



The Care Ministry of University serves our faith community in a number of ways, not the least of which is care before, during, and after the loss of a loved one. We hope this information will provide you with a path to guide you during this significant time.

The inherent belief in the resurrected Christ is the cornerstone of a service of death and resurrection (either a funeral or memorial). Christ is our hope for eternal and abundant life, and we offer this hope to the surviving family and friends that their beloved is now in God's eternal care.

Planning a service can be a blessing to those in grief--a time to laugh and to cry as the stories are retold and the promise of resurrection is shared. It is our pleasure to help you and your family.

For questions regarding funeral or memorial planning, please call the church office at 210-696-1033.

## **PLANNING THE SERVICE**

During your initial call from one of the clergy, you will be notified to expect a call from the Director of Worship Life, who will be working with both the director of the funeral home as well as the family. The Director will be coordinating the following:

- Date and Time of the Service (pending approval from pastor and worship team)
  - Most often, the services will be held on Monday, Tuesday, Wednesday or Thursday. On occasion, the schedule is available for Friday or Sunday afternoon. Services are never scheduled for Saturdays or Sunday mornings.
  - Because our church also has a day school program and an elementary school that shares our parking lot, we do our best to schedule services mid-morning or early afternoon to avoid parent drop-off and pick-up times when possible.
  - On occasion, our worship team may have conflicts, and we will do our best to provide a day and time that is suitable for the family and the church.
- Location of the Service
  - Funerals and memorials are usually held in the Sanctuary on the south campus. This location will seat up to 1,000 guests.
- Style of Service (Traditional or Modern)
- Preference of Clergy (if possible)
- Anticipated number of family for which to have reserved seating.
- Number of anticipated visitors attending the funeral
- Will there be items/mementos to be displayed in the Narthex (lobby)
- Will the family be providing a guest book or will the church provide sign-in sheets.
- Will you require the use of our casket pall or will a floral spray be used.
- Is there any specific designation for memorials.
- Obituary and picture for bulletin that the church will provide.
- Will there be a reception at the church facility (please note that our Comfort and Joy ministry hosts the reception without cost to the family).

## **MEETING WITH CLERGY**

Following your conversation with the Director of Worship Life, your information will be forwarded to the clergy, and they will contact you to set up a meeting to go over the actual order of worship. In this conversation with the pastor, you will be discussing the following:

- Scriptures (2-3 passages from Scripture)
- Special Music
- Congregational Hymns (1 opening hymn and 1 closing hymn)
- Speakers (You have the option of inviting 1 or 2 people to speak for 3 to 5 minutes. Please note that they will need to write out their talk and arrive early on the day of the event for a sound check in the Sanctuary.)
- Others that may be included in the service (i.e. pallbearers)
- Designation for Memorials
- Reminder that obituary and picture can be used for bulletin.
- Follow-up on anticipated number of family for reserved seating as well as guests

## **Slideshow**

Please submit your slideshow photos in a jpg or png format on a flash drive. If you have photos that need to be cropped or are in another format other than a jpg or png, please submit them 24 hours prior to the service for editing. If you wish to edit your photos together in a video, please submit it in an mp4 format without music.

If there is music you would like to accompany the slideshow, please send those songs separately, and our sound team will create a playlist. Note that music from these playlists will only be played in the Sanctuary and will not be played through our live stream due to copyright conflicts.

## **Funeral Bulletin**

On the next page is a sample Order of Worship that we use for our services. The items in red in the sample Order of Worship will be those items above that you will choose for the service.

In order to assist you, on the page after the sample Order of Worship, you will find suggestions of possible scripture and music options.

## ORDER OF WORSHIP

Prelude	Dr. Andrew Lloyd
Entrance of the Family*	
Greetings and Words of Grace	Rev. Ben Trammell
Pastoral Prayer	Rev. Ben Trammell
Opening Hymn*	Here I Am Lord Hymn #593
Old Testament Scripture	Psalm 23
Words of Remembrance	Family/Friend
Pastoral Prayer	Rev. Ben Trammell
Special Music      The Lord's Prayer	Mary McKay
New Testament Scripture	I John 4:7-12 Rev. Ben Trammell
Words of Assurance	Rev. Ben Trammell
Prayer of Thanksgiving	Rev. Ben Trammell
The Lord's Prayer (in unison)	
Closing Song	Hymn of Promise
Benediction*	Rev. Ben Trammell
Recessional*	
Postlude*	Dr. Andrew Lloyd

\*Please stand as you are able.

(Please note: inclusion of one or two additional songs may be possible at the discretion of the presiding pastor.)

Pall Bearers (if applicable):

Name

Name

Name

Name

Name

Name

Clergy

Rev. Ben Trammell

Director of Music

Mary McKay

Organist/pianist

Dr. Andrew Lloyd, Kieley Morales

## **Scripture Suggestions**

Scripture is a vital part of the service - it reminds us of God's faithfulness to us, even through death, and of the promise of resurrection we have in Jesus Christ. We encourage you to make your personal favorites known to the Pastor who will be officiating.

Here is a list of suggestions to help you:

Psalms 16:9, 11

Psalms 23

Psalms 130

Isaiah 40:28-31

Ecclesiastes 3:1-15

Therefore my heart is glad

The Lord is my shepherd

Out of the depth I cry to the Lord

Do you not know?

There is a time for everything

Matthew 5:1-12

Matthew 18:3, 4, 10, 14

Matthew 19:14

Matthew 25:31-46

John 3:16

John 11:25

John 14 (selected verses)

Romans 8 (selected verses)

The Beatitudes

I tell you the truth

Let the little children come to me

When the Son of Man comes

God so loved the world

I am the resurrection and the life

Do not let your hearts be troubled

If God is for us

Nothing can separate us from God

1 Corinthians 13:1-13

1 Corinthians 15:51-57

If I speak in tongues

Listen; I tell you a mystery

Revelation 21:1-7

Then I saw a new heaven

## **Music**

Music is another integral part of any worship service here at University. So often, music can speak volumes when we are unable to speak ourselves. There is great and wonderful church music available in traditional or contemporary styles. We have musicians and vocalists able to provide either. The officiating pastor will help you choose appropriate music for the service. Secular music is not encouraged for the worship service but can be used during the visitation with prior approval or during the reception following the service.

**Prelude:** The organist/pianist will play for 15 minutes prior to the service.

**Processional:** The family will be led into the sanctuary by the pastor and be seated.

**Special Music and Congregational Hymns:** These complement the worship service and will be interspersed at the discretion of the pastor. Special music requests can always be made, but a one-week minimum lead time is necessary to allow the staff time to prepare the music. Every effort will be made on our part to include the musical selections requested by the family.

**Recessional:** The pastor, the casket and pallbearers, the family and friends exit the sanctuary to this music usually played in an uplifting temp.

**Postlude:** The organist/pianist will play until the guests have left the sanctuary.

## **Music Suggestions**

We know that, while some families have hymns and songs that are well-known favorites, others may be at a loss for what music to choose in this time of grief. The following is a list that has been compiled of traditional hymns/ contemporary Christian music that have worked well in the past.

Congregational singing is an important and cherished part of any worship service, especially when grieving.

Below are listed hymns/songs that speak directly to the faithfulness of God and the comfort He brings in our times of need. (Any of these songs may be sung as a solo as well. Please consult with the pastor.)

### **Traditional Music Suggestions:**

Amazing Grace  
Be Still My Soul  
Be Thou My Vision  
Blessed Assurance  
Fairest Lord Jesus  
For all the Saints  
Great is Thy Faithfulness  
Holy, Holy, Holy  
How Great Thou Art  
It Is Well With My Soul  
In the Garden  
My Shepherd Is  
Nearer, My God to Thee  
Soon and Very Soon

### **Contemporary Music**

Amazing Grace (My Chains are Gone) – Chris Tomlin  
Come to Jesus – Chris Rice  
Graves Into Gardens – Brandon Lake  
Great Are You Lord – All Sons & Daughters  
Greater Still – Brandon Lake  
How Deep the Father's Love – Stuart Townsend  
How He Loves – John Mark McMillan  
In Christ Alone – Keith Getty  
10,000 Reasons (Bless the Lord) – Matt Redman



## **ITEMS UNIVERSITY MAY PROVIDE**

- Parlor for family to gather prior to and after service.
- Clothed tables in Narthex (lobby area) of Sanctuary for mementos (if necessary)
- Clothed table in front of Sanctuary for photo and urn (if necessary)
- Easel(s)
- Guest sign in pages if not using a guest book
- Staff to assist in receiving and placing flowers delivered for the service, items to be displayed in the narthex, and set up in the Sanctuary as needed.
- **Live streaming** of service (found at <https://www.universitysatx.org/live-stream>)

## **RECEPTIONS**

Our church provides the option to have a reception following the service without you needing to plan it or pay for it. Our Comfort and Joy Hospitality Ministry team takes the burden off of families by hosting funeral/memorial receptions that feed both the body and the soul. Our hope is to offer comfort to grieving families by relieving them of the work of arranging and paying for a reception.

Comfort and Joy offers two types of funeral receptions: one arrangement for “normal” mealtimes, and one arrangement for non-mealtimes.

### **Reception at a normal mealtime includes:**

Sandwiches, Vegetable Tray, Potato Chips, Pickles, Olives, Nuts, Mints, Deviled eggs, Fruit and Cheese Tray, Cookies, Pineapple Punch, Water, & Coffee.

### **Reception at non-mealtime include:**

Fruit and Cheese tray, Nuts, Mints, Cookies, Pineapple Punch, Water, & Coffee.

## **FEES**

We want to help assist in making this period of grief and loss as stress-free as possible. Walking with you through this is a ministry we offer, therefore, ***fees are not charged or requested for use of the facility, the staff members, or the reception.***

Very often, however, we will have families who would like to give monetary compensation to the staff or donations to the church, and we are asked to provide information regarding what would be an appropriate gift or honorarium. To that end, we have included the following information as a guideline:

Clergy	\$200
Musicians/Vocalists	\$150 each
Communications staff (bulletin, slide show)	\$150
Audio/Visual Staff	\$100
Support Staff	\$100

Additionally, if desired, donations may be made in any amount to either University Methodist Church for facilities use or to the Comfort and Joy ministry, who provide the food and volunteers for the reception following the service.

*For donations and/or honorariums, please write **one check** to University Methodist Church for the total amount. If desired, you may include a note with the breakdown.*

## **CARE RESOURCES AFTER THE SERVICE**

Our care for those who are grieving does not finish once the worship service is over. We have several ways we seek to support those who continue to feel the pain of loss following the death of a loved one.

- *Journeying Through Grief*
  - The officiating pastor will send a series of 4 books throughout the year following a loss.
  - The books are sent at four crucial times to support the grief process and provide helpful tips and insight.
- Grief Support Groups
  - Grief Recovery Class is a six-week course offered at University. It provides a safe, compassionate space to process grief while exploring where God is in the midst of your pain. Details about upcoming offerings can be found on the University website or by contacting the Pastor of Care.
  - "Healing Holidays" is a one-time afternoon workshop, offered in partnership with Porter Loring every November to provide support and guidance for navigating grief through the holiday season.
- Stephen Ministry
  - Stephen Ministers are lay congregation members that are trained to provide one-on-one care to those experiencing a difficult time in life, such as grief.
  - For more information, contact the Pastor of Care
- Widows/Widowers group through University Methodist Church
  - For more information, contact the Pastor of Care