

# FUNERAL/MEMORIAL HANDBOOK



## MOUNTAIN VIEW LUTHERAN CHURCH

3505 — 122nd Avenue East • Edgewood, WA 98372  
253•863•5171 • [www.mtviewlutheran.org](http://www.mtviewlutheran.org)

PASTOR JOHN L. VASWIG

## **“I AM THE RESURRECTION AND THE LIFE.”**

**JOHN 11:25**

In death, your grief and loss are real and not to be minimized. We as the community of faith of Mountain View Lutheran Church seek to accompany you in this time of sorrow and are saddened by your loss. Simultaneously, we confess and are given hope in the resurrection of the dead and life everlasting with Jesus Christ.

Our hope is that we can bring you and your family this Good News of Jesus Christ during this most difficult time.

While your loved one will be remembered in this service, they will be remembered as a child of God and most importantly we will remember what Jesus Christ did for them and for us. Therefore this service is worship to God who gave us life, forgiveness, and the promise of eternity.



This handbook should answer many of your questions about the planning of the funeral/memorial and what ways we as the church hope to serve you in this time. If you have questions or concerns please feel free to call the church office at 253-863-5171.

# FUNERAL/MEMORIAL SERVICE

## FUNERAL SERVICE:

The casket is present at the service. The casket may be open before service in the narthex of the church, but will be closed when moved to the sanctuary for worship and the graveside services.

## MEMORIAL SERVICE:

The casket is not present at the service. In the case of cremation, ashes may or may not be present at the service.

# PLANNING

Your family will meet with the pastor who will preside and preach at the service. The pastor will meet you either in your home or at the church which ever is preferable to you.

This meeting will be an opportunity to talk about the beloved one who has died, set the date, time and place for the service, select hymns and scripture readings, indicate the nature of the service and spend time in prayer and consolation with the family.

# WORSHIP FOLDER

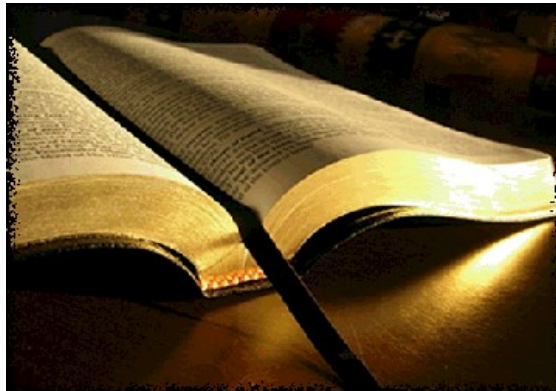
The staff of Mt. View will produce your worship folder. The pastor will discuss this with you during the initial visit. Decisions will be made regarding text, hymns, special music, communion, etc.

# SCRIPTURE

There are usually 2-3 readings during the service. A psalm may be read or sung by a soloist. Below are some suggested texts that are common to funeral/memorial services.

## OLD TESTAMENT

Genesis 1:26–28  
Genesis 2:15–24  
Genesis 50:15–21  
Isaiah 40:1–11  
Isaiah 42:5–17  
Isaiah 61:10–11  
Ezekiel 34:11–16



## PSALMS

Psalms 42:1–7  
Psalm 46:1–7  
Psalm 90  
Psalm 118  
Psalm 121  
Psalm 130  
Psalm 143

## EPISTLES

Romans 5:1–11  
Romans 5:17–21  
Romans 8:31–35, 37–39  
1 Corinthians 15:12–26  
1 Peter 1:3–9

## GOSPELS

Matthew 25:1–13  
Luke 12:35–40  
John 5:24–29  
John 6:37–40  
John 11:21–27  
John 14:1–6

## OTHER NEW TESTAMENT READINGS

Revelation 7:9–17  
Revelation 21:2–7

# MUSIC

This is a worship service and secular music is not appropriate and will not be played. If you have a favorite secular song, the reception may be a place to play it or prior to the beginning of the actual funeral/memorial service. The Music Director or designee will play at the service. Any outside musicians or vocalists need to meet with the Music Director to discuss the music and the reverential nature of the service.

Further consideration must also be given to the theology and singability of current contemporary Christian music. Many contemporary songs are difficult to sing in a congregational setting. Conversations with the Pastor and the Music Director will help you to determine the best music for this service.

## Appropriate for Opening Hymns and Hymn of the Day:

- |  |         |
|--|---------|
| · Children of the Heavenly Father        | ELW 781 |
| · Day by Day                             | ELW 790 |
| · Healer of Our Every Ill                | ELW 612 |
| · How Great 'Thou Art                    | ELW 856 |
| · I Want to Walk as a Child of the Light | ELW 815 |
| · Jesus, Remember Me                     | ELW 616 |
| · Precious Lord, Take My Hand            | ELW 773 |
| · Shall We Gather at the River           | ELW 423 |

· Continued...

· Shepherd Me, O God	Huagen ps. 23
· Softly and Tenderly	ELW 608
· 'The Lord's My Shepherd	ELW 778 (ps.23)
· 'The King of Love My Shepherd Is	ELW 502 (ps.23)
· 'This Is My Father's World	ELW 824
· 'Thy Holy Wings	ELW 613
· We Are Baptized in Christ Jesus	ELW 451
· What a Friend We Have in Jesus	ELW 742
· What Wondrous Love IS This	ELW 666

Strong Hymns Appropriate for Closing Hymns:

• For All the Saints	ELW 422
• How Great Thou Art	ELW 856
• I Know that My Redeemer Lives	ELW 619
• Jesus Shall Reign	ELW 434
• My Hope Is Built on Nothing Less	ELW 597
• My Life Flows on in Endless Song	ELW 763
• Now All the Vault of Heaven Resounds	ELW 367
• Now Thank We All Our God	ELW 840
• O God, Our Help In Ages Past	ELW 632
• O, Happy Day When We Shall Stand	ELW 441
• Soon and Very Soon	ELW 439

- The Church's One Foundation ELW 654
- Thine Is the Glory ELW 376
- We Know that Christ Is Raised ELW 449

Communion Hymns:

Bread of Life from Heaven	ELW 474
By Your Hand You Feed Your People	ELW 469
Come to the Table	ELW 481
Eat this Bread, Drink this Cup	ELW 492
I Am the Bread of Life	ELW 485
Here Is Bread	ELW 483
Let Us Break Bread Together	ELW 471
One Bread, One Body	ELW 496
What Feast of Love	ELW 487

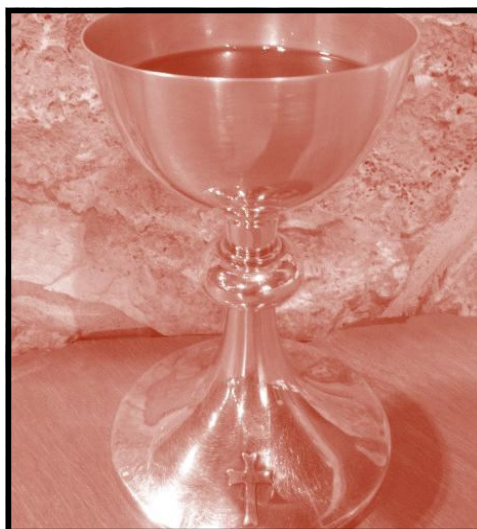


# HOLY COMMUNION

The sacrament of Holy Communion was given by Christ for the sake of creating and sustaining faith in His church.

We believe that in the sacrament Christ is present to us. He comes to us to meeting us in our grief, sorrow, sin, and suffering. In Holy Communion, Christ's death is proclaimed and we are among those who remember and participate in the last supper. Our sin is forgiven and we catch a glimpse of the promised future. Holy Communion gives us a foretaste of the feast to come in the coming kingdom of God as we eat with the Lord Jesus Christ and all who have been united in his name.

At Mountain View Lutheran Church we encourage, but do not mandate, that Holy Communion be a part of funeral/memorial services. Please arrange with the pastor if you would like the service of Holy Communion to be a part of this funeral/memorial service.





## **SPEAKERS**

The memories of your loved one are precious and comforting at this time, but often very hard to deliver at the service by family and friends. If there are to be outside speakers, you must limit them to no more than two, and each is allowed no more than five minutes.

Family members often find significance in reading one of the selected scripture passages. This can be coordinated with the pastor.

## **FLOWERS**

Flowers can be an important image & symbol of the hoped for promise of resurrection as we consider the beauty of the new life in Christ. However, flowers are not “essential” for the worship service. Due to the high cost of flower arrangements we encourage thoughtful consideration toward “limiting” the number of flower arrangements that you purchase.

Should other family & friends wish to send flowers for the service they may be sent to the church office and our staff will arrange them in the sanctuary. Changes to this arrangement should be coordinated with the church staff to avoid blocking walkways or important elements of the worship space.

## **VIDEO RECORDING/PHOTOGRAPHY**

The service may be video taped discretely from the balcony. Due to nature of the service, we ask that there be no flash photography during the funeral/memorial service.

## SOCIAL & FRATERNAL SOCIETIES

The liturgical ministries of the Lutheran Church, which includes the burial of the dead, are forms of gospel proclamation that witness to members and the world. They are not occasions to support, augment, or complement nonchurch rituals. Any ritual apart from the proclamation of the Word and the administration of sacraments is inappropriate within the liturgies of the Lutheran Church. Therefore no social/fraternal societies will be included in the service in the sanctuary of the church or at the graveside committal.



## GIFT DESIGNATIONS/MEMORIALS

In response to the Holy Spirit, the Mission Endowment Fund was established to provide permanent financial support of the mission and ministry of Mountain View Lutheran Church. Oftentimes, families and individuals wish to make a financial contribution to the Mission Endowment Fund in recognition of the deceased.

## FEES & HONORARIUM

The staff and community of Mt. View Lutheran Church, while called by Christ to comfort those who mourn, are also called by this congregation to support the mission and ministry here at Mt. View day to day. The planning and implementation of the funeral/memorial service for your loved one will take time and energy from all involved. Therefore, appropriate response must be addressed to the following:

MEMBER FEES—All Fees shall be paid prior to the service.

<b>Music Director</b>	<b>\$200</b>
<b>Janitorial</b>	<b>\$100</b>
<b>Administrative Fee</b> (worship preparation and coordination)	<b>\$150</b>
<b>Sound Operator</b>	<b><u>\$50</u></b>
<b>Total Amount Due:</b>	<b>\$500</b>

NON-MEMBER FEES—All Fees shall be paid prior to the service.

<b>Musician, Janitorial &amp; Sound Fees as listed above</b>	<b>\$350</b>
<b>Administrative Fee</b> (worship preparation and coordination)	<b><u>\$200</u></b>
<b>Total Amount Due:</b>	<b>\$550</b>

**\*Soloist/Special Music (optional): Add \$100**

***If a reception is requested additional fees apply. See pages 14 & 15 for fees***

**Please make the check Payable to Mountain View Lutheran Church**

HONORARIUM—Honorarium shall be paid prior to the service, and shall be made payable to the pastor performing the service (e.g. Rev. John L. Vaswig)

**Pastor** - Called to be a servant of Christ and of the church the pastor does not charge a fee for the ministry conducted with and to your family. However, recognizing the significant time and energy invested in this service many families have gifted the pastor an honorarium, with \$300 as a suggested amount.

# RECEPTIONS

We believe that a time to gather with family and friends for comfort and support is important. Our facilities can be used and set up with the aid of our staff and Serving Groups. If you choose to have a reception a member of our serving groups will contact you to discuss the details of the reception.

## PICTURES & VIDEO PRESENTATIONS

While such things are not necessary elements of a reception, many people find them helpful in remembering those who have died. The Mountain View staff can help you in arranging pictures and should you choose to compile a video or PowerPoint presentation we have the technology to facilitate its projection.

## OPEN MICROPHONE

Also not necessary for receptions but because this time is important for some families and not appropriate in worship, we are able to set up a microphone for you. *A word of caution: Not everyone is as articulate or cordial as they imagine. To avoid embarrassment or offense sometimes the best option is not to have open microphone time.*

## RECEPTION SPACE:

Occupancy Limits -

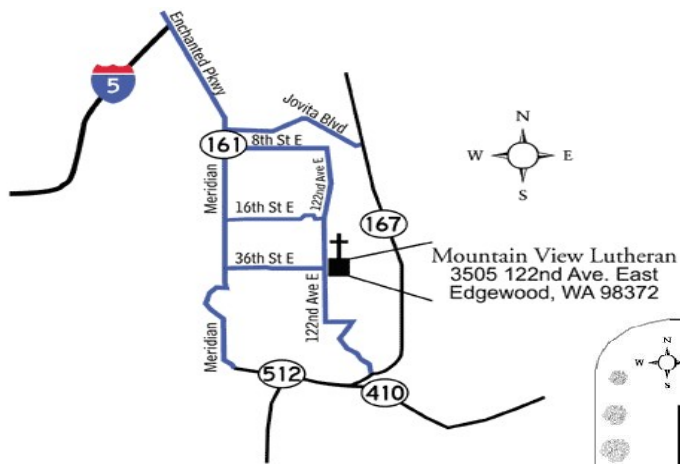
Chapel Basement - 80 people

Life Together Hall - 174 people

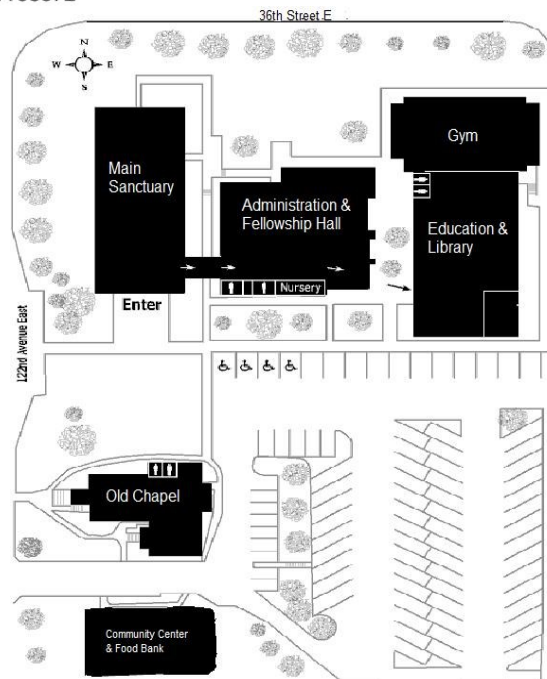
Gym - 250 people

No alcohol is permitted on Mt. View Lutheran Church property and smoking is prohibited within 50 feet of any building.

# MAPS



To Puyallup



These member fees apply when the deceased or immediate family member is a member of Mountain View Lutheran Church. Congregational documents define membership as persons who

“...make regular use of the means of grace, both Word and sacraments; live a Christian life in accordance with the Word of God and the teachings of the Lutheran Church; and support the work of this congregation ...through contributions of their time, abilities, and financial support as biblical stewards.”

(Constitution C.8.04)

This can be summarized as: “Persons who were formally received into membership at Mountain View Lutheran Church, have participated in Holy Communion AND made a financial contribution of record in the last 12 months.”

# RECEPTIONS

The Women of the ELCA serving committee is available to facilitate a reception following the funeral/memorial service.

***Please choose one of the following reception options:***

## **LIGHT RECEPTION -**

In addition to the basic services listed below, cookies are served

	Member	Non-Member
50 people or less—	\$200.00	\$300.00
100 people or less—	\$200.00	\$350.00
100 to 200 people—	\$200.00	\$400.00
200 to 300 people*—	\$200.00	\$500.00

# RECEPTIONS

**LIGHT LUNCH** (an option for services between 10am—Noon)

In addition to the basic services listed below, the following are served:

Sandwich platters, vegetable trays, fruit trays and salads

	Member	Non-Member
50 people or less—	\$350.00	\$400.00
51 to 100 people	\$500.00	\$550.00
101 to 150 people	\$625.00	\$725.00
151 to 200 people	\$800.00	\$900.00
201 to 250 people	\$950.00	\$1,100.00
251 to 300 people	\$1,125.00	\$1,275.00

***Basic Services:*** For both options committee members will provide set up and clean up of tables with tablecloths & chairs. They will also supply and serve coffee, tea & punch.

***\*For more than 300 people please contact church office for fees***

You may choose instead to arrange for outside catering. The Women of the ELCA will serve the food you provide according to the “Light Reception” fee schedule on page 14.



Rev. 8/2018