

Memorial Service Planning Guide



MISSION HILLS CHURCH

In Ecclesiastes 3:2, the Bible tells us that there is “a time to be born and a time to die.” Even knowing that death is part of God’s plan can’t really prepare us for the onslaught of emotions we encounter with the loss of someone we love. Planning a service that will honor your loved one and celebrate their life can be a bit daunting in the midst of your grief. Mission Hills is honored to walk alongside you in this process. This booklet was created to assist in the planning of a service.

CONTACTS

Care Pastor

Joel MacFarland | jmacfarland@missionhills.org

Care Coordinator

Leslie Samson | lsamson@missionhills.org | 303.953.7174

Tech Director

Aaron Miller | amiller@missionhills.org

Programs

Laura Sexson | lsexson@missionhills.org

DUE DATE

Please submit all requested items by: _____

It is important to get content you wish included in the service in a timely manner to enable us to have sufficient time to be able to put together the best celebration of life service possible.

» Please email all content for your program
(selected scriptures, pictures, song titles and artists, speakers, etc.) to:
Laura Sexson, Joel MacFarland, and Leslie Samson.

» Please email all tech and music requests
(slide show, selected songs and artists, live music needs, etc.) to:
Aaron Miller and Leslie Samson.

PLANNING THE SERVICE

To plan your loved one's service, you will first meet with the officiating pastor and Care Coordinator. Here, we will review logistics and content for the service and reception. We welcome your ideas as we seek to make your service both personal and meaningful for those that attend.

DAY OF THE SERVICE

On the day of the service, please plan to arrive at the church an hour before it is scheduled to begin. This will allow time to ensure the sanctuary is prepared to your satisfaction, the memorabilia table (if desired) is set up, and that family and close friends have time to gather before other guests arrive. A private room will be available for family and close friends before the service. We encourage people to gather in this room 30 minutes before the service begins. Programs, water, and snacks will be provided.

Approximately 10 minutes before the service, the pastor will meet with you in this room to review the order of service, answer any remaining questions, and pray with you. You will then be led into the service by the pastor to reserved seating.

MEMORABILIA TABLES

We are happy to provide covered tables, table easels, and floor easels for you to display personal items that give people a special glimpse into the life of your loved one. Examples might include:

- Pictures
- Trophies and Awards
- Family Keepsakes
- Favorite Sport Memorabilia
- Hobbies
- Etc.

GUEST BOOK

Mission Hills does not provide a guest book. However, you are welcome to bring one. A guest book can, typically, be provided by your mortuary or retailer.

LIVESTREAM AND RECORDING

We are happy to livestream and record the service. Those interested in watching the service live, can do so online. A recording of the service will also be made available to a designated person to then distribute at their discretion.

missionhills.org/streaming

SERVICE NOTIFICATION

With family permission, Mission Hills can announce the service date and time on the memorial service portion of our website and send a text notification to those that have requested one.

RECEPTION

After the service, a reception is a great way to connect with those that come to support you during this time. If you choose to have a reception at the church, we will gladly provide an appetizer table, with plenty of food for your guests, as well as a water and coffee station. You are welcome to arrange alternative catering options if desired. If so, please inform us ahead of time to allow for proper set up. Receptions typically last one hour to an hour and a half.

AFTER THE SERVICE

During the reception, we will help collect flowers and other items from the memorabilia tables and stage for you to take home. We encourage you to assign a family member or friend with the task of loading and transporting these items for you. This will give you one less thing to think about and allow you to focus on those who have come to support you.

FUNERALS

If a casket will be present for the service, please provide the mortuary's contact information to enable us to coordinate its arrival. Respectfully, we ask that caskets be closed during the service.

SCRIPTURE

God's words can provide comfort and perspective during this difficult time. Think of Bible verses you would like to include that were meaningful to your loved one and family. Sometimes, it is helpful to look through your loved one's Bible to see if they had favorite verses highlighted. One-to-four selected passages is recommended. You may also assign scripture readers for the service or have the pastor read them. If you are unsure which scriptures to include in your service, we have offered some suggested passages in the Appendix B for consideration.

SPEAKERS

Having people, that knew your loved one best, share their sentiments is a very important part of the service. Based on our experience, the following guidelines for speakers is advised. We recommend assigning one-to-four speakers. It is best for the speakers to share for three-to-four-minutes (approximately 300-400 words). This allows for significant sharing without this part of the service going too long. Speakers are advised to bring a written text of what they would like to say. This can be very helpful if the emotion of the moment makes it difficult to speak or to remember what was prepared. If someone would like to have their sentiments shared but prefer not to speak, a reader may be assigned, or the officiating pastor can read what has been prepared. We are happy to be flexible with these guidelines but have also found them to work very well.

MUSIC

Music can be a comfort to the soul. Consider including music that was special to your loved one or meaningful to family and friends. Mission Hills has a library of songs that can be played, often with its lyrics displayed on the video screens. To fulfill these requests, we will need the song titles and specific artists you would like played. We recommend two-to-three song selections for those who would like this in their service. Please also let us know whether you would like those in attendance to sing along or just listen to what has been selected. Here, again, there is flexibility.

LIVE MUSIC

Mission Hills does not provide live music. However, you are welcome to invite live musicians to the service. If you choose to do this, we will need to communicate with them ahead of time to be sure our tech team can make the necessary preparations. This will include knowing their instrument, microphone, and stage set-up needs. We also ask that musicians arrive an hour before the service for set up and sound check.

SLIDE SHOW

Pictures tell a story. Sharing your loved one's story in the form of a slide show is a great way to give a glimpse into their life. Choosing the images to share can also be a part of the healing process.

Here are some helpful tips:

- Include approximately 50-70 pictures.
- Two songs together are typically sufficient in length to underscore the number of photos listed above.
- When saving/exporting your completed slideshow video, please use a ".mov" or ".mp4" format.
- Put the slide show on a thumb drive, dropbox, or google drive, and submit it to the church by the assigned deadline.
- Please keep in mind the nature of the occasion and audience (ie: presence of children) when deciding on the pictures and music you select.
- Contact Aaron Miller, our Tech Director, at amiller@missionhills.org with any questions.

PASTORAL MESSAGE

As a part of the service, the officiating pastor will share some remarks. Typically, the Mission Hills pastor will speak with you in the planning meeting, to get to know your loved one and to help personalize their message. If you wish to have a pastor outside of Mission Hills officiate the service, this will first need to be approved by a Mission Hills pastor. Please provide their name and contact information as soon as possible.

MEMORIAL PROGRAM

We are available to create and produce a personalized service program for family and guests. Some items for the program may include:

- A cover photo with dates of birth and death
- An order of service, including service participants
- Bible verses, poems, song lyrics
- A brief biography
- Additional photographs
- A list of those preceded and/or survived by your loved one
- A designation for giving in lieu of flowers
- Anything else that would be meaningful to you

The following pages include some sample options of program formats.

5 X 5 TRIFOLD PROGRAM



PHOTO	
PHOTO	PHOTO

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 forever.*



Order of Service
Date | Time | Mission Hills Church

*Thank you for being with us for this celebration of life.
The family invites you to join them for a reception
following the service.*

PHOTO	
PHOTO	PHOTO

Biography or Other Content

5 X 7 BIFOLD PROGRAM



*Celebrating the Life of
Loved One's Name*
Date of Birth - Date of Death

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.

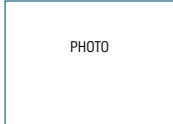
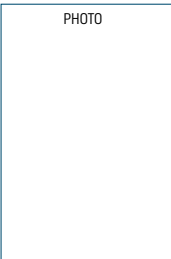
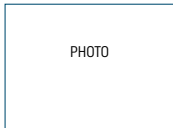
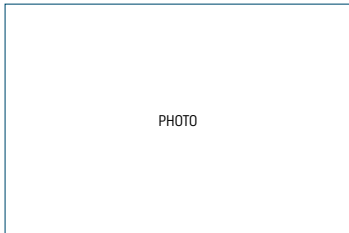
Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the Lord forever.



*Celebrating the Life of
Loved One's Name*

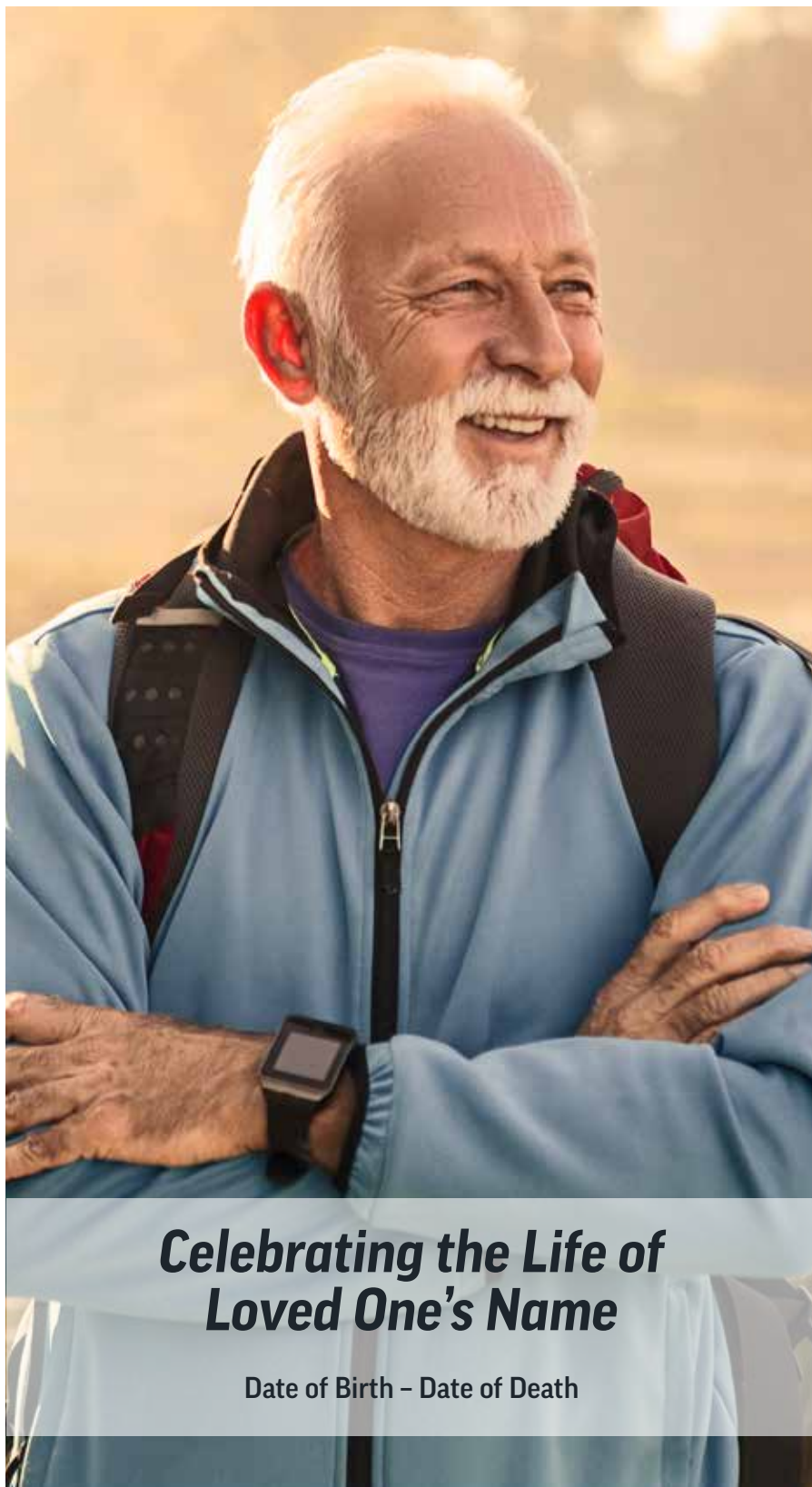
Date of Birth - Date of Death

Order of Service
Date | Time | Mission Hills Church
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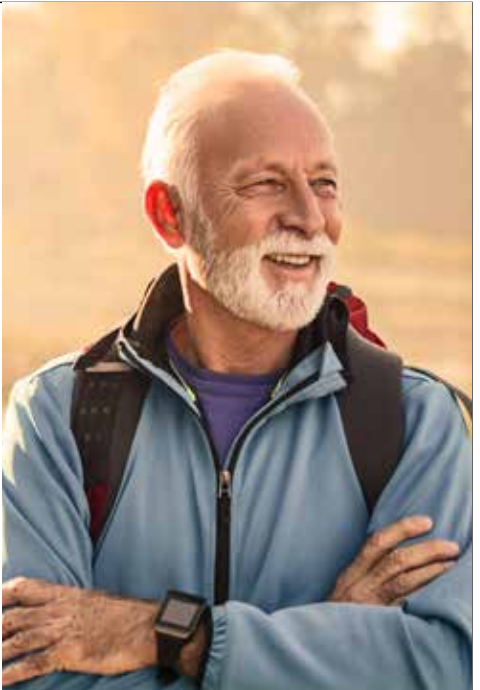


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*Thank you for being with us for this celebration of life.
The family invites you to join them for a reception following the service.*

4.65 X 8.5 TRIFOLD PROGRAM

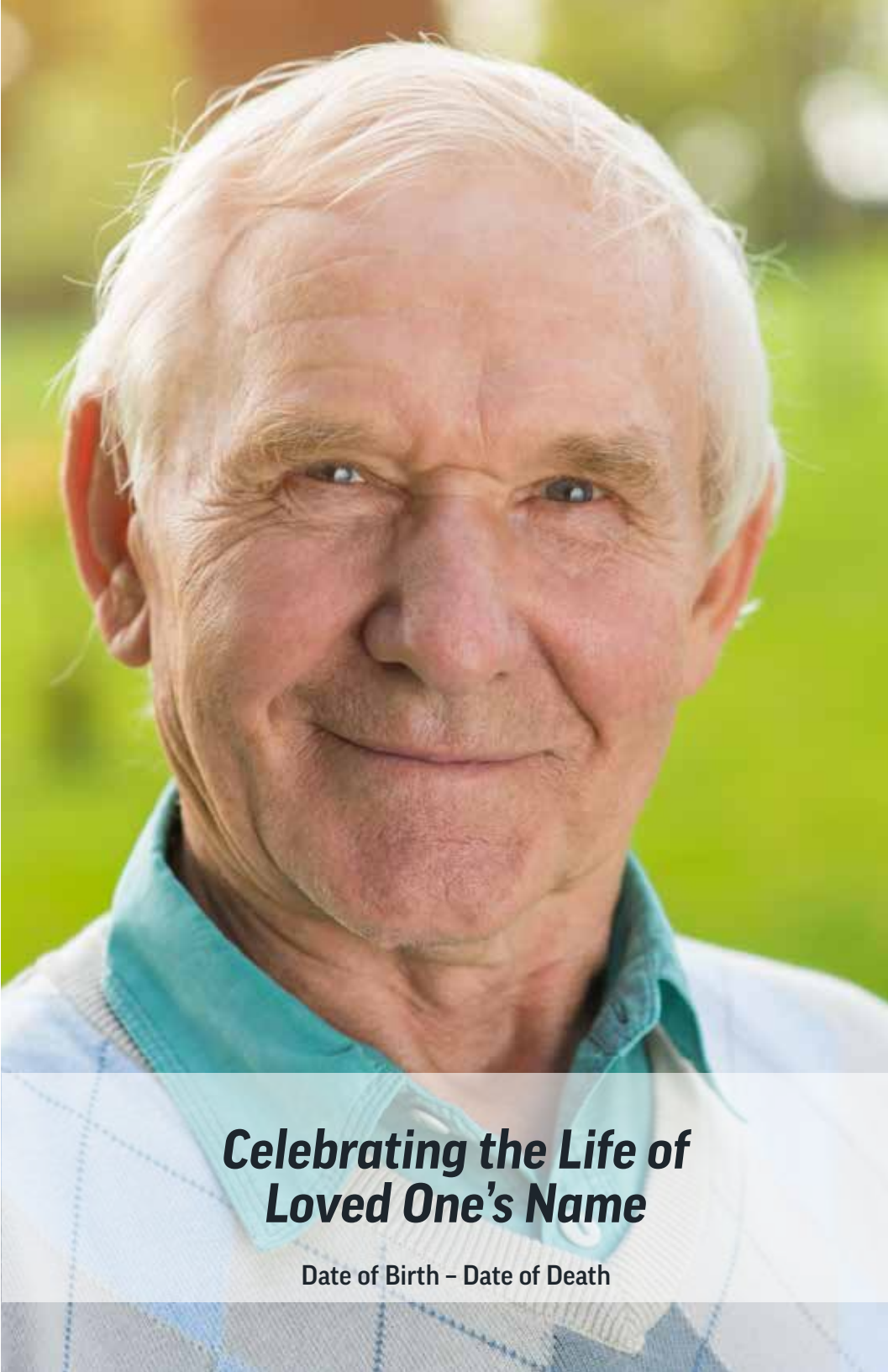


4.65 X 8.5 TRIFOLD PROGRAM

<p>Biography or Other Content</p>		 <p>Celebrating the Life of Loved One's Name</p> <p>Date of Birth – Date of Death</p>
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<p><i>Order of Service</i> Date Time Mission Hills Church ■ ■ ■ ■ ■ ■ ■ ■ ■ ■</p> <p>■ ■ ■ ■ ■ ■ ■ ■ ■ ■ <i>Thank you for being with us for this celebration of life. The family invites you to join them for a reception following the service.</i></p>	<table border="1"><tr><td data-bbox="602 1136 802 1430">PHOTO</td><td data-bbox="818 1136 1018 1430">PHOTO</td></tr><tr><td colspan="2" data-bbox="602 1440 1018 1671">PHOTO</td></tr><tr><td data-bbox="602 1677 802 1940">PHOTO</td><td data-bbox="818 1677 1018 1940">PHOTO</td></tr></table>	PHOTO	PHOTO	PHOTO		PHOTO	PHOTO	<table border="1"><tr><td data-bbox="1070 1136 1487 1472">PHOTO</td></tr><tr><td data-bbox="1070 1482 1313 1751">PHOTO</td><td data-bbox="1321 1482 1487 1751"></td></tr><tr><td data-bbox="1240 1671 1487 1940">PHOTO</td></tr></table>	PHOTO	PHOTO		PHOTO
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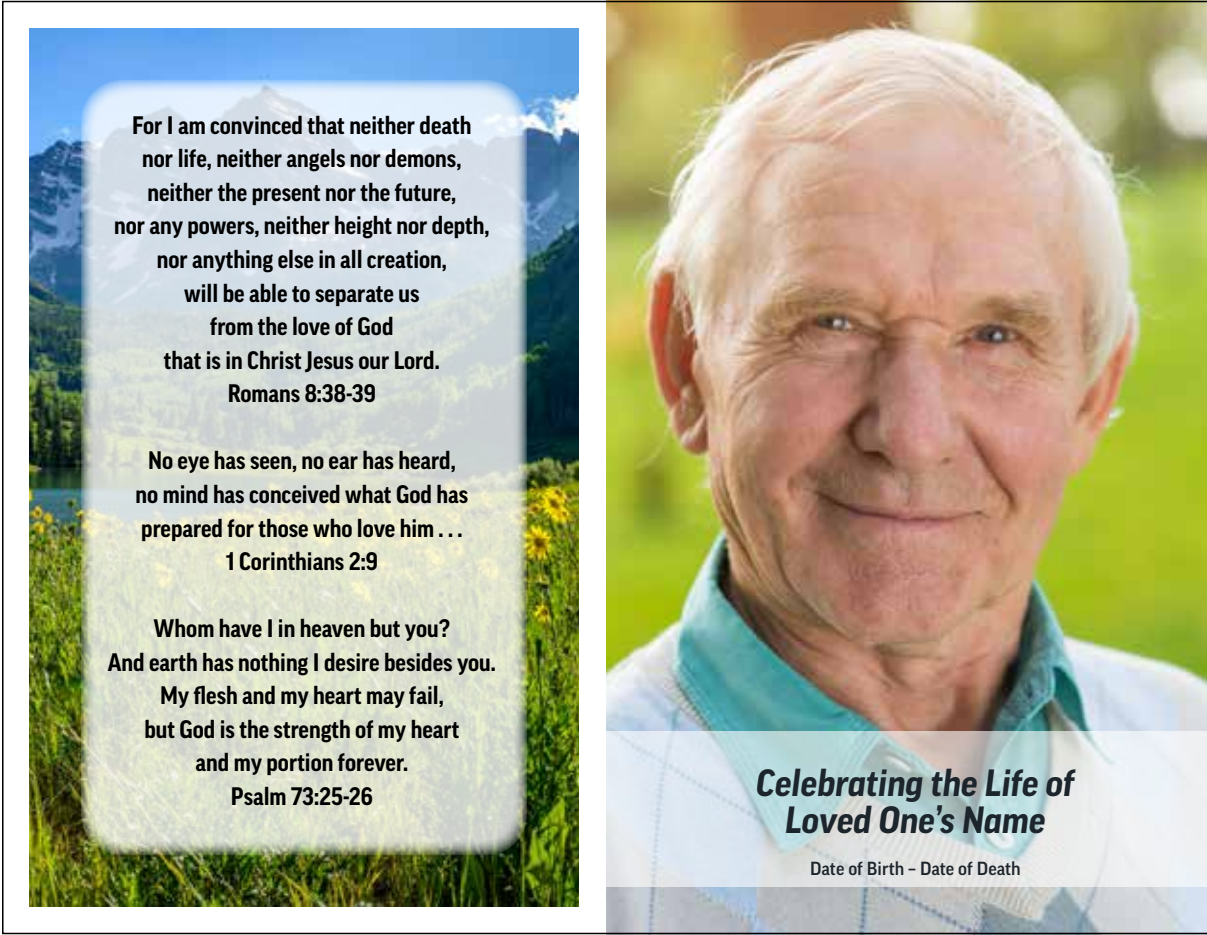
5.5 X 8.5 BIFOLD PROGRAM



***Celebrating the Life of
Loved One's Name***

Date of Birth - Date of Death

5.5 X 8.5 BIFOLD PROGRAM



For I am convinced that neither death
nor life, neither angels nor demons,
neither the present nor the future,
nor any powers, neither height nor depth,
nor anything else in all creation,
will be able to separate us
from the love of God
that is in Christ Jesus our Lord.
Romans 8:38-39

No eye has seen, no ear has heard,
no mind has conceived what God has
prepared for those who love him . . .
1 Corinthians 2:9

Whom have I in heaven but you?
And earth has nothing I desire besides you.
My flesh and my heart may fail,
but God is the strength of my heart
and my portion forever.
Psalms 73:25-26

Celebrating the Life of Loved One's Name

Date of Birth - Date of Death

Order of Service

Date | Time | Mission Hills Church

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PHOTO	PHOTO
PHOTO	
PHOTO	PHOTO

■ ■ ■ ■ ■

*Thank you for being with us for this celebration of life.
The family invites you to join them for a reception
following the service.*

APPENDIX A: SERVICE ELEMENTS

The following is an example outline of a typical order of service. Please fill in the scriptures, songs, and speakers you think you would like to have included. Please also feel free to add or subtract service elements. Use the space provided at the bottom of this outline to make notes.

Prelude	
Welcome and Opening Prayer	Officiant
Scripture Reading (1-4 passages)	
1.	
2.	
3.	
4.	
Song:	
Name of Song:	Artist:
Remembrances (1-4 speakers)	
Speaker 1:	
Speaker 2:	
Speaker 3:	
Speaker 4:	
Video Remembrance	
Pastoral Message	Officiant
Song:	
Name of Song:	Artist:
Closing Prayer	
Postlude	

Additional Service Elements I would like to add:
(see the appendix for layout options and sample Scriptures)

APPENDIX B: SAMPLE SCRIPTURES

You are welcome to request whatever scripture passage you like for your service. If you are unsure what scripture to select, the following are available for your consideration:

I will lie down and sleep in peace, for you alone, O Lord, make me dwell in safety.

-Psalm 4:8

The Lord is my shepherd, I shall not be in want. He makes me lie down in green pastures, he leads me beside quiet waters, he restores my soul. He guides me in paths of righteousness for his name's sake. Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me.

-Psalm 23:1-4

One thing I ask of the Lord, this is what I seek: that I may dwell in the house of the Lord all the days of my life, to gaze upon the beauty of the Lord and to seek him in his temple. For in the day of trouble he will keep me safe in his dwelling; he will hide me in the shelter of his tabernacle and set me high upon a rock.

-Psalm 27:4-5

Weeping may remain for a night, but rejoicing comes in the morning.

-Psalm 30:5

The Lord is close to the brokenhearted and saves those who are crushed in spirit.

-Psalm 34:18

God is our refuge and strength, an ever-present help in trouble. Therefore we will not fear, though the earth give way and the mountains fall into the heart of the sea, though its waters roar and foam and the mountains quake with their surging.

-Psalm 46:1-3

Whom have I in heaven but you? And earth has nothing I desire besides you. My flesh and my heart may fail, but God is the strength of my heart and my portion forever.

-Psalm 73:25-26

He heals the brokenhearted and binds up their wounds.
Psalm 147:3

When calamity comes, the wicked are brought down, but even in death the righteous have a refuge.

-Proverbs 14:32

He will swallow up death forever. The Sovereign Lord will wipe away the tears from all faces; he will remove the disgrace of his people from all the earth. The Lord has spoken.

-Isaiah 25:8

Do you not know? Have you not heard? The Lord is the everlasting God, the Creator of the ends of the earth. He will not grow tired or weary, and his understanding no one can fathom. He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

-Isaiah 40:28-31

So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.

-Isaiah 41:10

The Lord will surely comfort Zion and will look with compassion on all her ruins; he will make her deserts like Eden, her wastelands like the garden of the Lord. Joy and gladness will be found in her, thanksgiving and the sound of singing.

-Isaiah 51:3

Though the mountains be shaken and the hills be removed, yet my unfailing love for you will not be shaken nor my covenant of peace be removed," says the Lord, who has compassion on you.

-Isaiah 54:10

The Lord your God in your midst, The Mighty One, will save; He will rejoice over you with gladness, He will quiet you with His love, He will rejoice over you with singing.

-Zephaniah 3:17

I will ransom them from the power of the grave; I will redeem them from death. Where, O death, are your plagues? Where, O grave, is your destruction?

-Hosea 13:14

The Lord is good, a refuge in times of trouble. He cares for those who trust in him.

-Nahum 1:7

APPENDIX B: SAMPLE SCRIPTURES

Jesus said to her, "I am the resurrection and the life. He who believes in me will live, even though he dies; and whoever lives and believes in me will never die. Do you believe this?"
-John 11:25-26

Do not let your hearts be troubled. Trust in God, trust also in me. In my Father's house are many rooms; if it were not so, I would have told you. I am going there to prepare a place for you. And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am. You know the way to the place where I am going.
-John 14:1-4

Peace I leave with you; my peace I give you. I do not give to you as the world gives. Do not let your hearts be troubled and do not be afraid.
-John 14:27

For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.
-Romans 8:38-39

No eye has seen, no ear has heard, no mind has conceived what God has prepared for those who love him...
-1 Corinthians 2:9

In a flash, in the twinkling of an eye, at the last trumpet. For the trumpet will sound, the dead will be raised imperishable, and we will be changed. For the perishable must clothe itself with the imperishable, and the mortal with immortality. When the perishable has been clothed with the imperishable, and the mortal with immortality, then the saying that is written will come true: "Death has been swallowed up in victory." "Where, O death, is your victory? Where, O death, is your sting?" The sting of death is sin, and the power of sin is the law. But thanks be to God! He gives us the victory through our Lord Jesus Christ.
-1 Corinthians 15:51-57

Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves have received from God. For just as the sufferings of Christ flow over into our lives, so also through Christ our comfort overflows.
-2 Corinthians 1:3-5

Now we know that if the earthly tent we live in is destroyed, we have a building from God, an eternal house in heaven, not built by human hands.
-2 Corinthians 5:1

Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come!
-2 Corinthians 5:17

Therefore we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day. For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all. So we fix our eyes not on what is seen, but on what is unseen. For what is seen is temporary, but what is unseen is eternal.
-2 Corinthians 4:16-18

I have fought the good fight, I have finished the race, I have kept the faith. Now there is in store for me the crown of righteousness, which the Lord, the righteous Judge, will award to me on that day—and not only to me, but also to all who have longed for his appearing.
-2 Timothy 4:7-8

Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, and into an inheritance that can never perish, spoil or fade—kept in heaven for you, who through faith are shielded by God's power until the coming of the salvation that is ready to be revealed in the last time.
-1 Peter 1:3-5

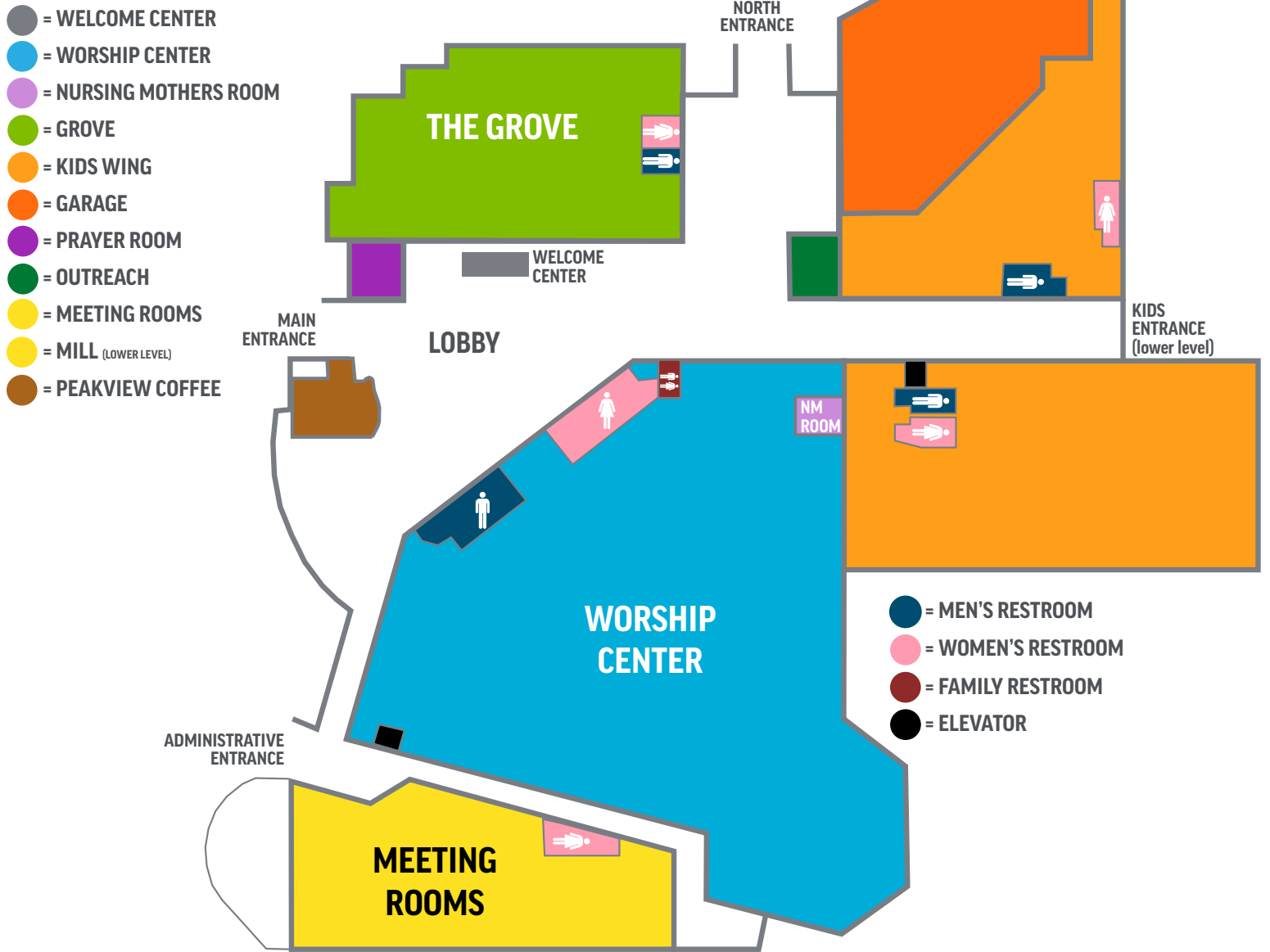
For you have been born again, not of perishable seed, but of imperishable, through the living and enduring word of God. For, "All men are like grass, and all their glory is like the flowers of the field; the grass withers and the flowers fall, but the word of the Lord stands forever."
-1 Peter 1:23-25

I heard a loud shout from the throne, saying, "Look, God's home is now among his people! He will live with them, and they will be his people. God himself will be with them. He will wipe every tear from their eyes, and there will be no more death or sorrow or crying or pain. All these things are gone forever.
-Revelation 21:3-5

And the one sitting on the throne said, "Look, I am making everything new!" And then he said to me, "Write this down, for what I tell you is trustworthy and true."
-Revelation 21:3-4

But he said to me, "My grace is sufficient for you, for my power is made perfect in weakness." Therefore I will boast all the more gladly about my weaknesses, so that Christ's power may rest on me. That is why, for Christ's sake, I delight in weaknesses, in insults, in hardships, in persecutions, in difficulties. For when I am weak, then I am strong.
-2 Corinthians 12:9-10

APPENDIX C: MAP OF MISSION HILLS



APPENDIX D: ADDITIONAL NOTES

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