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FUNERAL  
PLANNING  
BOOKLET

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First Church is here for you and your family during this time of loss and grief. The following First Steps will guide you through this difficult time as you plan the service for your loved one.

## First Steps

*Please Note: Deceased must be affiliated with the family of First United Methodist Church, must be full member in good standing. Active members are defined as those whose membership resides with First Church, and have a record of financial support in the life and ministry of the church.*

1. Please contact the Church Office (850.432.1424) and inform us of the passing of your loved one. In the event that the Church Office is closed, please contact Ginger Raines, Senior Pastor's Secretary (850.259.3177). At that time, please inform us if you would like to hold the service/reception at First United Methodist Church of Pensacola. Please provide name and contact information (email and phone).
2. Ginger Raines, Senior Pastor's Secretary, will follow up with you about the following questions:
  - a. What is your desired date and time of service?  
*(Minimum 48 hours after death. No Saturdays, High Holy Days, or observed holidays)*
  - b. Who is your desired presiding pastor?
  - c. What funeral home will be providing services?
  - d. Will you be having a funeral or memorial service?
  - e. Will you be having a reception at First Church?
  - f. Will you be having a visitation at First Church?
  - g. Will your loved one be interred in the Columbarium?
  - h. Will you be providing altar flower arrangements for the service?

*A follow up meeting (step 4) will be scheduled with Ginger to discuss additional details needed for bulletin & service.*

3. After the date and time have been confirmed with necessary parties (ie. Pastors & church calendar), you will be contacted by Mici Kuba, Facilities & Event Coordinator. Mici will be confirming details regarding the service and reception (if needed) such as:
  - a. Photo Table and Video Slideshow
  - b. Reception Menu
  - c. Vendor Coordination (ie. Caterers, Florists, Funeral Home)
4. During this follow up meeting with Ginger, you will need to provide the following:
  - a. Obituary & Photo of deceased (if desired) for back of bulletin  
*(Email to [KHall@FUMCPensacola.com](mailto:KHall@FUMCPensacola.com))*
  - b. Special memories of your loved one that you would like mentioned during the sermon.  
*(Email to [GRaines@FUMCPensacola.com](mailto:GRaines@FUMCPensacola.com))*
  - c. Available date/time to meet with presiding pastor and music director to discuss order of worship.
  - d. Assigning Funeral Hostess
5. Meet with presiding Pastor and Music Director separately to discuss the order of worship (see back pages). The Music Director must confirm all music selections. A list of appropriate music is provided on next page if needed.

***For more detailed information about funeral planning please see [A Guide for Death and Loss](#) or visit [FUMCPensacola.com/Funerals](http://FUMCPensacola.com/Funerals).***







# **SERVICE OF DEATH & RESURRECTION**

for

**First and Last Name**

Date of Service

## **PRELUDE**

## **THE WORD OF GRACE AND GREETING**

## **\*HYMN**

## **\*OPENING PRAYER**

## **PSALM 23**

The Lord is my shepherd; I shall not want.

He maketh me to lie down in green pastures:  
he leadeth me beside the still waters.

He restoreth my soul:

he leadeth me in the paths of righteousness for his  
name's sake.

Yea, though I walk through the valley of the shadow of  
death, I will fear no evil: for thou art with me;  
thy rod and thy staff they comfort me.

Thou preparest a table before me  
in the presence of mine enemies:  
thou anointest my head with oil;  
my cup runneth over.

Surely goodness and mercy shall follow me  
all the days of my life;  
and I will dwell in the house of the Lord for ever.

## **WITNESS**

**\*GOSPEL LESSON**

John 14:1-7, 15-17, 27

**SERMON**

**\*AFFIRMATION OF FAITH**

**No. 881**

“The Apostles’ Creed”

**\*GLORIA PATRI**

**No. 70**

“Glory Be to the Father”

**PRAYERS OF COMMENDATION  
AND THANKSGIVING**

**No. 874**

**THE LORD’S PRAYER**

**\*HYMN**

**\*BENEDICTION**

**\*POSTLUDE**

\*Please Stand

*You are invited to a reception in The Wright Place following the service.*



FIRST UNITED METHODIST  
CHURCH OF PENSACOLA

SEPTEMBER 2024