

# Funeral Planning Guide



Now may the Lord of peace himself  
give you peace at all times in every way.

2 Thessalonians 2:16



It is our desire at North Heights Lutheran Church to assist you during this time of loss and grief. Pastors and support staff are available to uphold you with prayer and personal contact:

- ~ during the dying process of a loved one,
- ~ during the planning stages of the funeral or memorial service,
- ~ through your grief and adjustment to life without your loved one.

Our funeral coordinator will work in cooperation with the mortuary of your choice to make all burial or cremation arrangements. Several funeral homes are included on page 9.

A funeral service is multifaceted. It can be a time of healing as well as a time to grieve. Equally important is celebrating the life of the deceased and honoring their memory. The celebration continues as we reflect on the new life that God's children have through faith in Jesus and baptism into His death and resurrection.

This booklet has been designed to guide you through the process of planning a funeral and to help answer questions you may have.

## Contacting the Church

If a death occurs or there is a pending death, please call North Heights to inform us 24/7 at 651-797-7800. After office hours, follow the prompt to contact the answering service which will notify a pastoral staff member.

The North Heights funeral coordinator will work alongside you and your family in an effort to make the funeral service and events surrounding it as pleasant as possible. A meeting will be arranged by the funeral coordinator along with the pastor of your choice as well as any family members participating in the planning of the service.

## Scheduling the Date, Time & Location

Funerals may be scheduled in the:

- ~ Roseville Sanctuary (seats 400+)
- ~ Arden Hills Chapel (seats 240)

While every effort is made to accommodate the family's wishes, the location reserved will depend on availability of space. Room and space reservations will be handled by the funeral coordinator and should be secured as quickly as possible. Scheduling a location generally takes place in coordination with the funeral home. A time of visitation is often held prior to the service. If a burial is to take place, it may occur immediately after the service, after a luncheon or refreshments, or in subsequent days. The funeral home will assist in scheduling specifics of the interment. Arrangements should be finalized with the funeral coordinator in coordination with the pastor before a public announcement is made.

## Planning the Service

The Pastor and/or funeral coordinator will assist you in planning the service. Here is a suggested outline:

Prelude

Processional

Welcome & Opening Prayer

Solo, Worship Song or Hymn

Scripture Reading

Apostles' Creed

Scripture Reading

Solo, Worship Song or Hymn

Time of Remembrance (*tribute from family or friends/video presentation*)

Solo, Worship Song or Hymn

Message

Solo, Worship Song or Hymn

The Lord's Prayer

Benediction

Recessional

Postlude

# Suggested Scriptures for a Funeral

## PSALMS

Psalm 23  
Psalm 46  
Psalm 84  
Psalm 90  
Psalm 103  
Psalm 121

## OLD TESTAMENT

Job 19:23–27a  
Isaiah 40:28–31  
Lamentations 3:21–26, 31–32  
Ecclesiastes 3:1–8

## GOSPELS

Matthew 11:25–30  
Matthew 25:1–13  
John 5:24–29  
John 6:35–40  
John 11:25–27  
John 12:23–26  
John 14:1–6

## NEW TESTAMENT

Romans 5:1–11  
Romans 5:17–21  
Romans 8:31–35, 37–39  
Romans 14:7–9  
1 Corinthians 15:12–26  
1 Corinthians 15:50–57  
Philippians 3:20–21  
1 Thessalonians 4:13–18  
1 Peter 1:3–9  
1 John 3:1–2  
Revelation 7:9–17  
Revelation 21:1–7  
Revelation 22:12–17, 20–21

# Worship Music Ideas

The music for a funeral service may consist of congregational singing, a soloist, or CD music (provided by the family). North Heights makes every effort to obtain a keyboard player (piano or organ) or soloist, if desired. Please inform the funeral coordinator as soon as possible if there is need for a North Heights musician.

## HYMNS

All Hail the Power of Jesus' Name  
Amazing Grace  
A Mighty Fortress  
Beautiful Savior  
Blessed Assurance  
Children of the Heavenly Father  
Great Is Thy Faithfulness  
Holy, Holy, Holy  
How Great Thou Art  
I Know That My Redeemer Lives  
I Need Thee Every Hour  
I'll Fly Away  
In the Garden  
It Is Well With My Soul  
Just a Closer Walk With Thee  
My Hope Is Built on Nothing Less  
Nearer My God To Thee  
O God, Our Help in Ages Past  
Rock of Ages  
Savior, Like a Shepherd Lead Us

Softly and Tenderly  
Take My Life and Let it Be  
The Old Rugged Cross  
What a Friend We Have in Jesus

## CONTEMPORARY WORSHIP

10.000 Reasons/Bless the Lord  
Amazing Grace (My Chains are Gone)  
Exalt the Lord Our God  
Glorify Thy Name  
He Is Exalted  
I Can Only Imagine  
I Exalt Thee  
If You Could See Me Now  
I Will Rise  
Jesus, We Enthroned You  
Magnify the Lord and Sing  
On Eagle's Wings  
Open My Eyes, Lord  
Untitled Hymn

## Service Bulletin

The family is asked to create the service bulletin. The funeral coordinator will assist with the content and details. The bulletin contains:

- ~ Order of service
- ~ Words to congregational songs

Optional:

- ~ Place of burial
- ~ List of pallbearers
- ~ Invitation to lunch or refreshments
- ~ Short life story of the deceased
- ~ Meaningful poem or scripture

Sample bulletins are available for review. Receiving bulletin information via email is preferred.

## Music

North Heights provides a pianist and soloist if requested or family members and friends who are musically gifted may play or sing as they are able. Although North Heights has a sizable music library, it certainly does not contain all pieces of music. If an unfamiliar song is requested, be prepared to provide the sheet music to the keyboard player and/or soloist.

## CD Recordings

An audio CD recording of the funeral service will be given to the family at no charge.

## Honorariums

The officiating pastor and musicians are paid by the family on an honorarium basis. Checks should be made out to each individual. Suggested honorarium amounts:

Pastor ~ \$150–250

Musician ~ \$100–150

Funeral Coordinator ~ \$200

Sound Tech ~ \$100

## Memorials

If you would like a portion of memorial money received to be designated to North Heights, talk to the funeral coordinator or pastor about your desired designation(s). Envelopes specific to North Heights are available for guests to designate funds to ministries of their choice.

# Luncheon

At the family's request, the North Heights catering and food service will provide a luncheon after the funeral or burial. The menu listed below is for the Arden Hills facility only. The Roseville facility uses outside caterers. Names can be obtained from the funeral coordinator.

## DELI LUNCHEON

**\$7.50/person + tax**

- Deli Meats & Cheeses
- Potato Chips
- Buns
- Cookies
- Ice Water/Lemonade/Coffee

## HOTDISH

**\$7.50/person + tax**

- Hamburger/Tomato Hotdish
- Dinner Salad
- Dinner Roll
- Cookies
- Ice Water/Lemonade/Coffee

## CHICKEN WILD RICE SOUP

**\$8/person + tax**

- (Must provide two servers per 60 people)*
- Chicken Wild Rice Soup
- Dinner Salad
- Dinner Roll
- Cookies
- Ice Water/Lemonade/Coffee

## BAKED CHICKEN

**\$8.50/person + tax**

- Baked or Breaded Chicken Breast
- Mashed Potatoes & Gravy
- Steamed Vegetables
- Dinner Roll
- Cookies
- Ice Water/Lemonade/Coffee

## DESSERT ONLY

**\$5.00/person + tax**

- Bars/Cake/Cookies
- Ice Water/Lemonade/Coffee



It is our sincere desire to accommodate each family's wishes to the best of our abilities. Requests outside of the menu will be considered on a case by case basis by food services.

Although it is impossible to calculate the exact number of people that will attend the luncheon, there are factors that can be considered to estimate attendance with a fair degree of accuracy. The number of meals ordered will dictate the total cost.

Due to current Health Department regulations, we are unable to allow any North Heights catered food to leave our premises. However, we make every effort to utilize food leftovers in every way possible.

For liability purposes, food must be provided by the food service department or an approved professional caterer. If friends arrive with homemade food, it cannot be served at North Heights. Please plan to bring it home for use in the days following the funeral.

## Day of Service

The funeral coordinator will assist the funeral home staff and family in setting up for the visitation and service. These are available for your use:

- ~ Guestbook stand (book provided by the family)
- ~ Card basket
- ~ Memorial envelopes
- ~ Easels for display of picture boards
- ~ Table(s) to display memorabilia

A private room is reserved for family members. The pastor will meet with family 5–10 minutes prior to the service to pray and begin the processional.

## Grief & Loss

Once the funeral is over, adjusting to living each day without your loved one begins. Remember that grief is a process. A wide range of emotions may be experienced for months and sometimes years beyond the death.

The Grief Support group at North Heights is available to help during this time by gaining insight into the grief process and by experiencing the support of others enduring similar emotions and adjustments.

North Heights Celebration Books & Gifts store and library have many helpful books on death and grief for all ages.

## Twin Cities Funeral Homes

Any number of funeral homes are available to serve your needs during this time. Here are a few that North Heights has an established working relationship with over the years:

### **Anderson Funeral Home & Cremation Services**

651-776-2761

[andersonfuneralhome.com](http://andersonfuneralhome.com)

### **Bradshaw Funeral & Cremation Services**

651-489-1349

[bradshawfuneral.com](http://bradshawfuneral.com)

### **Holcomb Henry Boom Funeral Homes & Cremation Services**

651-482-7606

[holcombhenryboom.com](http://holcombhenryboom.com)

### **Mueller-Bies Funeral Home**

651-487-2550

[muellerbies.com](http://muellerbies.com)

### **Roseville Memorial Chapel**

651-631-2727

[ohalloranmurphy.com](http://ohalloranmurphy.com)

### **Sunset Funeral Home & Cremation Services**

612--789-3596

[sunsetfuneralservices.com](http://sunsetfuneralservices.com)

### **Washburn-McReavy Funeral Chapels & Cremation Services**

612-377-2203

[washburn-mcreavy.com](http://washburn-mcreavy.com)

If a death occurs after office hours  
or on a weekend, contact  
North Heights Lutheran Church at  
**651-797-7800**  
and follow the prompts.



1700 West Highway 96, Arden Hills, MN 55112  
2701 Rice Street, Roseville MN 55113  
**NHLC.org | 651-797-7800**