

FUNERAL TRAINING

Part 2

Organising and conducting a Funeral

(Leaders guide)

RUTHERFORD HOUSE

Preface

The Aim

The aim of the course is to help church leaders train people within the congregation so that they might be involved in caring for the bereaved.

Part 1 gave some theory about the process of bereavement and some advice concerning the visitation and handling of those who are bereaved

Part 2 gives some 'theoretical' help concerning the organisation and conduct of a funeral. The 'practical' side should be worked out under the supervision of a local church leader.

nb This course in itself doesn't qualify anyone to take funerals!!!!

The objectives of part 2

1] to describe the roles of the different parties involved in a funeral.

2] to provide information helpful to the organisation of a funeral.

3] to provide a resource for the preparation of a funeral service.

The material

A] It is laid out so as to alternate some teaching with some discussion and reflection .

B] There are two books

1) a work book.

A copy of this will be given to all the participants at the start. This contains the teaching and some space for reflections

2) a leaders guide.

This contains everything in the work book plus extra material written in italics to help direct affairs and also to give some suggestions that might help during the feedback time.

Leading

1] Content.

The teaching material is full but 'dry'. It needs the addition of the 'water' of the leaders and participants' own reflections, examples and experiences.

2] The timing

Part 1 may take about 4 hours to run through in total. If present in one day, It could either be organised to start with coffee and then take a break for lunch, or alternatively to start promptly and take a break mid morning for coffee and have lunch a little later with a resultant shorter afternoon session.

3] Discretion may be liberally employed in its delivery. Abbreviate, skip over or amend where appropriate!!

INTRODUCTION

Give out name badges and allow people to introduce themselves. If the group is large it may be best at this point to split them into the threes in which they will be working.

WORD John 11:17 – 43

1] Context

Jesus was a friend of family Lazarus, Mary and Martha who lived in Bethany near Jerusalem.

Lazarus was ill and the sisters sent word to tell Jesus
Jesus delayed returning by two days

2] Read the passage above noting the following -

- a) Vs 25 Jesus is the key to life and death
- b) Vs35,36 Jesus knows what it is to mourn
- c) Vs40 If we believe, we will see the glory of God.

PRAYER

BACKGROUND

A] Situation

There have been great changes over the last 50 years

1) The church

The number of ministers has halved – the number of funerals etc have remained the same.

2) Society

a) 75% people die in institutions. 70% are cremated (previously for most - death at home and burial)

b) 88% die aged over 75
(nb The Majority of people under 50 have little experience of death)

c) 11 % of adults are members of the church (36 % in 1950)

nb The funeral workload is a burden to many hard-pressed ministers, but is also an opportunity for many congregations to serve the community around them and commend Jesus to those with no other direct contact with His church.

B] Aim - to help church leaders to train people in their congregation to be involved in caring for the bereaved and conducting funerals.

The ministers of all trainees will be sent by email a copy of the course material which they might use together as a basis for further training and discussion.

(Read through the preface with them – aims & objectives)

THE PURPOSE OF A CHRISTIAN FUNERAL

Discuss in groups of three, the aims that you would have in conducting a funeral, and write them in the space below

For God

- *To give glory to God*
- *To commend His Church*
- *To demonstrate His love*

For the bereaved

- *To comfort them*
- *To help begin the process of saying goodbye to the deceased*
- *To confer a new status on the bereaved e.g. widow, orphan*
- *To celebrate the life of the deceased*
- *To enable them to grieve*
- *To minimize the burden of arrangements*
- *To show them hope in Christ*
- *To articulate the truth of the Gospel of Jesus*

A 'TYPICAL' FUNERAL

(Skip through this quickly to give them an overview)

1] A phone call

The undertaker rings. Mr Jones died last night and Mrs Jones and family are in the undertaker's office making arrangements. Would

- a) You be willing to take the funeral
- b) Tuesday 3.00pm at crematorium suit?

You check your diary then you agree.

2] A visit.

An arrangement is made to visit, through the undertaker while they are on the phone. You visit later that day. During the visit

- a) they speak of the circumstances of HIS death
- b) you encourage them to speak of his life and character.
- c) you talk about the service
 - 1) confirm the arrangements – time place etc.
 - 2) outline the format and ask about hymns
- d) Details are given of how you can be contacted
- e) After prayer, you leave.

3] A Service

- a) A car picks you up at home to take you to the crematorium /parlour
- b) On arrival, you are greeted by the attendant who asks for the hymns.
- c) The family is shown in before finally, the coffin is brought in.
- d) The service lasts 20 minutes
- e) The mourners leave for refreshment in a local hotel or at home

..... AND THAT'S ALL THERE IS TO IT!!!!!!!

THE FIRST CONTACT

1] Notification

a) By the undertaker

In most cases this is by phone call, often while the family is present. They ring to find out if you are available and if so to make arrangements

b) By the family

This may be before they have spoken to the undertaker. It may be shortly after the death and the deceased may still be in the house. The family may want someone from the church to come to pray or 'give a blessing'. There are regional, cultural variations. Your minister will be able to advise you.

2] The first visit

a) before the undertaker has been contacted

A visit in these circumstances would be solely for comfort. Any talk of arrangements should only be very tentative at this stage. Another visit would need to be arranged once details have been firmed up.

b) After the undertaker is contacted

The goals of this visit would be to

- a) comfort the bereaved in their grief
- b) gather information about the deceased
- c) confirm the arrangements – date, time, place etc.
- d) make preparations for the day of the funeral.

Nb In their numbness the bereaved may not remember some of the things that you have said. For this reason it may be useful to give them a leaflet as you leave (See **Appendix 2** as an Example)

MAKING ARRANGEMENTS

1] Priorities

Three parties' requirements must be considered – in the following order!!

- the family
- yourself
- the undertaker

NB the Undertaker must try his best to oblige you as far as the time is concerned but if a cremation is asked for, the family will have to accept the best time that can be offered by the crematorium.

2] The work of the Undertaker

In your group of three

- a) Make a list of all the things you would expect an undertaker to do
- b) When your list is completed compare it with Alistair Lawson's letter in Appendix 1
- c) Are there any surprises?

Plenary session: supplement, as necessary, with this material:

They provide a 24 hour service 365 days a year. They will respond at anytime where the death has occurred outwith a hospital, and collect the deceased. They will then keep the body with embalming (if necessary), till time of the funeral.

During the initial contact with a client they will seek to address the following questions concerning the funeral

a) Who will be taking it? – They ought to contact the prospective leader, before any arrangements are made.

b) When will the funeral take place?

c) Where will it happen?

Thereafter the arranging can begin. They will advise the client on what they need to do and basically ‘undertake’ to do the rest. This will involve

a) Collection of the deceased. Collection, production and delivery of all relevant documentation.

b) Arranging for flowers, catering, transport, newspaper notices, hymn sheets, organists, viewing of the deceased, head stones and ashes internment.

c) ‘Directing’ all the practical details of the funeral on the day.

d) Payment of all bills and fees in the client’s name
nb If the church building is involved, the leader should ensure that the undertaker knows the appropriate fees for, organist, officer etc.

The undertakers work hand in glove with the minister. They ‘undertake’ to make all the practical arrangements for the family except the conducting of the service (s) – that is the responsibility of the representative of the church. Communication between the two needs to be good. Generally

*they are very accommodating to those conducting the funerals
– it is in their best interest!*

3] Advising the bereaved

Where appropriate and if possible, it is desirable to meet the request of the bereaved. However there may be situation where advice might be helpful.

a) The venue

A church service may be useful in a large funeral, where there will be pressure on time or space at other venues

b) The order

Sometimes a private cremation might be followed by thanksgiving service

c) Emotional pressure points

It is not possible to remove the pain from the funeral, but it is possible for some people, to reduce the pressure on them by avoiding certain things. Being made aware that that they do not 'have to do' some of the things below, may provide great relief. This may be gently suggested, but if they are determined, don't push! – NO COERCION!!

1) Greeting mourners at the door.

The bereaved often feel that this is expected of them. For some it is the natural thing to do, for others it is a trial. If you say that you will thank the congregation of their behalf at the start of the service, it gives them the options to either stand at the end or go straight to the car depending on how they feel on the day

a) Ask them what they would like to do

b) Assure them there is no right or wrong way

c) Make it clear that they can change their mind on the day

2) Doing readings & giving tributes.

Some feel they 'have to do it for Dad's sake' and would force themselves to do things even if they are an ordeal.

3) Playing of emotional music during the service.

It is usually hard on the mourners if they have to sit and listen to favourite music in silence. While people are coming or going may therefore be easier.

4) The coffin

- a) Having the coffin in the church
- b) Carrying the coffin etc.

d) Other Participants in services.

- 1) If allowing - vet beforehand to ensure contribution is suitable
- 2) Don't be afraid to say no (gently) - Keep the integrity of service.

If mourners insist on other parts, that you are not comfortable with, time might be given after the service.

e) Choice of music.

- a) Stress there are no 'funeral hymns'. Any Christian song is 'appropriate'
- b) Strongly recommend singing something generally familiar to the mourners or it will be a solo for you!

GATHERING INFORMATION

A Funeral is a personal affair! The best person to conduct a funeral ideally would be a friend – someone who had an intimate knowledge of the deceased. The mourners would then join with the one leading the funeral in remembering and giving thanks for the life of the deceased.

In most funerals this is not the case, and in order to avoid an impersonal atmosphere, some work is needed to gather information about the deceased.

This may be gained by

- a) Asking friends and neighbours
- b) Listening to the bereaved talk to one another
- c) Question the principle mourners

Careful listening is essential at all times for details that will 'personalise' the service. Gentle questioning is usually needed to elicit all the information. Going through their life chronologically may ensure that nothing is missed. Leading question might give an insight into character – What made him angry? What was his sense of humour like? What was he passionate about? Try to make this natural and avoid an inquisition.

Details should be written down accurately. Some like to do this later, others prefer to use a form and write things down while they are with the bereaved. (see **Appendix 3** for examples)

Exercise

In threes, take 5 minutes each, finding out information from one another about a person well known to you who has died. Arrange yourself into Speaker 1, listener 1 and observer 1, and then swap roles. If you would like, use the form in the appendix 2 to record this.

(Briefly collate any feedback from what they have observed)

PRACTICALITIES of the Funeral Service

A: The Crematorium

1) On arrival

- a) Make yourself known to the Attendant when you arrive and give him the Hymn numbers. Check the pulpit.

nb If you are new he will show you the arrangements for the committal – ‘the button’

- b) Ensure that the mourners are shown to their seats

2) The Start

The coffin will be brought in by the attendants & undertakers and place on a table. They cover the coffin, bow and then leave.

3) The Committal

The button is pressed as the words of committal are said and the coffin disappears from sight. Some ask the congregation to stand for this. Others do it within the context of a prayer. The benefit of the latter is that for some the coincidence of the coffin's removal and associated images of burning may increase their distress at that moment.

Nb The coffin is in fact merely taken away and stored awaiting later cremation.

4) Timing

The allocation for each service is 30 mins – 5 minutes for arrival, 20 minutes for service and 5 minutes for dispersal. This needs to be strictly adhered to especially if there is a service following. You will be very unpopular if you take up more than your allotted time.

If you are running late you might make up time by

- a) shortening the service – missing out a reading / hymns etc.
- b) at the end, lead the chief mourners well away

from the door. They will still be able to greet people, but the building will be cleared at the same time for the arrival of the next funeral

nb If the funeral is large it will be very difficult to clear the area in the allotted 30 mins. If this case is anticipated, it is possible to book 2 'slots' together.

5) The playing of music

The crematorium has the facility to play piped music

a) This is arranged by / through the undertaker and must be at the crematorium 24 hours before the funeral.

b) It is generally best to play it at the end as people leave

i) It means less emotional stress

ii) It saves time

B:The Church or Funeral Parlour

Funeral services held in a church or in an undertaker's funeral parlour follow a very similar format.

1) Planning

Tell the organist and the church officer of the arrangements as soon as possible (name of deceased. Date time place. Hymns.) and check that the appropriate hymn books etc are available.

Nb ensure the undertaker knows of the appropriate fees organist, church officer, church premises. He will expect that and will pay them.

2) Before you start

Be there in plenty of time to check that all is ready.

a) Hymn books/sheets available for everyone

b) Seats reserved for the chief mourners

3) The Chief Mourners.

Be there to greet them when they arrive. You may like to show them to their seats yourself.

4) Conduct of the service

‘Choreograph’ the congregation, so that they know what is expected of them all the time. Many are unfamiliar with church!

5) The Conclusion of the Service

Lead the family to the exit. If they wish to greet friends, show them where to stand. You might stand nearby as a sign of support and to be available.

6) The Coffin

It may remain in the car, be in the church when the mourners arrive or it may be brought in just before the service starts.

- a) Ask the congregation to stand as it is brought in.

- b) At the end of the service ask them to stand for its removal.

- c) Ask them to remain in their seats for a minute or two. The undertakers will put the coffin in the hearse. When this has been done, leave the church yourself in the company of the chief mourners.

C:Service in the house

Funerals from the home are less common now and are most common in rural areas

1) The Coffin

It may remain in the hearse, be in an adjacent room or be in the room in which the service is being held

Nb Some might ask for the coffin to be open during the service to allow last farewells before being sealed. To gently insist on it being sealed before the leader arrives may make it easier on all concerned

2) The Presentation

a) Position yourself so you can best be heard by most people.

b) Take a deep breath and speak loudly!

3) Removal of the coffin

To ensure a clear passage for the undertaker to remove the coffin, it may be helpful to ask people to leave the house before it does.

D:The Graveside

1) On arrival at the cemetery, the undertaker makes contact with the staff, who lead the cortege to the opened grave.

2) The undertaker and staff take the coffin and place it over the open grave.

3) The undertaker, having previously given 'cord cards' to the family, calls out the numbers and eight people will come forward.

4) After the coffin is lowered and the people stand back, the leader of the funeral then takes over.

5) The leader stands up wind if possible and then if necessary requests firmly to the mourners, to come closer.

6) At the words of the committal, the undertaker will throw soil into the grave. Confirm with him that he will do this before hand.

7) After the benediction, the grave is covered by the staff.

8) Some mourners may like to come forward and throw a flower or some soil on the coffin.

9) It may help to draw things to a conclusion by announcing 'That concludes our service. Thank you for being with us', and then going over and speaking to the family

E:The Scattering of Ashes

1) Collection

If requested, the undertaker will collect from the crematorium.

2) Appearance

They come in screw top plastic urn. 1 Kg of stony material contained in a tough polythene bag.

3) Permission

a) On public ground

There is no civil requirement but be considerate of others!

b) On private ground

Speak to the landowner first.

4) Position

Stand the mourners up wind. Scatter ashes down - wind.

nb if concentrated on one spot, they will leave persisting evidence.

5) Format

Reading, prayer scattering.

6) The Casket

Quietly dispose of casket unless the family specifically ask for it

F:Interment of Ashes

1) The arrangements

These are made by the undertaker, with the local cemetery. (The undertaker may or may not be present on the day)

2) The situation

A small hole a couple of feet deep will be dug generally beside a family lair in the graveyard.

3) The format

- 1) The family/undertaker will bring the ashes.
- 2) Ask them to place the casket in the hole
- 3) A similar format to a burial might be used.

G:The Social

This is an important part of the day for the mourners and gives them a chance to unwind. The leader's work is finished though usually there is an invitation to join the party if convenient. Use your discretion as to whether or not to attend these

POST FUNERAL FOLLOW UP

A week or so after the funeral a visit may be appreciated as the close support during the initial bereavement wanes and life for others returns to normal. People often appreciate the chance to reflect on the day of the funeral.

There are various opportunities thereafter where the care of the church in Christ's name may be expressed.

1) Anniveraries – wedding, birthdays or the bereavement itself.

A card, a call, or a visit are greatly appreciated and people are touched by the fact that you have remembered them.

2) Christmas

This is often the hardest time for those who have been bereaved. Any way of acknowledging this to them is gladly received. Some churches give a plant (eg poinsettia) to all those who have been bereaved in the year.

3) Thanksgiving service

Some churches have a special service to which all those who have been bereaved in the last year or 6 months are invited. It may contain a time when the names of all the dead are named followed by a time of silence. The simple service may help the bereaved to move on and give an opportunity to the church to share the hope we have in Jesus.

See **Appendix** for an example of an order of service and letter of invitation

GENERAL APPROACH

In your group of three

1. Share a “Good” funeral you have attended and what made it “good” (Ensure that it is one you can share easily and will not upset you)
2. List the qualities that you think the person conducting the funeral needs to show

Plenary session

- *Authoritative*
- *Calm*
- *Gentle*
- *Attentive to detail*
- *Accommodating*
- *Brief*
- *Caring*
- *Sincere and honest*
- *Down to earth*

(NB some of the above may need to be shown even if you do not 'feel' them!!!!!!)

CONDUCTING A FUNERAL

The following is a 'typical' service for a crematorium. Each of the constituent parts are looked at in turn with other examples given.

Introduction and welcome

The introduction might include –

- 1) Welcome in Lord's name
- 2) Thanks on behalf of family
- 3) Invitation to social afterwards?
- 4) A comment on the leader's relationship with the deceased
- 5) Focus on the Lord / Scripture sentence

Here is an example

Welcome in the Lord's name. The family would like me to express their thanks to you all for coming along to this service and are grateful for your support at this difficult time.

They invite you all to join them at the Bowling Club after the service for a cup of tea and a bite to eat.

We come to give thanks for the life of John Smith. I did not know John, but in listening to what others have said about him, I have tried to express some of what I have heard in this service.

The Bible says. The eternal God is our refuge and underneath are the everlasting arms.

(Thanking on behalf of the family gives them an 'out' if they do not want to stand at the door.

Statement of relationship show that you are not pretending to have known him)

(Some opening scriptures)

The eternal God is your refuge and underneath are the everlasting arms.

Deut.33:27

May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit.

Rom.15:13

God is our refuge and strength, a very present help in trouble.

Psalm 46:1

Blessed are those who mourn, for they will be comforted

Matt.5:4

Hymn 387

"Let's stand and sing – Hymn 387 in the red book. The Lord's my Shepherd, I'll not Want."

Opening Prayer

The opening prayer might consist of

- a) Approach to God
- b) Admission & confession
- c) Request for grace & understanding

Here is an Example

Let us pray together.

Gracious and loving God, we draw near to you humbly and reverently, for you are our Maker, our Creator, and it is by your providence that we draw our breath.

We acknowledge that we fall short of your perfect standard and sin in thought word and deed. Yet we come in confidence because a living door into your presence has been opened through the death and resurrection of your Son, our Lord Jesus Christ.

‘Gracious God, as we turn now to your Word, we ask for the light of your Spirit to shine into our hearts and minds. Without that light, we cannot understand the mysteries of eternity nor trust in the promises you have given to us. So as we hear your Word, may some glimmer of your glory shine upon us from the face of Jesus Christ your Son. In his name we pray. Amen.’

Main Scripture Readings

Here is an Example

“Let us read the Word of God.....”

Psalm 130;

John 6:37-40

1 Corinthians 15:3-8, 12-20

Some other main readings

Suitable passages (and there are many more) are:

23	<i>The Lord is my shepherd</i>
Psalms 42:1-6a	<i>As a deer longs for flowing streams</i>
Psalms 46:1-5, 10-11	<i>A very present help in trouble</i>
Psalms 93	<i>Bless the Lord, O my soul</i>
Psalms 121	<i>I lift my eyes to the hills</i>
Psalms 130	<i>Out of the depths I cry to the Lord</i>
Psalms 139:1-12	<i>Where shall I go from your Spirit?</i>
Isaiah 43:1-2a, 3a.	<i>When you pass through the waters</i>
Isaiah 55:1-3, 6-7	<i>Come, all you who are thirsty</i>
Isaiah 61:1-3a	<i>The Spirit of the Lord is upon me</i>
Isaiah 65:17-25	<i>A new heaven and a new earth</i>
Matt.5:1-12a	<i>The Beatitudes</i>
Matt.11:25-30	<i>Come to me and rest</i>
Luke 18:15-17	<i>Entering the kingdom as little children</i>
John 3:16-21	<i>God so loved the world</i>
John 5:24-29	<i>Whoever hears believes has eternal life</i>
John 6:37-40	<i>Whoever comes to me I will never turn away</i>
John 14:1-6, 27	<i>I am the way, the truth and the life</i>
Romans 8:28-39	<i>Nothing can separate us from the love of God</i>
1 Cor.15:12-14, 19-23	<i>Christ raised from the dead</i>
1 Cor.15:35-38,42-44,50-58	<i>We shall all be changed</i>
1 Thess.4:13-18	<i>The comfort of Christ's coming</i>
Rev.7:2-3,9-17	<i>Those who have come out of great tribulation</i>
Rev.21:1-4 , 22-25	<i>He will wipe every tear from their eyes</i>
Rev.21:22-27	<i>The city does not need the sun or moon</i>
Rev.22:1-5	<i>There will be no more night</i>

Prayer of thanksgiving

(some prefer to do an obituary, encourage them to follow the example of their minister)

1] The aim

It is to express the thoughts in the minds of the mourners to help them to identify with the prayer, if possible / appropriate try and include specific items .
eg quotes of descriptions . 'his drole sense of humour'
notable events - enjoyment of family get-togethers at new year

2] The material

Below are some headings and phrases that might be helpful in constructing an obituary / prayer of thanksgiving.

Upbringing in Family that nurture them...
....Care of parents.....relationship with brothers & sisters..... schooling childhood

Work jobs done in life (service in war)

Marriage to homes established.... children born

Place in community - contribution made
(bowling club etc)

Interest and hobbies

Character - forthrightness, determination, honesty, integrity, faithfulness as a friend, courage in

adversity

Nature - gentleness, thoughtfulness, generosity, simplicity, sense of humour, contentedness with lot

Family - relationship with wife, children, grandchildren,

Faith - belief in Jesus, participation in His Church

(NB Be honest - Only use that which applies to the deceased!)

Here is an Example

Let us bring our prayers of thanksgiving to God

We thank you for your love in Jesus Christ. When we were careless of your claims upon us, indeed, when we resented you and persisted in going our own way, you gave us your Son to be Saviour and Lord. He left your presence and was born in a humble home. Having revealed God to us he was betrayed and crucified, dying in our place, the just for the unjust, the innocent for the guilty, carrying upon himself all our sins and uncleanness that he might win the right to cleanse us and forgive us that he might one day present us to you, our God.

We thank you for all that you give us in this world – for our ability to love and care for one another, for the family and friends who are dear to us.

We thank you particularly for the life of John Smith and for all he meant to those gathered here as brother, husband, father and friend

- We thank you for his Upbringing in Springburn, the

care of his parents who nurtured him, for his closeness with his brother Bill and sister, Jean . We thank you for his enjoyment of his school years, and for the life long friends he made during those formative years.

- We thank you for His Work- the opportunity he had to join his father's in the butchers shop, for the many years he served the community in that way and his cheery greeting which lifted dull spirits as they came in the door. We thank you for his time in the Argylls during the War and the courage he displayed

- We thank you for his Marriage to Joan after the war and the homes they established in Springburn. We thank you for the children born to them - William and Ian, and for the many happy memories they share especially of the family gatherings at New year and the annual holiday in Rothesay.

- We thank you for his Interests and hobbies – his love of nature, his pleasure in his garden and his skill at growing vegetables, for his membership of the bowling club and the many friendships he gained through it, for his enjoyment of football whether it was Rangers or his grandsons school team, for his participation in the local labour party in his younger years.

- We thank you for his character – His determination and stubbornness which was often used to benefit others, for his honesty, integrity, faithfulness as a friend, courage in adversity

- We thank you for his nature – his generosity, his humility, his willingness in his family to say sorry after he had 'blown his top', for his sense of humour and readiness to see a joke against himself, for his simplicity and contentedness with lot

- We thank you for his family - for relationship with wife, Jan and the way they complemented one another as a pair, or his children, and grand children , for his pride in them and determination to encourage them 'to be the best that they could be'.

- We thank you for his faith – his belief in Jesus, and the way he served Him through His Church in *Springburn*.

For these and all the unspoken reasons represented here, we give you thanks for the life of John Smith, In the name of Jesus. Amen

Committal

1] Ingredients

- a) Brief reading
- b) Committal
- c) Prayer

Thanksgiving for Jesus

Comfort for Family

Grace for commitment to Christ

Here is an Example

“As we come to the committal let us read again in the Word of God.....”

John 11:25-26

I am the resurrection and the life, says the Lord
Those who believe in me even though they die,
will live. And whoever lives and believes in me will
never die

Revelation 1:17-18

Do not be afraid, I am the first and the last. I am
the living one. I was dead, and behold I am alive
forevermore.

Let us pray

Lord, we have entrusted our brother in the hands of God and now we commit his body to be cremated, ashes to ashes and dust to dust having our whole trust and confidence in the justice and mercy of our heavenly Father and in the victory of His Son, Jesus Christ our Lord, who died, was buried and rose again for us and who reigns for ever and ever.

As we have entrusted the dead to you, so Lord we commit the living and those who will miss John most keenly –for Joan, for William and Ian, for Simon and young John. May the peace and the Truth of God be with them to comfort them in the days ahead.

We pray for all gathered to day. Remind us that we too will stand before you one day. Grant us grace that we may be found not trusting in our own goodness but in the death and resurrection of Jesus on our behalf.

We ask this in Jesus Name. Amen

Some other readings

"Man born of woman is of few days and full of trouble.
He springs up like a flower and withers away;
like a fleeting shadow, he does not endure. (Job14:1,2)

"God will wipe every tear from their eyes. There will be no more death or mourning or crying or pain, for the old order of things has passed away." (Revelation 21:4)

Be at rest once more, O my soul, for the LORD has been good to you.

For you, O LORD, have delivered my soul from death,
my eyes from tears, my feet from stumbling, (Ps 116:7,8)

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.

... so we make it our goal to please him, whether we are at home in the body or away from it. ¹⁰ For we must all appear before the judgment seat of Christ, that each one may receive what is due him for the things done while in the body, whether good or bad. (2 Corinthians 5:1,9,10)

(nb If this reading is spoken with the following reminders, it may diffuse emotional pressure as body is removed.

a) Spoken to believers in Corinth

b) Body likened to 'tent' in which Soul lives

c) We cremate the tent of the deceased, the person themselves as the Word says, stands before God as we all must do to give an account of the things done in the body whether good or bad.)

Some other words for the act of committal

And now we commit the body of AB to be cremated - Ashes to Ashes, dust to dust who alone judges righteously and will render to everyone of us according to our deeds whether good or bad.

And now we commit the body of to the ground, Earth to Earth, Dust to dust, Ashes to ashes, in the sure and certain hope of the resurrection to eternal life. John Wrote: ' I heard a voice from Heaven saying to me 'Blessed are the dead who die in the Lord from henceforth, that they may rest from their labours, and their works follow them.'

Hymn 695

"Let's close by singing hymn 695 – Abide with me"

Blessing

Here is an Example

“And now may the grace of our Lord Jesus Christ, the love of God, the Fellowship of the Holy spirit, be with you all – Amen”

some other possibilities:

The grace of the Lord Jesus Christ, the love of God and the communion and presence of the Holy Spirit, Comforter and Counselor, remain and abide with us all and with those whom we love now and for evermore. Amen.

Go in peace; and the blessing of God Almighty, the Father, the Son and the Holy Spirit be with you and remain with you Amen

The peace of God which is beyond our utmost understanding, Keep guard over your hearts and thoughts in Jesus Christ our Lord, and the blessing of God, Father, Son and Holy Spirit, be with you all. Amen

To Him who is able to keep you from falling and to present you before his glorious presence without fault and with great joy – to the only God our Saviour be glory, power, and authority through Jesus Christ our Lord, before all ages, now and forevermore – and the blessing of God

VARIATIONS

There are various parts to the funeral. These may all occur in the crematorium (cf 'The Typical Funeral' at the start of the Booklet) or alternatively they may be spread over a variety of places. If this is the case, it is helpful to have 'a main part' in one venue to avoid duplication.

The following are some order of services that could be use in the different places :

a) The Introduction (house or Parlour)

- 1) Introduction and welcome
- 2) Prayer
- 3) Scripture readings

b) The Main Service – (Church / Parlour)

- 1) Introduction and welcome
- 2) Opening Prayer
- 3) Scripture readings
- 4) Main Prayer(+ thanks for deceased)
- 5) The Blessing

Add to the basics above:

Possibly an obituary

Two or three hymns

c) Committal /Cremation

- 1) Appropriate Scripture
- 2) Committal & Prayer
- 3) The Blessing

nb If cremation follows the main service, it is usually unnecessary to repeat things. In such a case you might explain beforehand to the bereaved that it will be very brief at the crematorium – they will be relieved!

FINALLY

1] Draw their attention to the material at the end of the booklet on the Funeral of a Child of baby

It is unlikely that initially they would have to take a child's funeral. It may be best not to dwell on it at this stage as they make take fright!!!

Point out that advice is available from Graham Leitch

2] Ensure that we have the name, address and email of their minister. Tell them that a copy of the materials will be emailed to their minister.

3] Encourage them to be in touch with their minister to find out how they would like to take things forward.

Close in prayer

APPENDIX

Appendix1. The Undertaker

(The following is a letter, written by an undertaker to a minister who had asked him for information about what he did. Use your own illustrations etc to comment on it)

J.&D. Lawson Ltd
9 Kilsyth Road, Kirkintilloch
Glasgow' 066 IQF

Dear John,

6 th June, 2002.

Role of the Funeral Director.

Here are a few thoughts about the role of the Funeral Director (or if you prefer less pomp the Undertaker) and how we connect with the Clergy when doing our job.

First and foremost, we must be able to react like an emergency service. That is, at short notice, 24 hours a day, 365 days a year. Our aim is a response time of one hour or less. This feature of our work may not seem the most important until you need it. When that situation arises it is all that you want. If a Minister/Priest is called to a house after a death he/she should be able to rely on this back up. The quicker we can react to a difficult death in a private house the more confidence a Family will have in our ability to co-ordinate, arrange and conduct the events leading up to the Funeral and, of course, the Funeral itself

Gaining that confidence is a large part of taking the pressure and strain from our Clients, leaving them to get on with the complex emotions of loss. This is done as you know with a combination of experience, knowledge and personality most of which can be learned, however, it is probably better for everyone if it

is felt. This aspect of our work has parallels with your own. Funeral Directing has a degree of vocation about it-

Once the initial contact has been made we must progress quickly. This is what our Clients want. Our goal on the first day of contact is to have a time, date and a place for the Funeral Service arranged. This is not always possible, but progress can always be made in the right direction. This goal, when achieved, seems to help Families settle down. A palpable relief can be achieved. It lets people spread the news. When the telephone starts to ring in the evening, concerned people can be told in one call instead of many return calls. Obviously, early contact with whoever is likely to be taking the Service is vital (mobile phone anybody?) It helps people feel connected. It can solve problems with commitments before they arise. (sorry, getting on a bit of a soapbox here).

The benefits of early communication are many for all concerned. It may even be the secret to helping a Family approach the way they are feeling as opposed to what they still have to do. Our relationship with local Clergy comes sharply into focus at this point. We do not take for granted the fact that we feel confident to call any Minister or Priest in the district (especially you John (sic)) whilst with a Family group.

I hope that this confidence is reflected in the accurate feedback and reliable help we can provide to any of the local Churches up to and on the day of a Funeral (beyond our at need funeral services we do provide a sounding board for people, an information and advice service and free pre-planning service alongside our pre-paid Funeral Plans).

Once the three big questions have been answered (when?, where? and who?), the detailed planning can begin.

We always arrange: the collection of the Deceased, collection, production and delivery; of all relevant documentation, we pay out disbursements on peoples' behalf that is costs to them directly (flowers, catering, gratuities and fees). We give out our best advice on all aspects of the proposed Service, guiding people away from the inappropriate and unworkable whilst

encouraging individuality and attention to detail. Our knowledge of the various needs, conditions, rules and limitations at all local Churches, Cemeteries, Crematoriums, Hotels and our own premises can help bring together a smooth and dignified Service. Circumstances and personal change and a constant evolution take~ place to the point that over a ten year period Big Changes are felt.

We often arrange for flowers, catering, transport, newspaper notices, hymn sheets, organists, viewing of deceased, headstones ashes interments.

We sometimes arrange for international transportation (import and export), embalming of Deceased, for Funerals to take place anywhere in Britain (mostly Scotland) It is achieved largely through the co-operation of all concerned. Something that we should look after as it is quite a rarity these days.

Over the years I have arranged accommodation, worn a top hat as requested, buried someone in a home made coffin, placed a giant (and I mean giant) leek and two huge onions a coffin at the Crematorium instead of flowers. Played "Goodness Gracious Great Balls of Fire" as retiral music at Daldowie and a lot more besides. That is what keeps it interesting. Our is is a fantastic job, small scale important, people based with a polished end product (no, not the coffin silly - the Funeral Day itself).

I don't know if this is any help. It sort of came out differently to what I expected.

See you soon John,

Yours sincerely

Alistair Lawson

Appendix 2

The following is an example of an Information leaflet
To leave behind after the first funeral visit

Bereavement And a funeral

(Picture)

**Juniper Green
Parish church (logo)**

Rev James S Dewar (tel 0131 453 3494)

Your bereavement will be a sad time for you, so first of all let me express my deepest sympathy to you. It is my hope that this card, and the support it represents, will bring you a sense of peace and comfort in your loss. The death of a loved one, whether a family member or a friend is always painful; the closer one is, the deeper one feels the hurt.

Here is a Bible reading and a prayer which, if you read them, I hope will bring you some help at this time.

Psalms 23 - a Bible reading

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 staff, they comfort me.
You prepare a table before me in the presence of my enemies.
You anoint my head with oil; my cup overflows.
Surely goodness and love will follow me all the days of my life,
And I will dwell in the house of the Lord for ever.

A Prayer:

Lord, thank You for the life of my loved one, for the rich memories I have, for the person I remember, for love and friendship shared.

Thank you for your endless love for me, that You have promised to walk with me even through the valley of the shadow of death and that Your Son Jesus Christ saw His loved ones die and knows how I feel today.

Help me when my days are emptier than they were, when I am afraid of the future, when I shed tears because my heart is sore, when I miss someone who was always there; give me peace for my heart.

I pray for others who mourn as I do, in different circumstances yet feeling the same hurt; give them also the gift of peace, through Jesus Christ, Amen.

Arranging the funeral service

The undertakers will have already spoken to you about their part in the funeral service. There are some matters that need to be dealt with by the Minister and these we will deal with here.

The funeral service, whether in church or at the crematorium, will include several elements:

Hymns: If you want to sing hymns as part of the service, it is sometimes a good idea to try to include a favourite of the person who has died. A service may include 1 hymn or 2 or more, or may include none, as you choose.

The Story: Any funeral service must tell the story of the person who has died. It is impossible to tell everything: some memories are too personal to share; other memories are perhaps not appropriate for other reasons, but telling the story allows all of the mourners to recall their own memories in a quiet way in their own hearts and minds.

Bible Readings: The minister will choose some (usually

2) passages from the Bible to read as part of the service and will then share some words of comfort to you from these passages. This will help you see something of God's love and support for you at this difficult time.

Prayers: there are 3 sets of prayers. In the second set we will give thanks for the life of the person who has died and pray for you and your family, usually mentioning the nearest family by name.

The Committal: In the crematorium, if the mourners are able, they will be asked to stand while we commit the body to be cremated. This can be the hardest part of the service for many people since it seems the final act.

The minister will be happy to discuss any other aspects of the service you might wish to include; if there are other people whom you would wish to take part in the service, then speak to the Minister about this.

At the end of the service, you may wish to shake hands with the mourners who have attended as a way of thanking them for being there.

After the funeral

There are 2 ways in which juniper Green Parish Church tries to care for people after a funeral.

First of all, the Minister will usually visit you sometime in the week after the service has taken place. In some circumstances this might not be possible in that time scale, but at some stage Mr. Dewar will make contact with you again. Equally, Mr. Dewar is available for people who wish to speak to him for help and guidance and can be contacted at the number on the front of this card.

Secondly, our Bereavement Support Group will make contact with you in the 3 or 4- month period following the funeral, either by 'phone call or visit in order to offer some support. Many people feel the need to talk to someone about their feelings at this time and it can be easier to speak to someone outside the family. To provide a listening ear and friendly comfort at a difficult time is what our visitors offer to those who wish it.

The members of this team, who will carry identification are: Helen Emslie

Nancy Gordon

Christine McBean

We do wish you well in the days that are to come and commend you to the loving care of God.

App 3a Information sheet (example 1)

Personal details

Name
Address
Phone no.
Spouse
Children
Relatives
Age
Date of death
Circumstances

Arrangements

Undertaker
Date of funeral
Place(s) of funeral
Hymns
Readings etc.
Social

Background

Born and Bred
Schools
Further Ed.
War
Marriage
Work
Talents
Hobbies
Community
Nature
Character
Problems faced
Health
Recent Care

App.3b Information sheet (example 2)

Name of Deceased _____
Deceased known as _____
Address _____

Telephone Number _____
Age _____
Date of Birth _____
Sex _____
Date of Death _____
Cause of Death _____

Contact

Name of Contact _____
Relationship to Deceased _____
Address (*if different from above*) _____

Telephone Number _____

Funeral Arrangements

Undertakers _____
Contact Name _____
Contact Details _____
Date of Funeral _____
Time _____
Place _____
Organist _____
Hymns 1. _____
Hymns 2. _____

Curtains Closed ?	<u>Yes</u>	<u>No</u>
<i>Invitation to join family afterwards</i>	<u>Yes</u>	<u>No</u>

Details _____

Other requirements _____

2nd Service Time _____

2nd Service Place _____

2nd Service Organist _____

2nd Service Hymns 1. _____

2nd Service Hymns 2. _____

2nd Service Curtains Closed ? Yes No

2nd Service Invitation to jin family afterwards Yes No

Details _____

2nd Service Other requirements _____

Family (M = Male, F = Female, A = Alive, D = Deceased)

Parents/Guardians

Siblings

Spouse

Children

Others

Information about Deceased's Life

Time Line

Birth - _____

[illegible]

App 4 . The funeral of a baby or a child

“A child’s funeral is not a little adults funeral”. The funeral of a baby/child is naturally amongst the most difficult of funerals to arrange and conduct and the following points may be helpful:

The death

When a child dies in hospital it is now general practice that the parents be allowed and gently encouraged (if they wish) to spend significant time with, hold and caress their baby/child following the death. It is generally recognised that this is good practice and helpful to parents. During this period they will sometimes receive support from Bereavement Carers or trained staff in the hospital.

If you already have a relationship with the parents (e.g. they belong to your congregation) they may appreciate an offer to accompany and pray with them in the presence of the child. Do not be afraid to ask to hold their child in such circumstances (* see 4 below) and until the funeral speak of the child in the present tense e.g. “He’s a very lovely baby”

Following an accident or where the body is damaged parents still “see” their child and it is better to find some positive comment e.g. “what lovely fair hair!” than to remark on the degree of damage or disfigurement.

(In circumstances where there is involvement of the Procurator Fiscal because of the nature of the death and there may be suspicions concerning the cause, the body is technically “evidence” The parents may not be allowed to touch the child or may be allowed to hold the baby but only under supervision.)

When a child dies at home the “removal” of the deceased baby/child may not be immediate and if the baby/child is still present a gentle request to see her/him

is usually positively received.

Parents or others will often make comments like *"he's an angel now"* - this is not a time to correct their theology.

The arrangements

If there are siblings who are old enough parents should be encouraged to include them in the planning and arrangements to a degree. Their opinions may be sought and it is sometimes helpful to ask them to write down something about their brother/sister.

It is also best for siblings to make their own choices about being at the funeral, cremation interment and they should not be discouraged from attending. Parents will often look for advice about this.

Where the issue of cremation/burial is being considered parents should be advised that in the case of small children there may be no cremated remains (ashes) afterwards. Some cemeteries have areas designated for babies though there is normally a limit to the size of coffin which may be interred there.

The coffin of a baby will generally be white and it is common practice for this to travel in a limousine rather than a hearse and parents should be offered the opportunity of the child's coffin travelling with them.

The service

A parent may often choose to carry the coffin personally to the grave/into the crematorium/church and this should be discussed and agreed in advance - but have contingency plans!

Parents will often wish to include/use a child's favourite pop music, poems or other resources in the service and their wishes should be accommodated wherever possible. Remember a child's funeral is not a "little adults" funeral!

Acute grief/distress is common and your task is to “hold it all together” - the point of committal is often the point of greatest anguish. - if necessary be brief, but avoid being indecently brief.

In your prayers help the family to own their perplexity, confusion, despair and (often) anger at God - pious platitudes won't help!

(Rev Graham Leitch, was chaplain to the Royal Hospital for Sick Children in Edinburgh for 12 years. He is willing to give advice and encouragement to any in this area – tel.01875 320 314)

A FIRST YEAR BEREAVEMENT SERVICE

Introductory slide

“In troubled Water you can scarce see your face, or see it very little, till the water be quiet and stand still. So in troubled times you can se little Truth; when times are quiet and settled, Truth appears”

John Selden

INTRODUCTION

Good Afternoon everyone - and welcome to what we expect to be the first of what will be an Annual Service of Remembrance and Thanksgiving for those bereaved.

Sooner or later in life every living person will die- some, mercifully far fewer now than in past centuries. in infancy or childhood, others in old age. And, as a result, most people sooner or later come face to face with the loss of someone they love.

These Annual Services will provide those who have lost a loved one - and sometimes more than one! - with the opportunity to do something very important - to remember with joy and affection, as well as with pain and sorrow because of their deaths, those we have loved.

It's no accident that this service is being held at the end of November - because as you know better than others that it can be times like Christmas which are hardest to face and cope with when they come.

This service, remembering and celebrating our loved ones may free us a little to have Christmas - to smile and laugh at Christmas as they would surely want - without them.

A few words of explanation -

1. Rather than singing hymns we'll be listening to three hymns during the service - the words are printed for you to follow if you want, but will also appear on the screen.

You may simply want to listen, letting the words bring you comfort, or you may want to join in silently (if that's not a contradiction in terms!) by singing the words in your heart.

2. During the service there will be opportunity to lay your flowers on the Table of Memory -the pews mean that those beside the aisles should come forward first and that you should then wait until any others in the pew have returned to their seats before you take your own again.

Some of you will be able to identify with these words of MARJORIE PIZER in her book "To You the Living":

"Lately I have been letting my life fall to pieces about me. All the old familiar ways have become meaningless. I have been lost in despair's dark depths. I have been lost in a forest of ills, wandering alone and calling for help. I have looked to death as an escape from the intolerable agony within.

But she adds these words:

Now it is time for me to turn from death and chart another path. Girding myself with courage and hope, I must find new tasks and make a new beginning from an old-fashioned ending."

LIGHTING THE CANDLE

To mark the beginning of our service we light the candle on our Table of Memory.

PSALMS OF SCOTLAND CD TRACK 1 3:34

PSALM 23

sung by the Scottish Philharmonic Singers directed by

Ian McRorie

PRAYER

God our Father, in the name of Jesus Christ we both **seek** and **invite** your presence with us, as we remember with love and cherish in our minds the memory of our loved ones.

We confess that, in the midst of our griefs, we have doubted you, we have been angry with you, some of us have even hated you. Our minds have been assaulted with questions to which we have been able to find no satisfactory answers, grief has stormed the battlement of our hearts and has sometimes overwhelmed us; Darkness has covered us, extinguishing the light of your love's shining and crushing us to dust.

Help us today **to come to you as we are** - simply, sincerely - and, giving thanks for those whom we have loved and left in your care, **to learn again to trust you** and find hope, through Jesus Christ our Lord.

AMEN

Reading: John 11:17-44

The hope of resurrection and a future life may bring comfort, but it can't ease the pain of loss , the aching gap, the emptiness, the sense of meaninglessness that so easily - so often and sometimes unexpectedly - visits us.

At such times we need someone who is ready and willing to reach out and touch us with tender love and healing power.

We **need** someone - and Christians have always believed there **IS** Someone...

Listen to Mary Hathaway's poem "Loving Hands."

POEM : "LOVING HANDS"

I had a sorrow so deep
that human love could not penetrate
its deepest recesses.
I stumbled through the valley
of suffering in my mind,
down, down into the depths of darkness.

And there, in the tearless pain beyond pain,
I saw two hands outstretched.
Two pierced hands -
that was all I could see -
two pierced hands held out to me.

I knew that my sorrow was shared
to the uttermost,
that I did not stand alone in the darkness,
that every part of my pain was understood.
Two loving hands - that was all I could see -
two loving hands held out to me.

I felt no lessening of pain.
The stark reality of sorrow
was still there,
to be faced and lived with;
But I was not alone.
In healing silence
two pierced hands held mine
in the depth of that darkness.
Two sharing hands -
that was all I could see -
two sharing hands held out to me.

CELTIC EXPRESSIONS CD1 TRACK

HYMN: I HEARD THE VOICE OF JESUS SAY

Note: The words of this are best displayed by video projection with a suitable picture accompanying...or print the words in an Order of Service

READING - LORD BALLANTRAE ON LIFE, DEATH AND GOD

Who or what God is I do not pretend to know. I have encountered in my travels so many different conceptions of Him, ranging from those of the simplest Christian Faith, such as the Karen Baptists of Burma, to devout animists and pagans from Nigeria to the Pacific Islands. But that there IS a God is doubted by few people; and it does not worry me that many of those few are among those whose intelligence is rated most highly.

Nor am I worried that we know so little about God; nor by the question so often asked, as though it were the end to all argument, "If there IS a God why does He allow so much suffering, and sorrow, and pain."

It seems to me an impertinence, a piece of arrogance, that at this earthly stage of our development we should expect to know all the answers.

It so happens that I no longer own a dog, but I have owned several in my time. Each knew the area around my house: in fact they knew it in far more detail than I did; but the world that they knew was confined to a few miles; they were not equipped, nor did they aspire, to know more. And as for pain, what parent is there among us who has not had to inflict pain upon a beloved child, without being able to explain that in the long run it is for his or her own good? It may be a minor thing like a mere jab against diphtheria; but I am still haunted by the memory of abandoning my three year old son, who was protesting deafeningly with tears, at being left in hospital to have his tonsils out.

How could I explain to him why we were doing it to him? I am satisfied to believe that one day we will understand all this; even such things as early and unexpected and seemingly undeserved bereavement.

This brings us on to the question of whether or not there is what we call – for want of a better phrase – ‘an after-life’.

I believe with complete confidence that there is; and in this belief I have never wavered, whether in peace or war. I have already confessed that I make no pretence to knowing Who or What God is; but I am sure that we all owe our existence to more than a passing moment of sexual ecstasy between our parents.

I find it impossible to believe that creatures so complex as every one of us is could have been called into being for such a short span as is granted even to those who have the doubtful privilege of living longest,

I can no more imagine death as being final than I can imagine space ending in a brick wall, or in a sort of celestial knackers yard,

Nor can I accept the Buddhist notion of Nirvana, where we are all absorbed into one perfected anonymous personality. I believe – and again this is a belief in which I have never wavered – that we will be reunited with those whom we have loved, and with those who have loved us: as individuals whom we will recognise, and who will recognise us, in happiness perfected and made whole,

QUOTATIONS ON DEATH AND DYING

Here, also, are words of others on what death and dying mean for the Christian

These quotations are displayed on video projection and accompanied by CD of appropriate music

THE CERTAINTY OF DEATH

"Death is not a spectator sport"

Samuel Waldron

"One out of one dies"

George Bernard Shaw

"We are not here to stay. We are here to go."

Anonymous

THE CONQUEST OF DEATH

"Jesus has forced open a door that had been locked since the death of the first man. He has met, fought and beaten the King of Death. Everything is different because he has done so."

C S Lewis.

"Christ has been raised to life! And he makes us certain that others will also be raised to life...we will be raised to life because of Christ."

1 Cor 15:20-21 CEV

"Death does not put our relationship with God into the past tense."

Anonymous

DEATH AND HEAVEN

"Death to a saint is nothing but the taking of a sweet flower out of this wilderness and the planting of it in the garden of paradise."

Thomas Brooks

"“Death is but a passage out of a prison into a palace”

John Bunyan

"Death for the Christian is not a miserable cul-de-sac, but a glorious open road into the presence of God"

Doug Barnett

"Forever with the Lord!"
Amen, so let it be;
Life from the dead is in that word,
'Tis immortality.
Here in the body pent,
Absent from him I roam,
Yet nightly pitch my moving tent
A day's march nearer home.

So when my latest breath
Shall rend the veil in twain,
By death, I shall escape from death
And life eternal gain.....!!

MOVE TO BLANK SLIDE

LAYING THE FLOWERS

At the beginning of the service we lit the candle on our Table of Memory - the flame burns on, reminding us of those we have loved and lost. For some of us the loss is recent, for others today reminds us of those long dead and those who are more alive than ever in the presence of God.

Along with invitations to this service you were provided with a Flower Card on which or in which to write your message - you may yet have to write what you want on it. If you do then please just indicate and a pen will be brought to you.

You may simply write the name of your loved one - or a message inside the card which can be opened by removing the tie string.

And now as we come quietly forward to lay our flowers on the Table of Memory - and the music which accompanies us is a piece called "Home and Away"

played by James Galway - we recall the words of Christina Rossetti:

*"Remember me when I am gone away, gone far away into that silent land,
when you can no more hold me by the hand...."*

WINTER'S CROSSING CD TRACK 11 3:58

1. Notices

*** Refreshments available after service**

- **After the service today you are invited to accept a small spray of flowers as a token of OUR thoughts and prayers for you this Christmas-time.**
- **If this service has raised issues you feel it would help to talk through please don't hesitate to ask today or make contact during the next few weeks.**

It helps to talk with others - and remember that if you are a Christian God's ear is always open and Jesus Christ is always there for you.....as our final hymn reminds us....

CD THE HYMN MAKERS : TRACK 9 'WHAT A FRIEND WE HAVE IN JESUS'

Blank Picture for Instrumental verse

PRAYER

Lord, without our consent we are born, without our consent we live, without our consent we die and without our consent our bodies are laid to rest and our spirits go forward to rest with you.

We cannot always understand your plans and we do not see your ways, for our minds are overwhelmed and our eyes are too weak.

Yet to comfort us and give us hope you lift the veil of eternity and the we are permitted to know that the world is a corridor, and we are on a journey, and Jesus is the Way, that the end is perfect love and the reward is peace.

Give us your comfort on the journey, your strength on the road, your guidance at each turn and your love as our guard.

AMEN

CD WINTER'S COMING - TRACK 13 STEAL AWAY 3.32

Notes on service

Timing: Best held in second half of November – thoughts of the approach of Christmas are in people's minds but it isn't too close to the festive season. Not later than very beginning of December.

Invitations: I send a letter (see example) along with an invitation card and a specially designed flower card which can be attached to flowers which they are invited to bring on the day to lay on the Table of memory during the service... it is helpful to have some spare flowers (individual or small sprays) for any who come without flowers.

I send to the next of kin of those whose relatives funerals I have conducted in the previous two years but also make invitations available in church for others to take or pass on to people they know who have been bereaved and may be helped by the service

After the two years folk can ask to be kept informed of

the details of the Annual Service of Remembrance and Thanksgiving for the bereaved

Music: The singing of hymns often works less well than the projection of words to accompanying music which the folk listen to.

Emotions: folk need assured it is OK to be upset and cry.

Table of Memory – a table, it may be the communion table – covered with a cloth and with a simply floral display into which is set a large candle.

Content and Quotations: Many apt quotations are to be found in:

“All in the end is Harvest and anthology for those who grieve” edited by Agnes Whitaker and published by DLT.

“Just my Reflection” – a book to help parents plan their child’s funeral. by Sister Frances Dominica

After the service

After the service we give s single flower or small spray to those who have attended.

Refreshments can be provided but it should be made clear that folk may well prefer simply to sit in the church for a while or leave and that’s OK

The offer to speak with people about issues arising from the service or in the weeks following the service should always be made and a contact number given.

Letter of invitation to service

Dear

Thanksgiving and remembrance service for the bereaved

The circumstances in which we lose our loved ones varies. The death of someone close to us may be sudden and unexpected, "out of the blue." Their passing may follow a prolonged illness. Or it may be the result of old age. But whenever we reach "the valley of the shadow" on our journey through life, the way can sometimes seem dark and lonely.

Yet, in the words of Helen Keller, the bereaved belong to *"the largest company in the world, the company of those who have known suffering."*

I wanted to take a moment to write to you so that I could invite you - and your family and any friends who may wish to accompany you - to join us at one of our Tyne Valley Parishes Services for those who have suffered bereavement or loss.

As well as sharing comfort and strength at each service, there is an opportunity to lay a flower (or flowers) on a specially prepared Table of Memory. I am enclosing, for your use, a little card on which you may choose to write appropriate words. This can then be attached to the flower(s) of your choice and laid on the Table of Memory.

Many people have found the opportunity to remember and give thanks for their loved ones in this way a great help to them in the past and I hope you (and any members of your family who wish to come) may be able to join us.

Please don't hesitate to 'phone me on 01875.320314 if you have any questions. And feel free to invite others who have known loss to come along. I would be happy to send a personal invitation to anyone else you think may appreciate one.

With good wishes

Yours sincerely

Appendix 6

Arrangements for own funeral

The Minister

Temple-Anniesland Parish Church

76 Victoria Park Drive North

Glasgow G14 9PJ

Date.....

Full Name.....Telephone
.....

(Please Print)

Address

The person you expect to be responsible for making your funeral arrangements is:

Name..... Telephone
.....

Address.....

Relationship to you

I would like the following to take place. (Please select and give details where possible.)

I wish to be buried in cemetery

I wish to be cremated in Crematorium

My ashes are to be scattered in the Garden of Remembrance or a place of my choice if permitted..... or

Buried.....

I wish to have a Church Service in Temple Anniesland Church

I wish to have a Service in my own home.

I wish the service to be Private. (Yes/No)

I would / would not like Flowers..... or Family Flowers only.

.....

I would like / not like a family gathering after the service.

.....

I am an Organ donor and wish my organs to be used

I wish my Body to be donated to Medical Research and if accepted with to have a Memorial Service.....

If a burial: I would like the following people, if available to take a cord:

1..... 2.

3. 4.

5. 6.

7. 8.

I would like any of the following hymns at the service in Church and/or Crematorium

1..... 2. 3.

4. 5. 6.

My will and Birth Certificate are kept

Any other instructions.

.....

.....

.....

.....PTO

Signed..... Date

.....

Appendix 7 Book list

Book of Common Order of the Church of Scotland: Saint Andrew Press: Edinburgh: 1996

Provides orders of service, Scripture readings and prayers

Sunshine through Shadows: Alex B Noble: Saint Andrew Press: Edinburgh:1999

An anthology of stories and material suitable for funerals collected over 17 years as a Church of Scotland parish minister

Bedside Book: David Short

PASTORAL VISITATION - A pocket manual

(Christian Focus & Rutherford House)

David short & David searle

**©Rutherford House
17 Claremont Park
Edinburgh EH6 7PJ
Tel: 0131 554 1206
Fax:0131 555 1002**

www.rutherfordhouse.org