



Messiah Lutheran Church

Evangelical Lutheran Church in America

Funeral/ Memorial Planning

Name of Deceased: _____

Deceased' Birthdate: _____ Date of Death: _____

Relationship to Messiah: _____

Family Contact Person: _____

Contact Phone: _____ Contact Email: _____

WORSHIP PLANNING

Calling Hours/ Wake Date & Time: _____ Location: _____

Service Date & Time: _____ Location: _____

Cemetery/ Columbarium Location: _____

Acolyte: _____ Soloist: _____

Reader(s): _____

Ushers: _____

Other Worship Assistants: _____

Musician: (check one)

Church musician Other musician (Name: _____)

Entrance Music: _____

Opening Procession: (yes/no) _____ Gathering Option: _____

Thanksgiving for Baptism Option: _____ Prayer of the Day Option: _____

Reading(s): _____

Hymn of the Day: _____

Apostles Creed: (yes/no) _____ Holy Communion Setting #: _____

Thanksgiving at the Table Option: _____

Sending Music: _____

Family Joins for Commendation: (yes/ no) _____ Closing Procession: (yes/no) _____

Committal Reading: _____

Prayer Option: _____ Closing Lord's Prayer: (yes/no) _____

FOR OFFICE USE ONLY

Meeting/ preparation dates: _____

Reception Location: _____

Reception Type: (circle one) Coffee Hour, Lunch, Catered Number Attending: _____

Pastor Presiding: _____

NOTIFICATIONS & TASKS

- | | |
|---|--|
| <input type="checkbox"/> Added to parish calendar (Google and physical)? | |
| <input type="checkbox"/> WELCA notified? | WELCA Contact: _____ |
| <input type="checkbox"/> Sextant notified? | <input type="checkbox"/> Sextant paid? |
| <input type="checkbox"/> Musician notified? | <input type="checkbox"/> Musician paid? |
| <input type="checkbox"/> Altar Guild notified? | <input type="checkbox"/> Entered into parish register? |
| <input type="checkbox"/> Honorarium paid (if requested)? | <input type="checkbox"/> Property Committee notified? |
| <input type="checkbox"/> Removed from newsletter list, birthday list, prayer list, offering envelopes and C & C list? | |
| <input type="checkbox"/> Recorded on list of Pastoral Acts for Annual Report? | |
| <input type="checkbox"/> This form was filed in the Parish Administrator's office on the following date: _____ | |