MEMORIAL SERVICE PLANNING SHEET

Full Name of Deceased: _____

How Name Should Appear on Bulletin Cover? ☐ as above or _____

Date and Time of Service:_____

Place of Service: _____ **Expected # of attendees?**_____

Date of Birth (month/day/year): _____

Date of Death (month/day/year): _____

Cause of Death: _____

Last Residence Address of Deceased: _____

Place of Interment: _____

Date and Time of Interment:_____

Type of Service
☐ Funeral (Casket or Ashes present)
or
☐ Memorial (No casket or ashes present)

☐ Rite II or ☐ Rite I
☐ Holy Eucharist
☐ Other _____

Music
☐ Yes or ☐ No

If yes, ☐ Organ, ☐ Piano or

☐Other _____

Type of music: _____
_____

Musician (if other than parish Music Director):
_____

_____

Soloist(s)? _____
_____

Servers
Presider: _____

Preacher: _____

Acolyte: _____

Readers: _____

_____

Chalice Bearer(s):_____

_____

Ushers: _____

_____

Altar Guild: _____

_____

Other clergy?_____

Reception
☐ Immediately following the service.

(Location: _____)

☐ At a later date and time: _____

(Location:_____)

☐ None

Liturgy Choices:

Opening Hymn: _____

Old Testament   (Please check one from the list below or list alternative passage)

Person to read lesson: _____

☐ Isaiah 25: 6-9   ☐ Isaiah 61:1-3   ☐ Lamentations 3:22-26, 31-33
☐ Wisdom 3:1-5, 9   ☐ Job 19:21-27a   Other passages_____

Hymn (optional):_____

Psalm
Person to lead Psalm: _____

☐ Psalm 42:1-7   ☐ Psalm 46   ☐ Psalm 90:1-12
☐ Psalm 121   ☐ Psalm 130   ☐ Psalm 139: 1-11
☐ Psalm 23   ☐ Psalm 27   ☐ Psalm 106   ☐ Psalm 116

Epistle Passage (Please check one from the list below or list alternative passage)

Person to read lesson: _____

☐ Romans 8:14-19,34-35,37-39   ☐ II Corinthians 4: 16-5:9
☐ 1 John 3:1-2   ☐ Revelation 7:9-17   ☐ Revelation 21:2-7

Gospel Hymn: _____

Gospel Passage (Please check one from the list below or list alternative passage)

Person to read lesson: _____

☐ John 5:24-27   ☐ John 6:37-40   ☐ John 10:11-16   ☐ John 11:21-27   ☐ John 14:1-6

Eulogy by friend or family member?_____

Who will lead Prayers of the People? _____

Offertory Hymn (if Eucharist):_____

Eucharistic Prayer   _____

    Sanctus   _____

    Great Amen   _____

    Lord's Prayer   _____

    Fraction Anthem _____

Communion Hymn(s):   _____

_____

Closing Hymn: _____

Notes: _____

_____

Bulletin

The bulletin for the service should include:

Photo ☐ to be provided by _____

Poem ☐ _____

Quote ☐ _____

Other ☐ _____

Notes about where the above fit into the service: _____

_____

Flowers

Types:_____

Provided by? _____

Donations in lieu of flowers? To: _____

Colors/ themes

_____

Other specific requests:_____

_____

_____

_____

_____

_____

_____

_____

_____

Next of Kin Contact Information:

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Address: _____

Phone: _____ Email: _____