

# 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.” Still, nothing can fully prepare us for the loss of a loved one. Mission Hills wants to walk alongside you during this challenging season to honor God and your loved one as well as comfort your family and friends. As we prepare your loved one’s service, please do not hesitate to contact us.

## CONTACTS

Care Pastor

Joel MacFarland | [jmacfarland@missionhills.org](mailto:jmacfarland@missionhills.org) | 303.953.7108

Care Coordinator

Taya Johnson | [tjohnson@missionhills.org](mailto:tjohnson@missionhills.org) | 303.953.7174

Tech Director

Aaron Miller | [amiller@missionhills.org](mailto:amiller@missionhills.org)

Publications Specialist

Laura Sexson | [lsexson@missionhills.org](mailto:lsexson@missionhills.org)

## COMMUNICATION AND DUE DATE

After our planning meeting, you will receive two “reply all” emails to assist you with your submission of information.

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

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

Please submit all requested items by: \_\_\_\_\_

Updated August 2025

## FIRST THINGS

Mission Hills has pastoral staff to oversee memorial services and provide a pastoral message. If you are a Mission Hills attendee and would like a pastor outside of the church to officiate, this will require the approval of a Mission Hills pastor. We welcome the opportunity to host services for non-attenders. In this instance, a Mission Hills pastor will officiate.

To plan your loved one's service, you will first meet with the Care 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.

Please complete the Memorial Service Request Form on the Memorial Service page of our website:

[missionhills.org/care-ministry/memorial-services/](https://missionhills.org/care-ministry/memorial-services/)

## DAY OF THE SERVICE

On the day of the service, family members and everyone participating in the service should arrive an hour before the start time. This will allow time to set up the memorabilia table (if desired) and to ensure that the stage is prepared to your satisfaction (see Appendix C for further details and photographs).

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 officiant will meet with you in this room to answer any remaining questions, pray with you, and escort you into the service. Reserved seating in the front rows will be provided.

## 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. We will provide baskets for cards and memorial programs.

Other ideas include:

- Personal Bible opened to a favorite scripture
- Pictures for table/photo collages/posters (NOTE: if using floor easels on the stage, photos must be mounted at least 11 x 14 and done with a matte finish.)
- Trophies and awards
- Family keepsakes
- Favorite sport memorabilia or hobbies

Out of respect for our facilities staff and in keeping with our church culture, the following items are not permitted:

- Small, loose table enhancements (i.e., glitter, confetti, or beads)
- Alcoholic beverages
- Weapons of any kind (i.e., hunting or recreational)
- Pets

## GUEST BOOK AND MEMORY CARDS

Mission Hills Church 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. We recommend lined pages for signatures only to avoid long lines at the guest book. We are happy to provide "Share a Memory" cards for use at the reception.

## LIVESTREAM AND RECORDING

We are happy to livestream the service. Those interested in watching the service live can do so online at [missionhills.org/streaming](https://missionhills.org/streaming).

The video will go live approximately 15 minutes before the start of the service. A recording of the service will also be made available to a designated person to download and then distribute at their discretion.

## 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. If you choose to have a reception at the church, we will gladly provide an appetizer and dessert table with plenty of food, along with coffee and water for your guests. 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 1-1.5 hours.

## AFTER THE SERVICE

We encourage you to assign a family member or friend with the task of loading and transporting items from the memorabilia table and stage for you while you receive guests at the reception. We are happy to provide a cart for this purpose.

## PRESENCE OF CASKET OR URN

If a casket will be present for the service, please provide the mortuary's contact information so we may coordinate its arrival, time for visitation (if desired) and departure. The casket will be closed for the service. We can provide a small table (approximately 2.5 x 2.5 feet) on the stage for placement of an urn. This table also allows for a floral arrangement and smaller picture if you desire.

## 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. 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 Notes:

## 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 Appendix B for consideration.

## SPEAKERS

Having people that knew your loved one best share their memories and sentiments is a special part of the service. We recommend assigning one to four speakers. It is best for the speakers to share for approximately three to four minutes each (approximately 300-400 words). This allows significant sharing without this portion of the service going too long. We also recommend speakers bring a written text of what they would like to say. This can be helpful if the emotion of the moment makes it difficult to speak or 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 officiant can read what has been prepared. Finally, we recommend speakers coordinate with each other to help avoid duplication so they can share more about your loved one's life.

## MUSIC

Music can provide comfort and time for reflection. We can play recordings of most musical selections. Please provide the song titles and artists you would like played. We recommend two to three song selections. If you have more, incorporating them into your prelude, slide show, and/or postlude can be a great option.

## 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 slide show video, please use a ".mov" or ".mp4" format.
- Put the slide show on a thumb drive, dropbox, google drive, or wetransfer.com 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.

We understand the logistics and technology involved in putting together a slide show can be stressful and encourage you to enlist the help of a family member or friend if needed. Your funeral home may also be a resource. Additionally, there are online sites for creating slide shows. Our tech team is available to offer additional assistance if required. Please contact Aaron Miller, our Tech Director, at [amiller@missionhills.org](mailto:amiller@missionhills.org) if you have any questions.

## PASTORAL MESSAGE

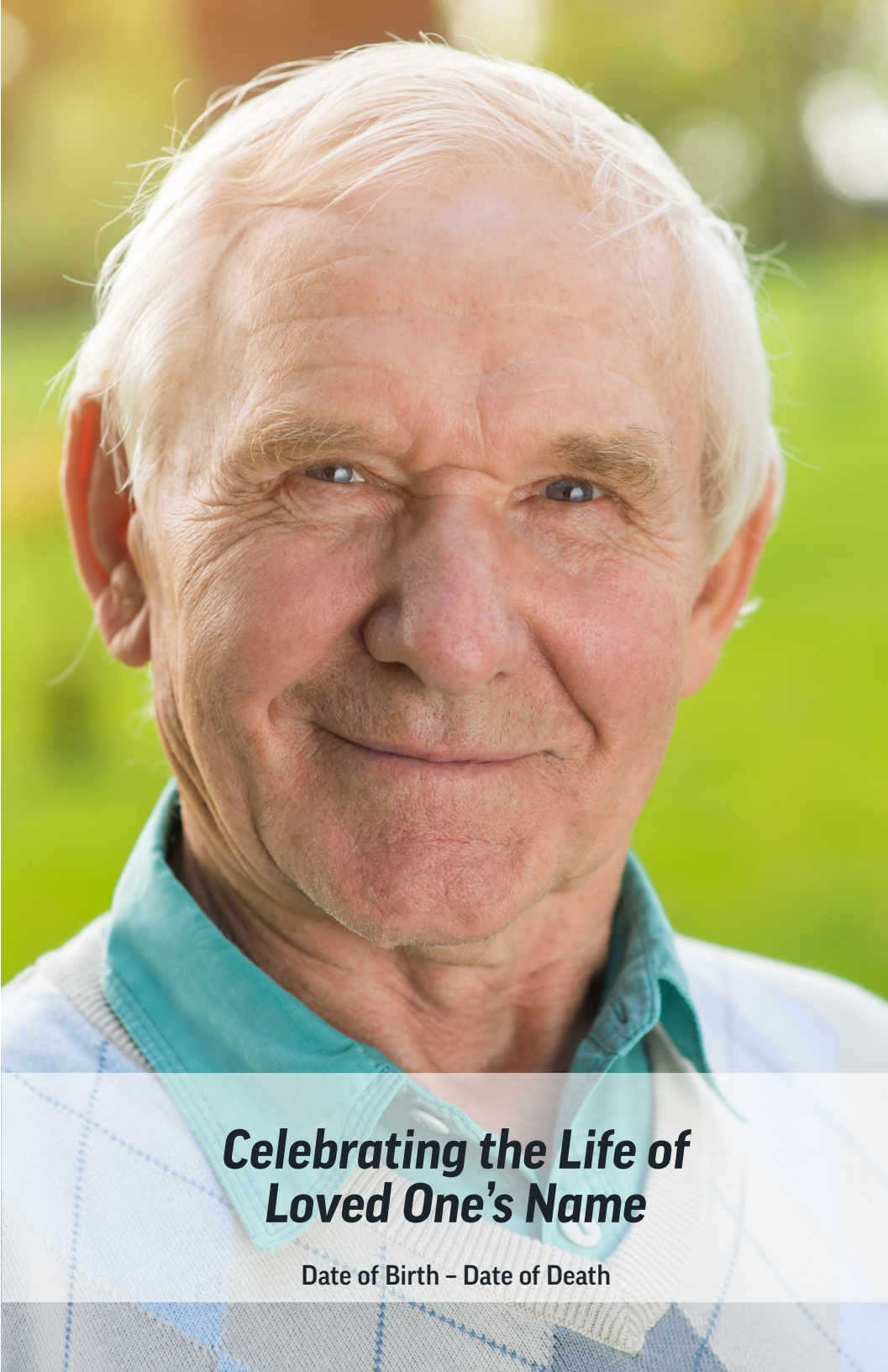
A pastoral message will be provided as part of the service. The officiant will speak with you as part of the planning process to help personalize the message.

## MEMORIAL PROGRAM

We are available to create and produce a personalized service program for family and guests. Outside of the cover and the inside left panel of the program (reserved for Order of Service), you are welcome to customize the rest of the program using photographs or other content. Some ideas may include:

- Bible verses, poems, song lyrics
- Additional photographs
- Obituary
- A designation for giving in lieu of flowers
- Anything else that would be meaningful to you

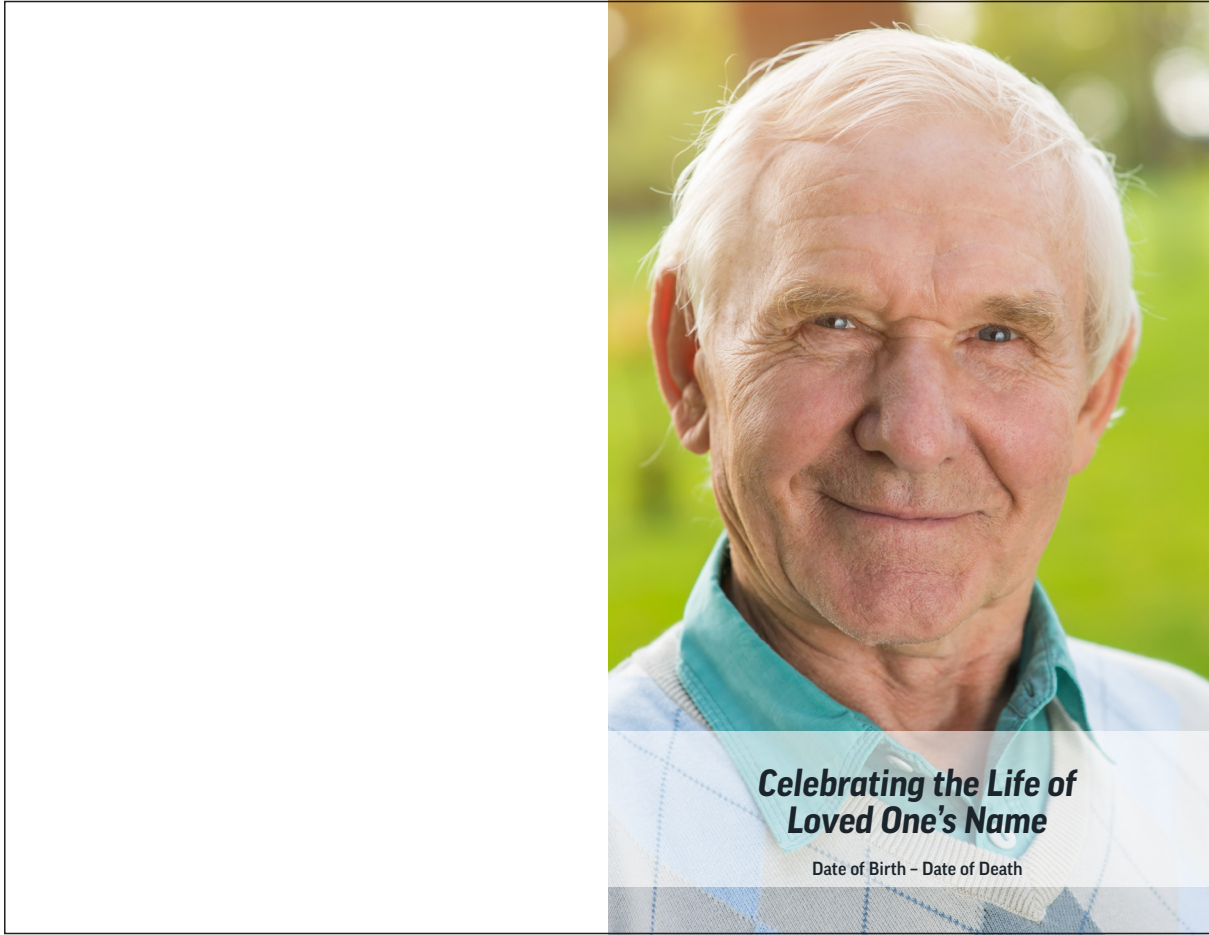
**5.5 X 8.5 BIFOLD PROGRAM**



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

Date of Birth - Date of Death

# 5.5 X 8.5 BIFOLD PROGRAM



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

Date of Birth - Date of Death

**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.*

## 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

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

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

## APPENDIX B: SAMPLE SCRIPTURES

Jesus said to her, "I am the resurrection and the life. The one who believes in me will live, even though they die; and whoever lives by believing 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

Listen, I tell you a mystery: We will not all sleep, but we will all be changed—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 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

Therefore, if anyone is in Christ, the new creation has come: The old has gone, the new is here!

-2 Corinthians 5:17

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

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 people 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 endures 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

# APPENDIX C: DECORATIONS + LAYOUT REFERENCE

## 1. CROSS



## 2. CANDELABRAS



## 3. WINDOW LATTICE



**APPENDIX C: DECORATIONS + LAYOUT REFERENCE**



## APPENDIX D: RESOURCES

### FLORISTS:

A BLOOM

303.470.1700

9325 DORCHESTER ST., SUITE F-122,

HIGHLANDS RANCH, CO 80129

WWW.ABLOOMHIGHLANDSRANCH.COM

ARAPAHOE FLORAL

303.220.7515

8577 ARAPAHOE ROAD, SUITE D,

GREENWOOD VILLAGE, CO 80112

WWW.ARAPAHOEFLOREAL.COM

FLORAL EXPRESSIONS

303.722.6113

4391 S. BROADWAY, ENGLEWOOD, CO 80113

WWW.FLORALEXPDENVER.COM

LITTLETON'S WOODLAWN FLORAL

303.794.0267

1369 WEST LITTLETON BLVD., LITTLETON, CO 80120

WWW.LITTLETONWOODLAWNFLORAL.COM

LITTLETON FLOWER SHOP

303.798.9311

5728 S. RAPP ST., LITTLETON, CO 80120

WWW.LITTLETONFLOWERSHOP.COM

MR. K'S FLOWERS

303.936.4166

8555 W. BELLEVIEW AVE., LITTLETON, CO 80123

WWW.MRKSFLOWERS.NET

### FUNERAL HOMES:

ALL-STATES CREMATION

720.204.8408

6832 S UNIVERSITY BLVD., LITTLETON, CO 80122

WWW.AFTERALL.COM

DRINKWINE FAMILY MORTUARY

303.794.6376

999 WEST LITTLETON BLVD., LITTLETON, CO 80120

WWW.DRINKWINEMORTUARY.COM

ELLIS FAMILY SERVICES

720.344.8565

13436 W. ARBOR PL., LITTLETON, CO 80127

WWW.ELLISFAMILYSERVICES.COM

HEFLEBOWER FUNERAL & CREMATION SERVICES

720.344.6087

8955 S. RIDGELINE BLVD #100,

HIGHLANDS RANCH, CO 80129

WWW.HEFLEBOWERFUNERALSERVICES.COM

HORAN & MCCONATY

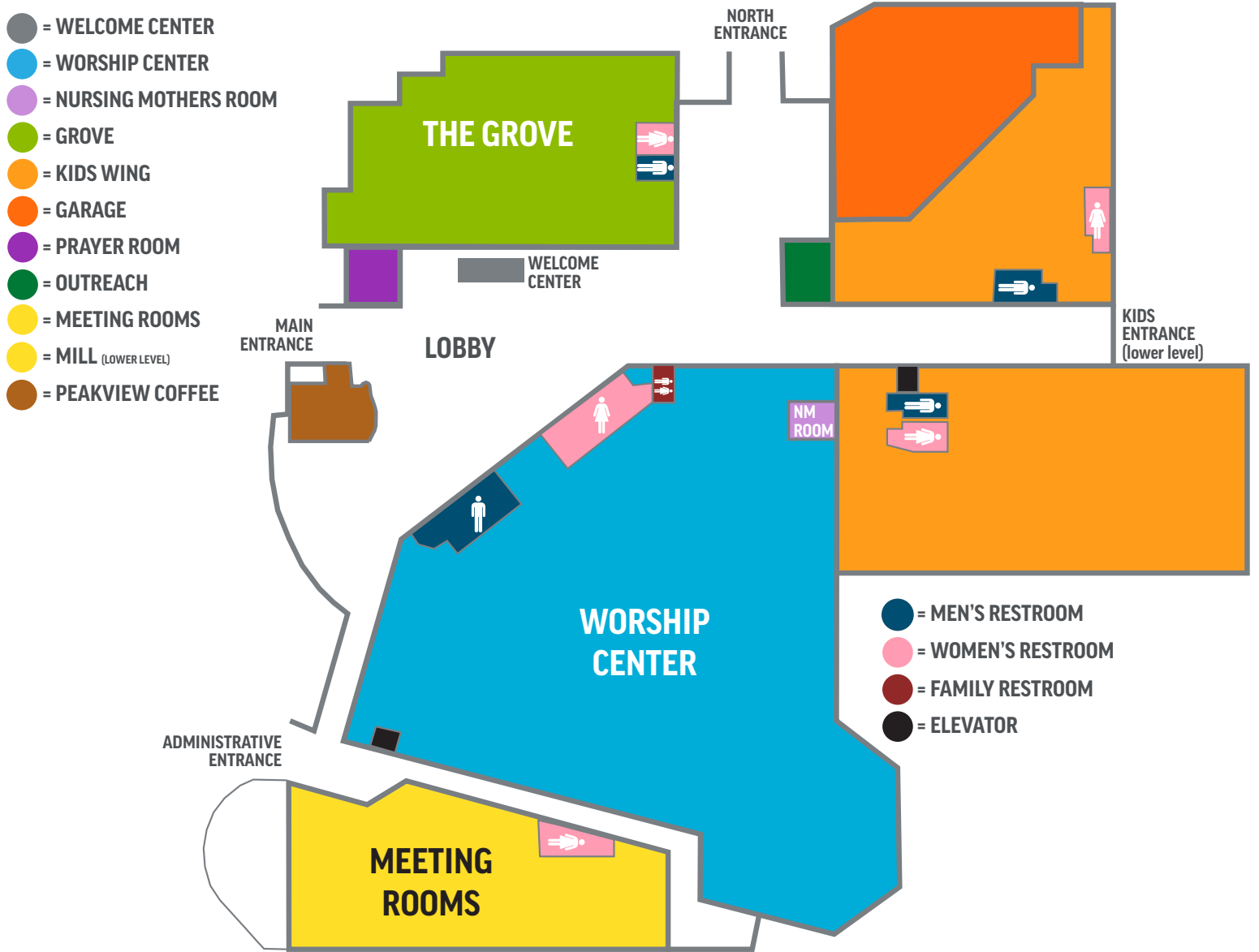
303.221.0030

5303 E. COUNTY LINE RD., CENTENNIAL, CO 80122

WWW.HORANCARES.COM

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# APPENDIX E: MAP OF MISSION HILLS













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[missionhills.org](https://missionhills.org)

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