

Funeral Planning Guide



*Now may the Lord of peace himself
give you peace at all times in every way.*

2 Thessalonians 2:16

It is our desire at North Heights Church to assist you during this time of loss and grief. Pastors and support staff are available to uphold you with prayer and personal contact:

- ~ during the dying process of a loved one,
- ~ during the planning stages of the funeral or memorial service,
- ~ through your grief and adjustment to life without your loved one.

Our funeral coordinator will work in cooperation with the mortuary of your choice to make all burial or cremation arrangements. Several funeral homes are suggested on page 9.

A funeral service is multifaceted. It can be a time of healing as well as a time to grieve. Equally important is celebrating the life of the deceased and honoring their memory. The celebration continues as we reflect on the new life that God's children have through faith in Jesus and baptism into His death and resurrection.

This booklet has been designed to guide you through the process of planning a funeral and to help answer questions you may have.

Contacting the Church

If a death occurs or there is a pending death, please call North Heights to inform us 24/7 at 651-797-7800. After office hours, follow the prompt to contact the answering service which will notify a pastoral staff member.

The North Heights funeral coordinator will work alongside you and your family in an effort to make the funeral service and events surrounding it as pleasant as possible. A meeting will be arranged by the funeral coordinator along with the pastor of your choice as well as any family members participating in the planning of the service.

Scheduling the Date, Time & Location

Funerals may be scheduled in the

- ~ Roseville Worship Center (seats 400+)
- ~ Arden Hills Chapel (seats 240)
- ~ Arden Hills Worship Center (seats 1,200+)

While every effort is made to accommodate the family's wishes, the location reserved will depend on its availability. Room and space reservations will be handled by the funeral coordinator and should be secured as quickly as possible. Scheduling a location generally takes place in coordination with the funeral home. A time of visitation is often held prior to the service. If a burial is to take place, it may occur immediately after the service, after a luncheon or refreshments, or in subsequent days. The funeral home will assist in scheduling specifics of the interment. Arrangements should be finalized with the funeral coordinator in coordination with the pastor before a public announcement is made.

Planning the Service

The pastor and/or funeral coordinator will assist you in planning the service. Here is a suggested outline:

Prelude	Solo, Worship Song or Hymn
Processional	Message
Welcome & Opening Prayer	Solo, Worship Song or Hymn
Solo, Worship Song or Hymn	The Lord's Prayer
Scripture Reading	Committal (for memorial service only)
Apostles' Creed	Benediction
Scripture Reading	Recessional/Postlude
Solo, Worship Song or Hymn	
Time of Remembrance (tribute or video presentation)	

Suggested Scriptures for a Funeral

PSALMS

Psalm 23

Psalm 46

Psalm 84

Psalm 90

Psalm 103

Psalm 121

GOSPELS

Matthew 11:25–30

Matthew 25:1–13

John 5:24–29

John 6:35–40

John 11:25–27

John 12:23–26

John 14:1–6

OLD TESTAMENT

Job 19:23–27a

Isaiah 40:28–31

Lamentations 3:21–26,
31–32

Ecclesiastes 3:1–8

NEW TESTAMENT

Romans 5:1–11

Romans 5:17–21

Romans 8:31–35, 37–39

Romans 14:7–9

1 Corinthians 15:12–26

1 Corinthians 15:50–57

Philippians 3:20–21

1 Thessalonians 4:13–18

1 Peter 1:3–9

1 John 3:1–2

Revelation 7:9–17

Revelation 21:1–7

Revelation 22:12–17, 20–21

Worship Music Ideas

The music for a funeral service may consist of congregational singing, a soloist, or CD music (provided by the family).

HYMNS

All Hail the Power of Jesus'
Name
Amazing Grace
A Mighty Fortress
Beautiful Savior
Blessed Assurance
Children of the Heavenly Father
Great Is Thy Faithfulness
Holy, Holy, Holy
How Great Thou Art
I Know That My Redeemer Lives
I Need Thee Every Hour
I'll Fly Away
In the Garden
It Is Well With My Soul
Just a Closer Walk With Thee
My Hope Is Built on Nothing
Less
Nearer My God To Thee
O God, Our Help in Ages Past
Rock of Ages
Savior, Like a Shepherd Lead Us

Softly and Tenderly
Take My Life and Let it Be
The Old Rugged Cross
What a Friend We Have in Jesus

CONTEMPORARY WORSHIP

10.000 Reasons/Bless the Lord
Amazing Grace (My Chains are
Gone)
Exalt the Lord Our God
Glorify Thy Name
He Is Exalted
I Can Only Imagine
I Exalt Thee
If You Could See Me Now
I Will Rise
Jesus, We Enthroned You
Magnify the Lord and Sing
On Eagle's Wings
Open My Eyes, Lord
Untitled Hymn

Service Bulletin

The family is asked to create the service bulletin. The funeral coordinator will assist with the content and details. The bulletin contains the following:

- ~ Order of service
- ~ Words to congregational songs; Apostles' Creed

Optional:

- ~ Place of burial
- ~ List of pallbearers
- ~ Invitation to lunch or refreshments
- ~ Short life story of the deceased
- ~ Meaningful poem or scripture

Sample bulletins are available for review. Receiving bulletin information via email is preferred.

Music

North Heights provides a pianist and soloist if requested or family members and friends who are musically gifted may play or sing as they are able. Although North Heights has a sizable music library, it certainly does not contain all pieces of music. If an unfamiliar song is requested, be prepared to provide the sheet music to the keyboard player and/or soloist.

CD Recordings

An audio CD recording of the funeral service will be given to the family at no charge.

Honorariums

The officiating pastor and musicians are paid by the family on an honorarium basis. Checks should be made out to each individual. Suggested honorarium amounts:

Pastor ~ \$300

Musician ~ \$150

Funeral Coordinator ~ \$365

Sound Tech ~ \$100 - \$150 per tech

Custodial: varies by location

*Live stream is available and requires a second technician

Memorials

If you would like memorial money received to be designated to North Heights, talk to the funeral coordinator or pastor about your desired designation(s). Envelopes specific to North Heights are available for guests to designate funds to ministries of their choice.

Luncheon

At the family's request, the North Heights catering and food service will provide a luncheon after the funeral or burial. **The menu listed below is for the Arden Hills facility only.** The Roseville facility uses local caterers. Names can be obtained from the funeral coordinator.

Prices subject to change with market fluctuation

DELI LUNCHEON

\$9.50/person + tax

Deli Meats & Cheeses

Potato Chips

Buns

Cookies

Ice Water/Lemonade/Coffee

CHICKEN WILD RICE SOUP

\$11.50/person + tax

Chicken Wild Rice Soup

Dinner Salad

Dinner Roll

Cookies

Ice Water/Lemonade/Coffee

PASTA BAKE

\$10.50/person + tax

Pasta Bake with hamburger

Dinner Salad

Dinner Roll

Cookies

Ice Water/Lemonade/Coffee

BAKED CHICKEN

\$12.50/person + tax

Baked Chicken Breast

Mashed Potatoes & Gravy

Steamed Vegetables

Dinner Roll

Cookies

Ice Water/Lemonade/Coffee

DESSERT ONLY

\$5.00/person + tax

Bars/Cake/Cookies

Ice Water/Lemonade/Coffee

It is our sincere desire to accommodate each family's wishes to the best of our abilities. Requests outside of the menu will be considered on a case by case basis by food services.

Although it is impossible to calculate the exact number of people that will attend the luncheon, there are factors that can be considered to estimate attendance with a fair degree of accuracy. The number of meals ordered will determine the total cost.

Due to current Health Department regulations, we are unable to allow any North Heights catered food to leave our premises. However, we make every effort to utilize food leftovers in every way possible.

For liability purposes, food must be provided by the food service department or an approved professional, licensed, and insured caterer. If friends arrive with homemade food, it cannot be served at North Heights. Please plan to bring it home for use in the days following the funeral.

Day of Service

The funeral coordinator will assist the funeral home staff and family in setting up for the visitation and service. These are available for your use:

- ~ Guestbook stand
- ~ Card basket
- ~ Memorial envelopes
- ~ Easels for display of picture boards
- ~ Table(s) to display memorabilia

A private room is reserved for family members. The pastor will meet with family 5–10 minutes prior to the service to pray and begin the processional.

Grief & Loss

Once the funeral is over, adjusting to living each day without your loved one begins. Remember that grief is a process. A wide range of emotions may be experienced for months and sometimes years beyond the death.

The Grief Support group at North Heights is available to help during this time by gaining insight into the grief process and by experiencing the support of others enduring similar emotions and adjustments.

North Heights Celebration Books & Gifts store and library have many helpful books on death and grief for all ages.

For information on a widows' group, contact Kathy Nesheim at (651) 283-8065.

For information on a widowers' group, contact Rob Fitzer at (651) 583-4378.

Twin Cities Funeral Homes

Any number of funeral homes are available to serve your needs during this time. Here are a few with whom North Heights has an established working relationship:

Anderson Funeral Home & Cremation Services

651-776-2761

andersonfuneralhome.com

Bradshaw Funeral & Cremation Services

651-489-1349

bradshawfuneral.com

Holcomb Henry Boom Purcell Funeral Homes & Cremation Services

651-482-7606

holcombhenryboom.com

Mueller-Bies Funeral Home

651-487-2550

muellerbies.com

Roseville Memorial Chapel

651-631-2727

ohalloranmurphy.com

Sunset Funeral Home & Cremation Services

612--789-3596

sunsetfuneralservices.com

Washburn-McReavy Funeral Chapels & Cremation Services

612-377-2203

washburn-mcreavy.com

Wulff Funeral Home

651-776-1555

dignitymemorial.com

If a death occurs after office hours
or on a weekend, contact
North Heights Church at
651-797-7800
and follow the prompts.



1700 West Highway 96, Arden Hills, MN 55112
2701 Rice Street, Roseville MN 55113
northheights.church | 651-797-7800

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