



BROOKSIDE CHURCH

Preparing for Funerals

We're so sorry to hear of the approaching or recent death of someone close to you.

We know that even as you begin anticipating or processing the loss of a loved one, funeral service preparations ask for your time and attention as you work to create a service that celebrates their life and mourns their passing.

In this document you'll find some items that you'll want to think about.

At Brookside, we are able to discuss hosting a memorial service at one of our campuses for Brookside members, regular attendees, and their immediate families. Any facility-hosting will need to follow the parameters laid out elsewhere in this packet. If you are looking for a facility or funeral home for someone that doesn't fall within that group, please ask about other Omaha-area funeral homes that we would recommend.

If you have any questions, please contact Brad Zook, Care Ministry Pastor at Brookside — bzook@brookside.net or 402-895-1484.

Our prayer is that this information will help you feel comfortable and equipped in preparing the funeral service, thus allowing you to focus more intentionally on processing feelings of grief, spending time with and receiving care from loved ones around you, and reflecting on the hope made available through the death and resurrection of Jesus Christ.

Preparing for a Funeral or Memorial Service

Advance preparations:

- Prepare, locate, and/or review medical advance directives, will, financial records, and appropriate insurance information.
- Compile a short list of people to be notified at time of death. Decide who should be contacted immediately, and who can be notified after finalization of funeral arrangements.
- Select a funeral home that you will work with at time of death.
- Brainstorm obituary information and gather memorabilia for possible display at visitation and/or funeral service.

At the time of death:

- Contact those on your "short list" who ought to be notified immediately.
- Contact the funeral home you'd like to work with. The directors at the funeral home will be thoroughly equipped to make sure you're thinking through everything. There are many great Funeral Homes in the Omaha metro area. A few that we have worked closely with are:
 - Heafey Hoffman Dvorak Culter Funeral Home – 402-391-3900; www.heafeyheafey.com
 - Reichmuth Funeral Homes – 402-289-2222; www.reichmuthfuneralhomes.com
- Meet with a Brookside pastor a few days after the death to go over options for the funeral service itself. (At Brookside, Brad Zook is the usual pastor to officiate a funeral, though other pastors may be asked. Lead Pastor Jeff Dart is not available to officiate funerals.)
- Tell friends and family what the plans are. Feel free to ask these same friends & family for help in contacting others.
- Write an obituary. Things you may want to include are family connections, life highlights, special awards & recognitions, and other important information.
- If you'd like, design or purchase funeral programs through the funeral home to be made available for the day of the service.

Other Information

Location:

- Often people will prefer to have the funeral service in the more intimate setting of a funeral home chapel.
- Families that would prefer to have the service at Brookside Church should read through and understand the following parameters:
 - On-site funeral services are limited to those who are members or regular attendees of Brookside Church, including their immediate family (but not extended relatives).
 - On-site funeral services need to accommodate the booking schedule of a variety of other ministries. Please ask about what would work well.

- Brookside can host funeral services from Monday-Thursday during the week.
- Venues conducive for funeral services include Room 262 at our Millard campus (near 120th & L St.) or the auditorium at our Elkhorn campus (near 204th & Maple St.)

Luncheon:

- Families that meet the above requirements AND who are having a funeral service on-site can request space for a luncheon reception following the funeral.
- There are 2 options for the luncheon:
 - Option #1 – The church will provide a simple lunch (meat & cheese sandwiches, chips, cookie, & drink) most likely catered from HyVee.
 - Option #2 – The deceased's family provides a catered lunch, thus the ability to pick certain food options. This should be catered from a professional/experienced caterer in town. Two places we recommend are:
 - Eddie's Catering – 402-733-5444 or www.eddiescatering.com
 - HyVee Stonybrook (catering) – 402-697-0811

Fees/Honorariums:^{1,2} (...if the memorial service is hosted at a Brookside venue)
(We understand that the cost of funerals can be one more unplanned burden on families during this time of grief. If you think complying with these fees will be a problem, please talk with Brad Zook.)

Officiating Pastor.....\$200.00

Tech Person.....\$100.00

Musicians/Singers (optional)\$100.00

¹ Note that many times funeral homes will build similar fees into the various service packages they make available. If these fees have already been included in that funeral home package, there is no need to duplicate the fees. Contact the funeral home directly if you have questions about whether or not they've added these fees.

² Checks can be made out directly to the appropriate person. Talk with Brad Zook about who is filling these roles.

Misc. Information

Slideshow for funeral service (IF service is at a Brookside venue):

The family will be responsible for compiling pictures in an organized fashion and sharing them online via a Google Drive folder with a Brookside funeral coordinator. Please make sure all photos are a quality resolution, positioned correctly in the e-folder (not sideways or upside-down), and in the order that you would like the slideshow to occur. Please keep the number of pictures in the range of 50-80 max.

Songs for funeral service (IF service is at a Brookside venue):

During a meeting with a Brookside pastor and/or funeral coordinator, the family will also discuss options for songs/music used in the funeral service. Brookside cannot automatically provide a worship leader, musician, or singer (although individuals may be asked). Often songs or lyric videos can be found on YouTube and used to add music and/or singing into the service.

Additional Resources:

As you grieve and process this difficult time, here are some other resources that may be helpful:

Scripture Passages

- Psalm 23
- Romans 8
- 1 Corinthians 15
- 1 Thessalonians 4:13-14
- Revelation 21:1-4

Books

- Timothy Keller, *The Songs of Jesus: A Year of Daily Devotions in the Psalms*. Penguin, 2015.
- Timothy Keller, *On Death*. Penguin, 2020.

Groups

- GriefShare group – This is typically offered at Brookside Church 1x a year; but also at a wide variety of times at different churches around the Omaha metro. See www.griefshare.org for current group dates and times.
(Note that it is often best to wait at least 5-6 months after the loved one's death to attend a group like this, due to the nature of the grieving process.)

Millard Campus
11607 M Circle
Omaha, NE 68136



Elkhorn Campus
3434 N. 204th St.
Omaha, NE 68022