

# When the Time Comes

**A Guide for Funerals,  
Memorial Services, and  
Related Matters**

Bryn Mawr Presbyterian Church  
625 Montgomery Avenue  
Bryn Mawr, PA 19010  
610-525-2821

# **Bryn Mawr Presbyterian Church Clergy and Staff**

## **Ministers**

All the members of the church

### **PASTORS AND WORSHIP STAFF**

**The Rev. Agnes W. Norfleet**, Pastor

**The Rev. Richard Wohlschlaeger**, Interim Associate Pastor for Senior Adults &  
Pastoral Care

**The Rev. Rachel Pederson**, Associate Pastor for Children and Family Ministry

**The Rev. Kellen A. Smith**, Associate Pastor for Youth, Their Families  
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**The Rev. Eugene C. Bay**, D.Min.; Pastor Emeritus

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## PREFACE

Christians recognize with all people the inevitability of death, but Christians affirm that “neither death, nor life, ... nor anything else in all creation, will be able to separate us from the love of God in Christ our Lord.” (Romans 8:38-39)

Yet trust in the love and power of God does not eliminate the grief that accompanies a loved one’s death. Recognizing that it is often difficult to plan wisely under emotional stress, the Session of the Bryn Mawr Presbyterian Church encourages its members to discuss and plan in advance the arrangements which will be necessary at the time of death. Without such planning, surviving members of the family may have to make decisions during a time when they are shocked and confused.

When preparations are made and discussed with others, survivors are relieved of difficult questions as to what is right and have the satisfaction of knowing that they are doing what the deceased would have wanted. Planning ahead also means that the arrangements and service will express the comfort and hope of the Christian faith fully and without compromise. This guide is intended to assist Bryn Mawr Presbyterian Church members in such preparation. The ministers are more than willing to discuss these matters with any who wish to do so.

This booklet is available on the church website [www.bmpc.org](http://www.bmpc.org). For more information call the church office, 610-525-2821, and ask for the Associate Pastor for Senior Adults and Pastoral Care or his Assistant.

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## **Suggested Outline for a Funeral or Memorial Service**

Prelude

Welcome

Call to Worship

Hymn

Prayer of Invocation

Old Testament Lesson

The Psalter

Remarks (by 1 or 2 family members or friends)

New Testament Lessons

Meditation

Prayer of Thanksgiving (for the deceased)

Affirmation of Faith

Hymn

Commendation

Benediction

Postlude

Not everyone will wish to include all of the elements listed here.

Following the service the family may receive friends in Congregational Hall. A Memorial Reception can be provided through the church at a nominal cost, subject to availability.

\* Personal or “tributes” may be offered by 1 person other than the pastor with a limit of 2 speakers.

# SUGGESTIONS FOR SCRIPTURE

## Old Testament

Job 19:23-27	I know that my redeemer lives
Isaiah 40:1-11, 28-31	Comfort my people
Isaiah 40:28-31	Those who wait for the Lord shall renew their strength
Isaiah 65:17-25	I create a new heaven and a new earth
Ecclesiastics 3:1-15	For everything there is a season

## Psalms

Psalms 23	The Lord is my shepherd
Psalms 46:1-5, 10-11	A very present help in trouble
Psalms 90: 1-10, 12	Teach us to number our days
Psalms 103	Bless the Lord, O my soul
Psalms 121	I lift up my eyes to the hills
Psalms 130	Out of the depths I cry to the Lord
Psalms 139:1-12	Whither shall I go from thy Spirit?

## Epistles

Romans 8:14-23, 31-39	Nothing can separate us
Romans 14:7-9, 10b-12	Whether we live or die, we are the Lord's
I Corinthians 15:20-26	Death is swallowed in victory
35-38, 42-44, 50, 53-58	
II Corinthians 4:16, 5:1	Visible things are transitory, Invisible things are permanent
I Thessalonians 4:13-18	The comfort of Christ's coming
Revelations 21:1-4, 22-25; 22:3-5	A new heaven and a new earth
Romans 14:7-9, 10c-12	None of us live to ourselves

## Gospels

Luke 23:33, 39-43	Today you will be with me in Paradise
John 11:17-27	I am the resurrection and the life
John 14:1-6, 25-27	Let not your hearts be troubled
Matthew 18:1-5, 10	The greatest in the kingdom of heaven
Mark 10:13-16	Let the children come to me

# SUGGESTIONS FOR MUSIC

## Hymns

*(Page numbers are from The Presbyterian Hymnal)*

260	A Mighty Fortress Is Our God	263	Immortal, Invisible, God Only Wise
543	Abide With Me	447	Lead On, O King Eternal
339	Be Thou My Vision	529	Lord of the Living
526	For all the Saints	555	Now Thank We All Our God
473	For the Beauty of the Earth	270	O God, In A Mysterious Way
528	Give Thanks for Life	384	O Love That Wilt Not Let Me Go
261	God of Compassion	210	Our God, Our Help In Ages Past
275	God of Our Life	478	Praise, My Soul, The King Of Heaven
460	Holy God, We Praise Your Name	171	The King Of Love My Shephard Is
138	Holy, Holy, Holy	175	The Lord's My Shephard
457	I Greet Thee, Who My Sure Redeemer Art	119	The Strife is O'er, the Battle Done

The Presbyterian Hymnal also has metrical settings to many psalms. Several of these are appropriate for use in a funeral or memorial service.

## Solos

"I know That My Redeemer Liveth," from Messiah, G.F. Handel

"Brother Jane's Air (Psalm 23), Gordon Jacobs: "The Lord is My Shepherd."

"I Will Lift Up Mine Eyes," Leo Sowerby

"Jesus, Shepherd, Be Thou Near Me," J.S. Bach

## ORGAN MUSIC

Bach, J.S.

Jesu, Joy of Man's Desiring

Sheep May Safely Graze

Fugue in E-flat Major (St. Anne)

Selected Chorale Preludes, including:

From Good Will Naught Divide Me

I Call to Thee, Lord Jesus Christ

In Thee, Lord, Have I Put My Trust

Brahms, Johannes

Selections from Eleven Chorale Preludes

Vaughan Williams, Ralph

Prelude on Rhosymedre

Barber, Samuel

Adagio for Strings

Other possibilities include the playing of hymns.

## PRACTICAL CONSIDERATIONS

*A Christian need not fear death since, in the works of Paul, death has lost its “sting.” However, the sometimes painful business of dying can be a fearful thing. What means are there for assuring that life-sustaining procedures will not be initiated - when such procedures would only prolong suffering?*

The use of a Living Will (forms obtainable at the church office) can be important in expressing one’s wishes with regard to medical or surgical intervention. Your physician, as well as members of your immediate family, should be given a copy. Even though such “wills” do not yet have legal standing in Pennsylvania, they do make quite clear your intentions and wishes. This important document should be prepared with the advice of an attorney and notarized, if feasible.

*Has a will been prepared?*

The reason for having a will is a simple one: it enables us to be the decision-maker with regard to that which we leave behind. Persons and institutions, such as the church, will receive that which we desire for them only through a will.

*Must a will be kept in a safe deposit box?*

It is a common practice to leave your will in safekeeping with the attorney who drew it up. In such cases, the attorney should provide a copy for you to keep in a convenient place - not a safe deposit box - for ready reference. In the event of death, access to a safe deposit box - other than one rented by husband or wife - is limited by the inheritance tax law.

*When death occurs, who are the appropriate persons to be called initially?*

One of your pastors, who will provide support and guidance can be reached through the church's telephone number, 610-525-2821, which is answered 24 hours a day. The physician or emergency medical personnel of the deceased, who will arrange for a death certificate, should be called as well.

*What services are supplied by the funeral director?*

As many or as few as a family wishes. In addition to various matters having to do with the transportation and disposition of the body, the director will provide the family with copies of the death certificate, the use of the funeral home, car rentals, the placing of death notices in local newspapers, and support during the memorial or funeral service and interment.

*The funeral director will also need certain information:*

Vital statistics of the deceased, full name, date and place of birth, parents' full names, names of survivors, Social Security number, location of cemetery plot (if relevant) and discharge papers in the case of a veteran of the armed forces.

*Is it possible to make funeral arrangements before ones death?*

Yes. Such "pre-planning" with your pastor and/or a funeral director of one's choice is now quite common. In many cases, one may even "pre-pay" all the costs of the services desired.

*What information is contained in the death notice?*

The name of the deceased, age, date of death, names of survivors, date, time and place of religious service and designation of memorial gifts (if any).



**GUIDANCE FOR MY FAMILY  
UPON THE OCCASION OF MY DEATH**

Name: \_\_\_\_\_

I would like to have the following relative/friend oversee the arrangements at the time of my death:

First Choice \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Second Choice \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

My preference (if any) for a funeral director:

I have arranged for the gift of my body to a medical school through the Humanity Gifts Registry, 215-922-4440.

I have arranged for the gift of certain organs through the Delaware Valley Transplant Program, 610-543-6391.

I prefer immediate cremation, with the remains disposed of as follows:

I prefer burial in a modest casket in the following cemetery:

I prefer other arrangements as follows:

9. I wish to have ( ) a funeral, ( ) a memorial service at:

\_\_\_\_\_

10. In lieu of flowers, I request that memorial gifts be made to:

\_\_\_\_\_

11. I give the following information, which may be required on a death certificate:

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Full name of spouse: \_\_\_\_\_

Father's full name: \_\_\_\_\_

Mother's full name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Veteran ( ) yes ( ) no

Serial Number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Retain the original of this document, informing at least two members of your family or close friends where it is kept. One copy should be given to the Bryn Mawr Presbyterian Church and another copy to the funeral director, if one has been named. If you need further information or assistance, please contact one of the pastors.

*What information is contained in an obituary?*

It contains more biographical information than a death notice. A newspaper does not charge a fee for running an obituary, and it is usually the responsibility of the family to submit it.

*What about memorial gifts?*

Many families request that in lieu of flowers friends make a contribution to Bryn Mawr Presbyterian Church or to a favorite charity of the deceased. In the case of the former, such gifts are normally assigned to the Bryn Mawr Presbyterian Church Foundation.

*What about an autopsy?*

Presbyterian doctrine would support an autopsy if it leads to the advancement of medical knowledge or peace of mind for the family.

*What procedures are followed in donating one's body (or certain body parts) for medical purposes?*

In case of certain organs, consult the Delaware Valley Transplant Program, 610-543-6391. For total body donation to a local medical school, call the Humanity Gifts Registry, 215-922-4440.

*What choices are there in the disposition of a body?*

Apart from donating it for medical purposes, there are two choices: 1. body burial (or entombment in a mausoleum) and 2. cremation. Once this decision has been made, the funeral director will make all arrangements.

*Does state law require that a body be embalmed?*

No. It is not necessary in the case of cremation or immediate burial. It is a requirement in Pennsylvania and most states, for a body held more than 24 hours after death.

*In the case of cremation, must a casket be purchased?*

No. The body can be transported to the crematory in a pine box or other simple container.

*What about viewing the body?*

Often it is helpful for members of the family to view the body at least once to assist in the process of accepting the fact that death has occurred.

*What happens to the cremated remains?*

The urn containing them may be placed in a niche in a columbarium/mausoleum of a local cemetery or buried in the family plot of a cemetery. More and more, church families are making use of our own Chapel Garden.

*Who may use the Chapel Garden?*

The Chapel Garden is intended for members of the Bryn Mawr Presbyterian Church and their immediate families.

*What are the costs of using the Chapel Garden?*

A unit for one urn may be purchased for \$250. At the time of the interment there is an additional charge of \$50 for opening the unit and the engraving of a brass memorial plaque. Arrangements for purchasing a unit or units are made through the church office.

*What resources are there for coping with grief?*

Members of the pastoral staff are available to counsel family and friends in times of death. There are several books in the church library dealing with grief. In addition, the Middleton Center sponsors a seminar and support group which helps individuals cope with grief.

## **II RELIGIOUS SERVICES**

“The service on the occasion of death ordinarily should be held in the usual place of worship in order to join this service to the community’s continuing life and witness to the resurrection. The service shall be under the direction of the pastor. Others may be invited to participate as leaders in the service at the discretion of the pastor.”

### **Directory For Worship: Presbyterian Church USA**

#### **Timing**

In most cases a service takes place within a few days of the death. The main service may precede or follow a brief committal service at the burial site. Typically, the committal service is attended by members of the family and close friends.

#### **Location**

Bryn Mawr Presbyterian Church is fortunate to have both a Chapel, which seats 175, and the Sanctuary, which seats 1,100.

#### **Type of Service**

The service may be either a memorial service without the presence of a casket or urn, or a funeral service where the casket or urn is present.

#### **Costs**

Bryn Mawr Presbyterian Church intends that costs for a funeral or memorial service on its premises be only what are necessary and minimal. There are necessary charges to cover custodial services, the organist/soloist fees (if music is a part of the service), and a reception if desired. Exact details are available from the church office or the officiating pastor. An honorarium for pastors may be offered at the discretion of each family.

## *Flowers*

Flowers add color and beauty to the service, and remind worshipers of the goodness of God's creation. Ordinarily, the family directs a florist to fill two vases for either the church or chapel.

## *Content of Service*

The service is planned by the pastor in consultation with the family. The purpose is to provide comfort and strength to mourners, to give thanks to God for the life of the deceased, and above all, to bear witness to the hope of Christian faith.

It is appropriate for hymns and other sacred music to be part of the service. Music should serve to direct the attention of those attending to the presence and power of God, and enable worshipers to voice their confidence in God's sovereign love. A list of suggested hymns is appended.

Scripture should be read and prayers offered. A homily may be preached and words of appreciation may be spoken by the pastor, family members, friends, or colleagues.

## AFFIRMATIONS OF FAITH

Death often seems to prove that life is not worth living, that our best efforts and deepest affections go for nothing.

We do not yet see the end of death.

But Christ has been raised from the dead, transformed and yet the same person.

In his resurrection is the promise of ours.

We are convinced the life God wills for each of us is stronger than the death that destroys us.

The glory of that life exceeds our imagination but we know we shall be with Christ.

So we treat death as a broken power.

Its ultimate defeat is certain.

In the face of death we grieve.

Yet in hope we celebrate life.

No life ends so tragically that its meaning and value are destroyed.

Nothing, not even death, can separate us from the love of God in Jesus Christ our Lord.

(From A Declaration of Faith)

We believe there is no condemnation

for those who are in Christ Jesus;

for we know that all things work together for good

for those who love God,

who are called according to God's purpose.

We are convinced that neither death, nor life,

nor angels, nor rulers,

nor things present, nor things to come,

nor powers, nor height, nor depth,

nor anything else in all creation,

will be able to separate us from the love of God

in Christ Jesus our Lord. Amen.

Romans 8

## **FEES FOR MEMORIAL SERVICE, CHAPEL GARDEN & MEMORIAL RECEPTION**

	<b>MEMBERS</b>	<b>NON-MEMBERS</b>
<u>Memorial Service</u>		
Organist	\$300.00	\$300.00
Soloist	\$200.00	\$200.00
Custodian	\$100.00	\$125.00
Bulletin	\$ 50.00	\$ 50.00
Honorary fee to the Officiating Pastor		
Use of Chapel	no cost	\$300.00
Use of Sanctuary	no cost	\$500.00
<u>Chapel Garden</u>		
Plot	\$250.00	
Open/Close (includes name plaque & plot open/close fee)	\$ 50.00	
<u>Memorial Reception</u>		
Chapel Service (up to 150 people)	\$100.00	\$200.00
Sanctuary Service (up to 250 people)	\$200.00	\$300.00



# Notes

