Holy, Holy
- I know that my Redeemer Lives
- Lift High the Cross
- Softly and Tenderly Jesus is Calling
- Thine is the Glory
- When Peace Like a River
- Blessed Assurance
- Children of the Heavenly Father
- Great is Thy Faithfulness
- How Great Thou Art
- I'll Fly Away
- On Eagle's Wings
- Take My Life and Let It Be
- What a Friend We Have in Jesus

Scripture

- [Job 19:23-27](#) - I know that my Redeemer lives
- [Isaiah 25:6-9](#) - He will swallow up death forever
- [Isaiah 40:1-11](#) - Comfort, o comfort my people
- [Psalm 23](#) - The Lord is my Shepherd
- [Psalm 121:1-8](#) - I lift my eyes up to the hills
- [Ecclesiastes 3:1-8](#) - For everything there is a season
- [Romans 8:31-35, 37-39](#) - Nothing can separate us from the love of God
- [Romans 14:7-8](#) - Whether we live or die, we are the Lord's
- [1 Corinthians 15:51-57](#) - O death, where is thy victory?
- [Ephesians 2:1-10](#) - By grace you have been saved through faith
- [Philippians 3:20-21](#) - Our citizenship is in heaven
- [2 Timothy 4:7-8](#) - I have fought the good fight, I have finished the race
- [Hebrews 12:1-2](#) - Surrounded by so great a cloud of witnesses
- [Revelation 21:1-7](#) - And God shall wipe away all their tears
- [Revelation 22:1-5](#) - We will see him face to face

RECEPTION PREFERENCES

Reception at HTLC following the service: _____ Yes _____ No

Reception Date & Time: _____

Reception Location: _____ Holy Trinity _____ Other: _____

Number of People Anticipated to Attend the Reception: _____

Type of Reception: _____ Refreshments (beverages, dessert)
_____ Meal (scalloped potatoes/ham or sandwiches)

HOSPITALITY ON THE DAY OF A FUNERAL

Set-up: Set-up is usually in the narthex right outside of the sanctuary. The church has easels, plant stands, a card box, small end tables, and tablecloths available upon request.

Nursery: The Nursery will be available to the family and congregation the day of the funeral. HTLC will not provide a nursery attendant. Each family will be responsible for their own children.

Family Room: A room for family will be available on the day of the funeral.

NO SMOKING, NO ALCOHOL, DRUG-FREE FACILITY.

Drug or alcohol use is not permitted anywhere on the church campus, including the parking lot. Smoking is allowed in the parking lot provided you dispose of waste properly. Alcohol exceptions may be made for special church events if approved by leadership and proper precautions are taken.

FUNERAL EXPENSES: On-Site

	Fee	Paid to
Building use and staff support	\$500	Holy Trinity Lutheran Church
Visitation (2nd day/time)	\$250	Holy Trinity Lutheran Church
Funeral Refreshments <u>or</u> Funeral Meal	\$1.25 per person \$4.75 per person	Holy Trinity Lutheran Church

FUNERAL EXPENSES: Off-Site at Funeral Home

	Fee	Paid to
Pastor only	\$200	Funeral Home