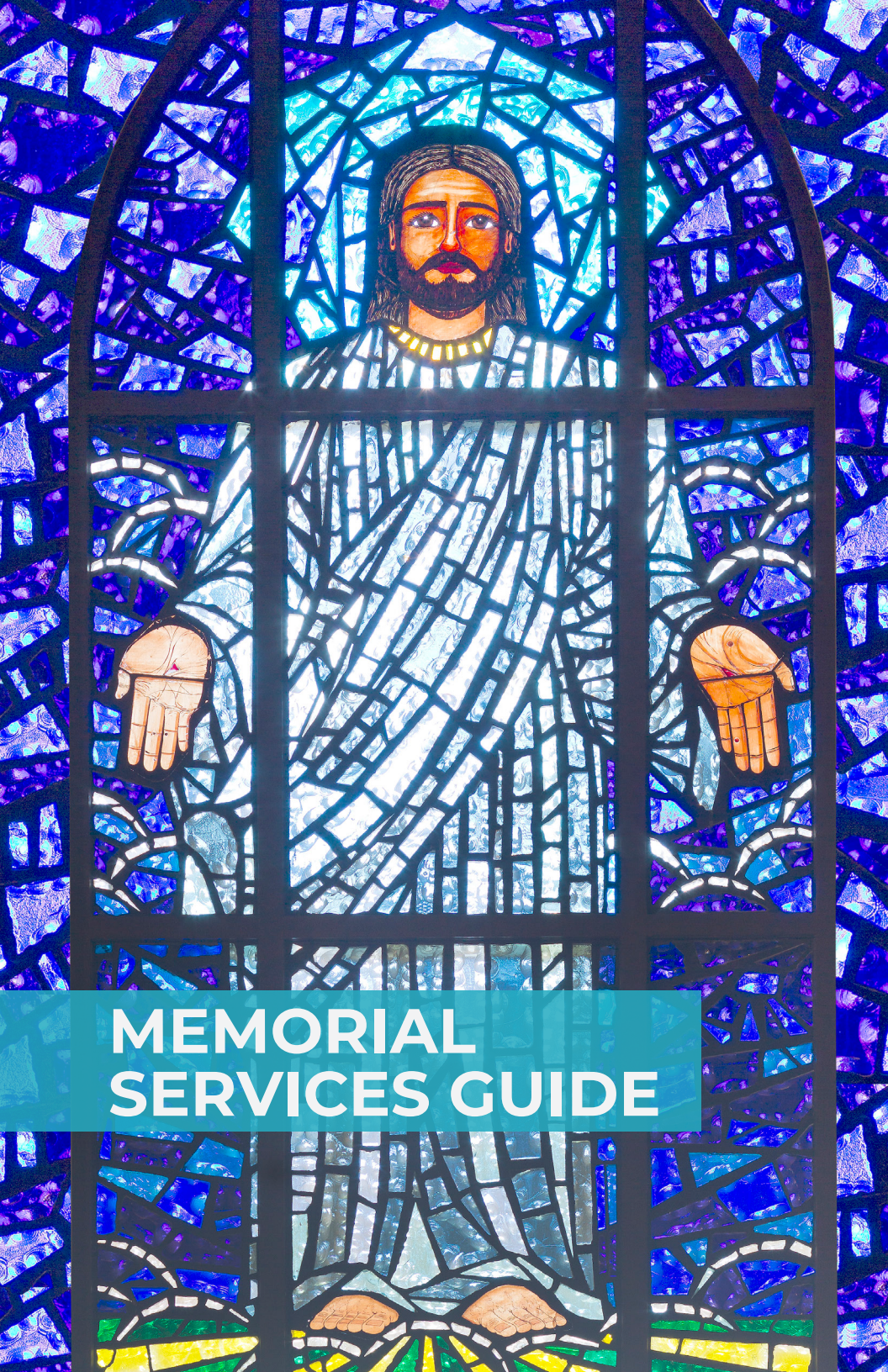




MEMORIAL SERVICES GUIDE



At Asbury, we consider it a privilege to be part of honoring the life of your loved one. We do this through a memorial service.

The memorial service exists for two reasons:

- To honor the person who has passed away
- To speak words of faith in Jesus Christ to the congregation

At the time of death, you will need to make the following phone calls:

1. The funeral home

There are wonderfully skilled and caring directors at the local funeral homes. You will want to write down the phone number of that place here.

2. Asbury

Call **918.492.1771** and tell the receptionist what has happened or you can reach **Asbury's Bereavement Coordinator Erica Duncan at 918.392.1109**. We will begin the process of helping you plan the memorial service, including contacting a pastor.

To reach the **Pastor on Call** after hours, call our main Asbury Church number, 918.492.1771 then press #1.

3. Asbury Community

If you or your loved one was involved in an Asbury Community, you will want to contact them to let them know what has happened.



THINGS TO KNOW

Pre-planning with the funeral home is very helpful. Generally, the service is held at least three days after the death. Plans need to be finalized so out-of-town family and friends can make their plans. After establishing the service time, you will visit with the funeral home to make preparations.

You will also visit with the pastor about the service. Asbury's staff will assist you in coordinating all details for the memorial service.

All are invited but often only the family and close friends attend the interment. The pastor presides over the brief interment, which lasts only a few minutes. Scripture and a committal prayer are offered. The pastor may invite others to briefly share their thoughts at this time.



The following questions will help you with the decisions to be made and the planning to go more smoothly.

1. Do I want to hold the service at Asbury?

An Asbury pastor may officiate at another location (funeral home, graveside, etc.) Services are held in Mason Chapel. Discuss exceptions with the Bereavement Coordinator.

2. When can I have the service?

- Monday 1-3 pm
- Tuesday 10 am - 3 pm
- Wednesday 10 am - 3 pm
- Friday 10 am-3 pm
- Saturday 10 am-2 pm (building closes at 3 pm; if reception is held, cleanup needs to be done by 3 pm)

No services on Sundays or Thursdays

3. How soon after death should the service be scheduled?

Service should be scheduled at least three days after death. If cremated, you can wait as long as necessary.

4. How do I purchase a niche in Asbury's columbarium?

Contact **Columbarium Administrator at 918.492.1771 or Email is columbarium@asburytulsa.org.** A niche can be purchased at the time of death or as part of the pre-planning process. It will take three to five days to obtain an engraved marker, urn and nameplate.

5. Obituary

You may want to write an obituary for the *Tulsa World*. Some of our pastors will amplify this obituary, using your words as their guide.

6. Can Asbury provide a live stream for the service?

Yes. Live stream is available at no charge. This is a nice options for family or friends who are unable to attend the service in person. The link is: asbury6767.online.church. Please let Asbury's Bereavement Coordinator know if you'd like the live stream to be set up.

SERVICE CONTENTS

Asbury will help you design a memorial service that honors the memory of your loved one, while speaking words of faith in Jesus Christ.

We will provide a bulletin, following a traditional format which includes a greeting, the Apostles' Creed, a congregational prayer, and the Lord's Prayer.

1. Do I want a video/slideshow?

You may have the video produced at Asbury or elsewhere. However, an Asbury pastor must approve the music whether it is produced by Asbury or elsewhere.

If Asbury makes the video, 55-70 pictures and two to three songs, makes a good five to seven minute video which is an appropriate length. Pictures/songs are needed at least 72 hours prior to service. Pictures may be scanned to flash drive (in .jpg format) or you may bring actual pictures, in the order that you want them shown. Ask the Bereavement Coordinator about a shared digital folder if you prefer. If digital pictures, please name them as a number. Asbury can download songs, but please indicate the artist and/or album you prefer. If video is produced elsewhere, Asbury must have it on a flash drive in mp4 format at least 24 hours prior to service. Videos longer than 9 minutes will need to be played as the prelude rather than within the body of the service.

2. Do I have specific scriptures I want read? And hymns/worship songs I want the congregation to sing?

Please let the pastor or Bereavement Coordinator know.

3. Do I have to get my own musicians/pastor/sound tech/ushers, etc.?

The Asbury Bereavement Coordinator will procure needed personnel for the service at Asbury. Please notify Asbury Bereavement Coordinator if you would like specific people as musicians or ushers. Only an Asbury organist may play the organ.

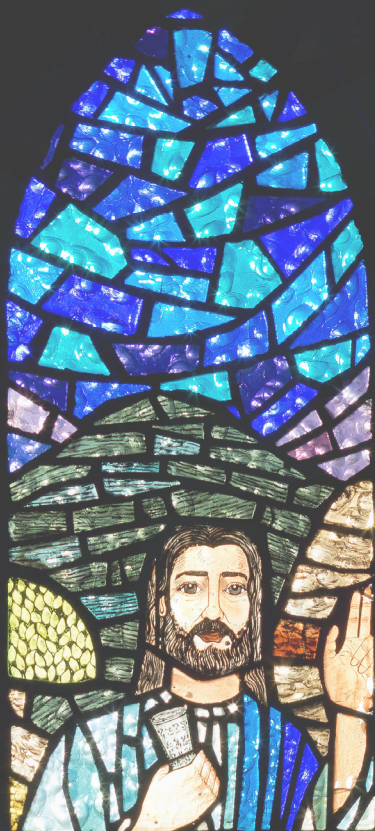
4. Do I want a specific pastor to officiate? Asbury pastors feel honored to serve, however some may not be available.

Select two/three choices of Asbury pastors, to allow for their availability. Check with the Asbury Bereavement Coordinator regarding a pastor from another church/denomination.

**5. Do I want someone besides the pastor to speak?
A relative, friend, or business associate?**

It is nice when a family member or friend participates in the “eulogy”, whether along with or in addition to the pastor. Scripture readings are another way family members, including grandchildren, can participate. We encourage participants to have everything written down in case the pastor needs to step in. Please keep in mind: we like to keep memorial services to one hour in length.





OTHER DETAILS

1. Do I want a light reception after the service to give an opportunity to visit with people who attend?

Location can be in the main foyer, CLC or Family Room. Usually the Asbury Discipleship Community will provide a reception. If the family is not part of a Community, Asbury's Funeral Ministry may host.

2. Do I want a meal for the immediate family?

Each Community has their own policy for providing a meal; we can check with your Member Care Coordinator to determine what is available. Notify the Asbury Bereavement Coordinator if you need a room at the church for a meal, and if you are having it catered.

3. Do I provide the guest book?

If the funeral home is not providing one, or you are not using a funeral home, Asbury will provide the guest book. You may bring your own if you choose.

4. Do I provide the flowers?

Your choice; florists may deliver to the south entrance the day before or the Chapel the day of the service.

5. What happens with the flowers?

There is no flower ministry at Asbury. Generally, the family/funeral home takes all flowers immediately following service. However, if flowers are left at Asbury, they will be disposed of.

6. Can I have a picture on the bulletin? Obituary? Memorial donation designation? Poem?

The funeral home may be able to print a picture on the memorial folder. A memorial donation designation can be included, if desired. Check with the Asbury Bereavement Coordinator regarding space for a picture (head shot only), obituary, poetry, etc.

7 . Can I display pictures at the service?

Asbury has an easel for displaying a portrait next to the pulpit; it is recommended that the portrait be no smaller than 16x20. There are 2 small tables in the Chapel foyer where other pictures/memorabilia may be displayed.



***So also you have sorrow now,
but I will see you again, and your
hearts will rejoice, and no one will
take your joy from you.***

John 16:22

Erica Duncan
Bereavement Coordinator
918.392.1109
funerals@asburytulsa.org

ASBURY

6767 S. Mingo Road, Tulsa, OK 74133
918.492.1771 | asburytulsa.org

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