



CUYAHOGA
VALLEY
CHURCH

PLANNING A LOVING FUNERAL

He heals the brokenhearted and
binds up their wounds.

Psalm 147:3



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And he [Jesus] opened his
mouth and taught them...
“Blessed are those who mourn,
for they shall be comforted.”

Matthew 5:2, 5



On behalf of Cuyahoga Valley Church...

...please accept our deepest sympathy on the loss of your loved one. We understand that this will be a difficult time for you and your family. Know that God understands even more, as Jesus Himself experienced sorrow and grief.

First and foremost, we will pray for you. And should you desire, our staff will come alongside you in the funeral planning and process here at CVC.

Our hope is that you will find this small booklet of great assistance to you in planning a service that will honor God and the memory of your loved one.

In Christ,

Pastors Chad Allen and Rick Duncan
and the Elders and Staff of CVC

Immediately after the death of a loved one...

...you may find yourself overwhelmed with the tasks. Grief makes it difficult to focus on priorities and take action. Here is a simple checklist for survivors to help you prioritize and keep track of what needs to be done *immediately following your loved one's death*.

At the time of death, make the right call.

For deaths that occur at home, it's important to know whom to call. If your loved one is a hospice patient, call the hospice agency to report the death. A hospice nurse will come to the home and pronounce the death. The nurse may also call a mortuary for you and arrange for pick up of the body.

If your loved one was not a hospice patient, then you must call Emergency Services to notify the local police or sheriff of the death. A coroner or medical examiner may be required at the scene if the death was sudden.

Contact the funeral home.

Whether a hospice nurse makes the call, or you call yourself, a funeral home must be contacted to arrange for pick-up of the deceased's body. If funeral arrangements have already been made, all you will need to do is confirm the arrangements with the Funeral Director. If no funeral arrangements have been made in advance, you will need to begin planning the funeral.

Review any prior funeral plans and/or continue making them.

You may want to call on relatives or close friends to assist in making the arrangements.

Contact the deceased's attorney, accountant, and executor of estate.

Contact employer (if any).

Notify the employer and ask about any outstanding compensation due. Find out whether dependents (if any) are eligible for benefits and whether there is life insurance through the employer.

What do I do now?

Oftentimes, this is the question foremost in our minds when faced with the death of a loved one and making arrangements for a funeral service.

Below are steps to take with regard to Cuyahoga Valley Church:

1. **Initially, of course, choose a reputable funeral home.** You may already be aware of which one you will contact; but if not, friends and family members are great resources for a recommendation.
2. **For a funeral service at Cuyahoga Valley Church, your initial call should be to our Care & Connections Ministry, in particular, Greta Smith.** She may be reached at 440.972.2267. Greta will be privileged to guide your initial planning steps and work to connect you with the assistant to the appropriate officiating pastor.
3. **Once a pastor been confirmed to officiate the funeral, his designated assistant will contact you about setting up the initial appointment** for a time that the pastor can meet with you face-to-face to listen, and then talk about a service that will honor God and your loved one.
4. **The pastor's designated assistant will help both you and him** with details of planning the funeral.
5. **This booklet will outline for you how to prepare for meeting the pastor, frequently asked questions, as well as steps you may want to think about after the funeral** – practically, emotionally, and spiritually.

Frequently Asked Questions (FAQs) at CVC

I am not a member of CVC and neither was the person who has passed. Will CVC officiate a funeral?

You and your loved one who has passed would not have to be a member of CVC; but our hope would be that regular attendance at our services does happen. If that's not the case, you may want to get more information on CVC's vision and mission before pursuing a funeral service.

May I choose whichever pastor I feel most comfortable with to conduct the funeral service?

You may request a particular pastor. They then have the option to determine whether or not their schedule conflicts with your upcoming service. If the pastor of choice is unavailable, CVC's Care & Connections Ministry will assist in checking the availability of another pastor.

Would the pastor come to another church/site to conduct the funeral?

Each pastor has the freedom to answer this question on his own. Normally, this is not a problem.

Will the Gospel (salvation message) be shared at the service?

Yes.

May we have a post-service luncheon at the church?

Due to our limited kitchen facilities, families are encouraged to look for a site other than CVC to hold a luncheon. Should circumstances deem use of the church facility, we will connect you with our Reception Coordinator to discuss options and what CVC has available. Please note: CVC does not provide food for receptions. The family or a caterer would need to provide the food.

Are there fees involved with a funeral service at CVC?

There are suggested honorariums to help compensate CVC staff and volunteers for over-and-above time needed to prepare for the service to honor your loved one. Please see page 14. There is no honorarium charge for use of CVC's facilities for the service of your loved one.

Initial Information

At CVC, our desire is to glorify God and honor the memory of a lost loved one; but only those closest to that person really know how best to do that. So prior to meeting with the officiating pastor, please take the time to go over the next few pages of questions that will help shape your thoughts about the service. Then, be sure bring this information with you to your meeting.

Funeral Service Informational Checklist

Name of Deceased:

Age:

Person(s) Overseeing Arrangements:

Name:

Name:

Relationship:

Relationship:

Phone:

Phone:

Funeral Home Name:

Contact Person:

Address:

Phone:

Cemetery Name:

Address:

Phone:

Burial Cremation

Date / Times of Viewing:

Date / Time of Service:

Will the service be at the funeral home or at the church?

Officiating Pastor:

Family Members:

Siblings	Children	Age	Grandchildren	Age

Notes



Planning the Funeral Service

Elements of the Service

How do you want this service to feel?

What favorite songs or hymns might be sung or played? Live or CD?

Who would you like to sing or what would you like to have sung or played to the congregation? Live or CD?

What favorite Scriptures or inspirational writings might be shared?

Who will talk/share in the service?

What suggestions do you have about the order of the service?

Would you like help in preparing a program handout to be given to those in attendance?

How do you want the pastor to refer to the deceased?

Personal Information

Tell the pastor a little about his/her jobs and career.

(If married) How did the deceased meet his/her spouse?

What are some stories you recall about your years growing up?

What are some special vacation memories you'd like to share?

What were some of his/her notable accomplishments?

What are some funny stories you remember?

What are some of your fondest memories?

What made this person special/unique? What are some examples to illustrate this?

What did you learn from the person's life? How did he/she make you a better person?

Did he/she have any favorite quotes/sayings?

What challenges did the deceased face, and how did he or she choose to address them?

How can we use the deceased's life as an inspiration?

Is there anything else that needs to be said to make the service complete?

Is there anything that you'd prefer not be mentioned?



Spiritual Life

What was his/her spiritual heritage – spiritual roots?

Do you know of any Bible verses or inspirational materials that have been marked, highlighted, written down, memorized, or quoted frequently?

May we use his/her Bible to prepare for the message and to use during the funeral/memorial service?

Honorariums for Funeral Services

The Cuyahoga Valley Church staff and family consider it a privilege to be asked to facilitate funeral services. Such services require that both CVC staff and the volunteers they enlist to work additional hours within the framework of their regular ministry. The honorariums listed below will help compensate them for the time invested into preparing and participating in the service to honor your loved one.

Honorarium checks should be written as one check made payable to Cuyahoga Valley Church. The check will then be distributed internally to those who served.

Facility Usage	-0-
Officiating Pastor	\$150
Funeral Coordinator (Required)	\$100
Instrumentalist	\$100
Vocalist	\$75
Producer (Required) Responsible for powering equipment and overseeing rehearsal and event	\$100
Audio Technician (Required) Responsible for controlling sound mixer for rehearsal and event	\$75
Lighting Technician (Required) Responsible for changing light cues for event	\$25
Presentation Technician (Optional) Responsible for presenting lyrics and/or videos for event	\$50

Honorariums for Funeral Services (continued)

Video Director (Optional)*	\$75
Responsible for switching cameras for video capture of event	
Back of House Audio Technician (Optional)*	\$75
Responsible for mixing the sound if the service is Live Streamed	
Video Editing (Required if recorded)	\$35/hr.
Necessary if video of event is captured / Includes uploading to Vimeo	
Static Image Creation (Optional)	\$25
Necessary if image is to be projected to screens for event	
PowerPoint Creation (Optional)	\$35/hr.
Necessary if multiple photos are to be shown during event	
PowerPoint Correction (Optional)	\$50/hr.
Necessary if a provided PowerPoint does not conform to CVC standards	
Funeral Program (Optional)	\$25
Lower Level Technician (Optional)	\$50
Responsible for powering and operating all equipment for reception	
Reception Coordinator (Required if reception is being held at CVC)	\$100

If you choose to have a reception at CVC following the funeral service, we will connect you with one of our Reception Coordinators. The coordinator will work with your family on reception details including use of the facility, set up, catering, and any other hospitality needs.

**Subject to availability*

What to Do After the Funeral

Below is a listing taken from www.voranfuneralhome.com.

1. Prepare a list of persons to receive acknowledgments of flowers, memorial contributions, etc. Send appropriate acknowledgments (can be written note, printed acknowledgments, or some of each). Include "thank you" to those who have given their time as well.
2. Check promptly on all debts and installment payments, including credit cards. Some may carry insurance clauses that will cancel them. If there is to be a delay in meeting payments, consult with creditors and ask for more time before payments are due.
3. If deceased was living alone, notify utilities and landlord. Notify the post office and direct them where to send the mail.
4. The funeral director will prepare Social Security Form SSA 721. Verify with Social Security to see that the number is retired and to determine eligibility for benefits. Benefits are not automatic, they must be applied for. Birth, marriage and death certificates are required. If Social Security Checks are automatic deposit, notify bank of death.
5. Obtain a copy of the deceased's will or trust. Select a lawyer if legal advice is needed. You may need to notify the executor of the will or administrator of the trust.
6. Notify all life, health and casualty insurance companies in order that you may:
 - Claim benefits due under policies on the deceased
 - Make any beneficiary changes on policies where the deceased was named the beneficiary
 - Determine if the deceased was owner of any policies of dependents or business associates, as cash value of such policies must be included in the deceased's estate

NOTE: You should check all policies, even if you think they may have lapsed. If you do not have a copy of the policy, the insurance company will have complete records. Sometimes insurance policies are old and may have changed to a different company. You may call this information hotline to assist you with your questions: 1-800-777-8005.

7. Check with deceased's present and past employer(s) for possible insurance and other benefits.
8. Contact business or service organizations of which the deceased was a member for possible benefits.
9. Contact the nearest Veteran's Administration office if the deceased was a veteran. They will require full name of the deceased, branch of service and service serial number.
10. Contact Civil Service Commission if the deceased was employed in the Civil Service for more than 18 months.
11. Contact the Internal Revenue Service office to determine tax-filing requirements.

Aftercare: Guidance Through the Grief Journey

When the funeral service is over, and friends and family have departed to go about their normal routines, you more than likely will find that you're experiencing grief. You don't have to experience it alone.

GriefShare (Grief Recovery Support Group)

Helping people deal with the loss of a loved one from a Christian perspective

Meets at Cuyahoga Valley Church. Please call for current schedule.

440.746.0404, 267

800.395.5755

www.griefshare.org

Cornerstone of Hope: A Center for grieving children, teens and adults

Located in Independence

216.524.HOPE

www.cornerstoneofhope.org

Compassionate Friends: Supporting families after the death of a child

Local chapters in Parma, Gates Mills, Mentor, Akron, Medina

877.969.0010

www.compassionatefriends.org

“Weave the unveiling fabric of God’s Word through your heart and mind. It will hold strong, even if the rest of life unravels.”

Gigi Graham Tchividjian

Comforting Thoughts from God’s Word

He will swallow up death forever; and the Lord GOD will wipe away tears from all faces, and the reproach of his people he will take away from all the earth, for the LORD has spoken.

Isaiah 25:8 (English Standard Version, ESV)

I have said these things to you, that in me you may have peace. In the world you will have tribulation. But take heart; I have overcome the world.

John 16:33 (ESV)

Peace I leave with you; my peace I give to you. Not as the world gives do I give to you. Let not your hearts be troubled, neither let them be afraid.

John 14:27 (ESV)

³And I heard a loud voice from the throne saying, "Behold, the dwelling place of God is with man. He will dwell with them, and they will be his people, and God himself will be with them as their God. ⁴He will wipe away every tear from their eyes, and death shall be no more, neither shall there be mourning, nor crying, nor pain anymore, for the former things have passed away."

Revelation 21:3-4 (ESV)



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