



MEMORIAL SERVICES GUIDE

A helpful how-to during this time of loss.





Let Us Help Honor Your Loved One.

Losing a loved one is a stressful time full of questions and—unfortunately—responsibilities. Often, you don't know what to do. That's why we've created this helpful guide to walk you through the steps of organizing a memorial service that not only honors your loved one, but also speaks words of faith in Jesus Christ to the congregation.

Your First Steps.

At the time of death, you will need to make the following phone calls:

1. The funeral home:

There are many caring professionals at local funeral homes who will help you with the details of planning a funeral. Write down the funeral home's phone number here for reference later: _____

2. Asbury:

Call the church at **918.492.1771** or **Asbury's Bereavement Coordinator Sheryl Martin** at **918.381.5659** and let us know what has happened. We will begin the process of helping you plan the memorial services, including contacting a pastor.

3. Asbury Discipleship Community:

If you or your loved one was involved in an Asbury community, you will want to contact them to let them know what has happened so they can support you and your family in prayer.



THINGS TO CONSIDER

Pre-planning with the funeral home is very helpful. The service date and time should be finalized as soon as possible so out-of-town family and friends will have time to plan. After establishing the service time, you will visit with the funeral home to make preparations.

You will also want to visit with the pastor about the service. Asbury's staff will assist you in coordinating all details for the memorial service.

The following questions will help you with decisions to be made:

1. Do I want the service at Asbury?

At Asbury, we believe that this life is not over when the body is left behind. For that reason, we have a long tradition of separating interment from the memorial service. This is why we do not have either casket or urn present in the Chapel/Sanctuary during the memorial service. If you have further questions, feel free to talk to a pastor or the funeral coordinator.



Graveside/interment usually occurs about one hour before the memorial service. Normally, only the family and close friends attend. The pastor presides over the interment which lasts only a few minutes. Scripture and a committal prayer are offered. Sometimes, the pastor invites others to briefly share their thoughts about the deceased. Afterward, you go to the church for the memorial service.

Services are traditionally held in Mason Chapel, but you may discuss exceptions with the Bereavement Coordinator. Also, an Asbury pastor may officiate at another location (funeral home, graveside, etc.). If you choose to have a service at the funeral home or at the graveside, then that needs to be cleared only with the funeral home and the pastor conducting the service.

2. What time/day can I have the service?

Monday 1-3 pm

Tuesday/Wednesday 10 am-3 pm

Thursday 2-3 pm (during the school year)

Friday 10 am-3 pm

Saturday 10 am-2 pm

3. How soon after death should the service be scheduled?

The service should be scheduled at least three days after death in order to provide time for proper planning and to allow out-of-town guests an opportunity to attend. If cremated, you can wait as long as necessary.

4. How do I purchase a niche in Asbury's columbarium?

Contact **Jenny Stevens at 918.392.1124**. A niche can be purchased upon death or as part of the pre-planning process. It will take 3-5 days to obtain an engraved marker, urn and nameplate.

5. Obituary

You may want to write an obituary for the *Tulsa World* and/or the local paper where your loved one lived (for example, if they lived in Broken Arrow or another Tulsa suburb). Some of our pastors will amplify this obituary, using your words as their guide. Your funeral home can help you with the details.

PLANNING THE SERVICE

The day of the memorial service is difficult; saying goodbye to a loved one is not easy. But remember, the memorial service is a celebration of that person's life and life eternal for us all, and those are the thoughts that should be the lasting memory of this difficult day. Because of this, it's important to carefully plan the contents of the memorial service.

If you have your service at Asbury, we will provide a bulletin which includes a Call to Worship, a greeting, the Apostles' Creed, a congregational prayer and the Lord's Prayer. But there are other things you should consider for your service:

1. Do I want a video/slideshow?

If so, you may have the video produced at Asbury or elsewhere. Regardless of where the video is produced, an Asbury pastor must approve the music.

If Asbury produces the video, we recommend a 5- to 7-minute video which would include 55-60 pictures and 2-3 songs. Pictures/songs are needed at least 72 hours prior to the service. We require photos (scanned) on disc or actual photos (put in the order to be viewed). We need songs on CD or flash drive provided in the order to be played. Asbury can download songs but cannot guarantee the artist/album you selected.

If your video is produced elsewhere, Asbury needs it on flash drive/disc/email, preferably in mp4 format, at least 24 hours prior to service.

2. Do I have specific scriptures I want read? And hymns/worship songs I want the congregation to sing?

Discuss with the pastor.

3. Do I want someone to sing a solo/play an instrument?

Only an Asbury's organist may play the organ. You may invite your own pianist/singer/other instrumentalist.

4. Do I have to get my own musicians/pastor/sound tech/ushers, etc.?

No, you don't have to worry about that if you don't want to. Asbury's Bereavement Coordinator can coordinate getting all the needed personnel for a service at Asbury. If you have specific people you would like to be involved in the service as musicians/ushers, please notify the Asbury Bereavement Coordinator.

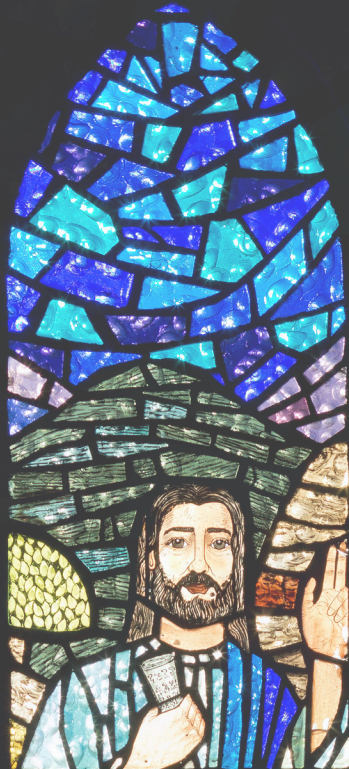
5. Do I want a specific pastor to officiate?

You may select two/three choices of Asbury pastors, to allow for their availability. Check with Asbury Bereavement Coordinator regarding a pastor from another church/denomination.

6. Do I want someone besides the pastor to speak? A relative, friend, or business associate?

You may want a relative, friend, or business associate to speak (a "eulogy") in addition to the pastor. This is certainly appropriate, but also consider having something written down which the pastor could read. It is often quite difficult for family members to deliver the eulogy for a loved one. Your Asbury pastor will gladly guide you in preparing the eulogy.





OTHER QUESTIONS TO ANSWER

As you can see, there are many details to consider when planning a service. Here are some more questions you'll want to answer:

1. Do I want a cookie reception after the service?

This will give you an opportunity to visit with the people who attended the service. Cookie receptions are held in the main foyer, CLC (Community Life Center) or Family Room. Usually the Asbury Discipleship Community will provide a reception. If the deceased or family member is not part of a Community, Asbury's Reception Ministry will host.

2. Do I want a meal for the immediate family?

Your Discipleship Community provides either a meal OR the cookie reception mentioned above. If you are having the meal catered, the Asbury Bereavement Coordinator can arrange a room (either the CLC or Family Room).

3. Do I provide the guest book?

The funeral home usually provides one. If you are not using a funeral home, Asbury will provide the guest book, or you may bring one of your own choosing.

4. Do I provide the flowers?

This is your choice; florists may deliver to the south entrance the day before or the Chapel the day of the service.

5. What happens with the flowers?

There is no flower ministry at Asbury. Generally, the family/funeral home takes all flowers immediately following service. However, if flowers are left at Asbury, we will dispose of them.

6. Can I have a picture on the bulletin? Obituary? Memorial donation designation? Poem?

Asbury does not print a picture on our bulletin, but the funeral home may be able to print a picture on the memorial folder. A memorial donation designation can be included, if desired. Check with the Asbury Bereavement Coordinator regarding space for obituary, poetry, etc.

One of the biggest questions loved ones face during this time is costs. Your funeral home will be able to answer any questions you have about the cost of a casket, urn, plot, and other funeral expenses. As for the memorial service itself, Asbury charges the following:

If DECEASED is a member of Asbury:

Pastor	Voluntary honorarium; suggested \$150 for service, \$200 for service and graveside
Organist	\$150
Pianist	\$100-\$150 (individual fees may vary)
Soloist	\$75-\$100 (individual fees may vary)
Video	\$250 (to create from pictures)
Song Leader	\$50 (if no soloist, and pastor is not comfortable leading congregational singing) <ul style="list-style-type: none">• Facility, Coordinator, Sound Tech provided

If DECEASED is related to Asbury member:

Facility fee	\$250 (Chapel) \$500 (Sanctuary)
Pastor	Voluntary honorarium; suggested \$150 for service, \$200 for service and graveside
Coordinator	\$200
Organist	\$150
Sound tech	\$100 (Friday or Saturday)
Pianist	\$100-\$150 (individual fees may vary)
Soloist	\$75-\$100 (individual fees may vary)
Video	\$250 (to create from pictures)
Song Leader	\$50 (if no soloist, and pastor is not comfortable leading congregational singing)

If DECEASED is a non-member with a connection to Asbury:

Facility fee	\$500 (Chapel) \$1,000 (Sanctuary)
Pastor	Voluntary honorarium; suggested \$150 for service, \$200 for service and graveside
Coordinator	\$200
Organist	\$150
Sound tech	\$100 (Friday or Saturday)
Pianist	\$100-\$150 (individual fees may vary)
Soloist	\$75-\$100 (individual fees may vary)
Video	\$250 (to create from pictures)
Song Leader	\$50 (if no soloist, and pastor is not comfortable leading congregational singing)



***So also you have sorrow now,
but I will see you again, and your
hearts will rejoice, and no one will
take your joy from you.***

John 16:22

Sheryl Martin
Bereavement Coordinator

Direct: 918.392.1144
Cell: 918.381.5659

funerals@asburytulsa.org



Asbury United Methodist Church
6767 S. Mingo Road, Tulsa, OK 74133
918.492.1771 | asburytulsa.org



facebook.com/asburytulsa
twitter.com/asburytulsa
instagram.com/asburytulsa