

Dear family and loved-ones,

May God strengthen and comfort you during this difficult time. The enclosed information is designed to help the decision process move along as smoothly as possible concerning your loved-one. The New Life Church pastoral staff and I stand available to help you in any way we can. May God's grace and wisdom be with you and bring you peace as you walk through the planning process.

I have enclosed the following information to help you in making decisions concerning the funeral/memorial service and associated events:

- Brochures: *What to Do When a Loved-one Dies & Cremation: Christian or Cultic?*
- A list of local funeral homes and mortuaries that have served us over the past year
- A list of local cemeteries
- Initial Funeral Preparation Interview
- The New Life Church suggested funeral/memorial service format
- Pre-funeral Interview Questionnaire
- Video Production and Reception Planning Information
- Procedures for starting a memorial fund
- List of Funeral/Memorial Scriptures

\*New Life Church reserves the right to accept or reject any material (media, written information) that is inconsistent with our values or statement of faith, as well as reserves the right to vet any speaker desiring to participate in services at any of our locations.

I look forward to working with you in any way possible. If you have any questions, please feel free to call me on my cell 719-337-8986 or my Administrative Assistant, Belicia Duran, at 719-265-3117.

Sincerely,

Mel Waters  
Associate Pastor, Pastoral Care

## Funeral Homes and Mortuaries

Swan-Law Funeral Directors, Inc.  
501 N. Cascade Ave  
Colorado Springs, CO 80903  
719-471-9900  
Contact – Ron Snell

Evergreen Funeral Home  
1830 E. Fountain Blvd.  
Colorado Springs, CO 80910  
719-475-8303  
Contact – Patricia Oxford

Mountain View Mortuary  
2350 Montebello Square Dr  
Colorado Springs, CO 80918  
719-590-8922  
Contact – Rena Garcia

Shrine of Remembrance  
1730 Fountain Blvd  
Colorado Springs, CO 80910  
719-634-1597  
Contact – Costas Rombocos

The Springs Funeral Services  
3115 E. Platte Avenue  
Colorado Springs, CO 80909  
719-328-1793  
Contact – Paul Wood

Blunt Mortuary  
2229 W. Colorado Ave.  
Colorado Springs, CO 80904  
719-634-8831  
Contact – Patricia Oxford

\*This is a list of funeral homes that we have worked with recently. Additional locations may be found in the phone book or online.

## Local Cemeteries

Shrine of Remembrance/America the Beautiful Rose Gardens  
And Chapel of Roses  
1730 East Fountain Blvd.  
Colorado Springs, CO 80910  
719-634-1597  
Contact – Costas Rombocos

Evergreen Cemetery  
1005 S Hancock Av  
Colorado Springs, CO 80903  
Office 719-578-6646

Fairview Cemetery  
1000 S 26th St  
Colorado Springs, CO 80904  
Office 719-578-6638

Memorial Gardens Cemetery & Mausoleum  
3825 Airport Rd  
Colorado Springs, CO 80910  
Office 719-596-7990

## Pre-Funeral Interview Questionnaire

Name of Loved-One: \_\_\_\_\_

1. What one adjective would you use to describe him/her?
2. Did he/she have any particular loves or hobbies?
3. Did he/she enjoy any particular songs, poems, or scriptures?
4. If you could name one value or lesson he/she most wanted to teach the next generation, what would it be?
5. What one achievement or accomplishment would make his/her eyes light up when you mentioned it?
6. What were some of his/her favorite phrases or sayings?
7. Did he/she ever put anything up on the wall—a picture, a motto, a clipping—that expresses who he really was?

## **Pre-Funeral Interview Questions (continued)**

8. Did he/she like his/her first name? Did he/she have any nicknames?
  
9. Was there a cause or movement that he/she felt deeply about and supported with time and finances?
  
10. If he/she could have me say one thing during the funeral, what do you think it would be?
  
11. Why do you think this world is a little different because of him/her?

\*Pay particular attention to the adjectives and verbs that people use. Make sure that if you use any direct quotations, in the eulogy, you have permission to use them  
- Submitted from research by Jay Buckingham

Initial Funeral Preparation Interview

Planning Meeting Attendees:

Name \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1-Name of Deceased:

2-Date, Time and Place of Service and/or Reception:

3-Start in Place or Proceed from Family Room? Number of reserved seats?

4-Review Music (we reserve the right to accept or reject all material and speakers based on our convictions):

5-Discuss Slideshow Photos and Music:

6-Who is the Officiant (Name/Church/Position):

7-Does the family want to allow press coverage? If so, they must coordinate with the NLC press coordinator:

8-Pastoral Attire:

9-Open Items?

## Video Production and Reception Planning Information

The video montage provides a reflective overview of the deceased loved-one's life. We strongly recommend having it done by a professional. This will give family members time to spend together instead of being encumbered with building the video. Please select a commercial video service of your choosing. **Please note that the completed video must be given to our technical department at least 24 hours before the service to insure compatibility with our equipment.** We cannot insure the workability of any video provided on the day of the service.

The family is responsible to finance and provide for the reception. Receptions are usually held at the funeral home, a local restaurant, the church or a local home. The optimum time is after the funeral/memorial and burial service because there is more time for interacting with friends and loved-ones. Here are some issues to consider in planning for a reception:

- Determine what you want to pay for a reception.
- Look at a variety of places.
- Determine if the location is favorable for service attendees.
- Consider having a camera available for photographing memories of the event.
- Consider catering options for any food or beverages you may wish to offer service attendees.

\*Please note that New Life Church is not equipped to cater a reception. We are happy to provide a list of caterers that have helped other families in the past year. If you plan to cater your own reception, plan to provide everything needed including, but not limited to: food, beverages, paper ware, utensils, serving ware, and items to package left-overs. The World Prayer Center kitchen is available for set-up and clean-up but is not stocked with items for use.

## Procedures for Creating a Memorial Fund

Quite often, the family may want to set up a memorial fund to help recoup funeral costs or to give to an organization (local church, mission effort, hospice or medical effort).

This process should start by opening an account at a local bank or credit union. Then you should give the name of the bank or credit union to the funeral director for inclusion in the newspaper obituary and/or the funeral program. The banking institution should also be made aware of the incoming memorial funds.

Please check with the church accountant before starting a memorial fund through the church. Donors should be reminded to put the name of the deceased in the memo section of the check or envelope.

## Funeral/Memorial Scriptures

Psalm 23

The Lord is my shepherd...the valley of the shadow of death...

Psalm 112:1-9

The legacy of a godly man (person).

Psalm 116:15

Precious in the sight of the Lord is the death of His saints.

Proverbs 14:32

When calamity comes, the wicked are brought down, but even in death the righteous seek refuge in God.

John 5:28, 29

Don't be amazed at this, for a time is coming when all who are in their graves will hear His voice.

John 6:35-40

Jesus, the bread of life...whoever believes shall have eternal life.

John 11:25, 26

"I am the resurrection and the life. The one who believes in me will live, even though they die. And whoever lives by believing in me will never die. Do you believe this?"

John 14:1-3

Let not your heart be troubled; you believe in God, believe also in Me...

1 Corinthians 15:35-58

The resurrection of the body.

2 Corinthians 5:6-9

To be absent from the body...in the presence of the Lord

1 Thessalonians 4:14-18

The resurrection protocol (The Lord shall descend with a shout...comfort one another with these words)

Hebrews 9:27

Just as people are destined to die once, and after that to face judgment...

Revelation 14:13

Blessed are the dead who die in the Lord...

Revelation 21:1-7

The New Jerusalem...God shall wipe away every tear from their eyes....

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## Suggested Funeral/Memorial Service Format

### Prelude Music (Thirty minutes before service) (*Optional instrumental or CD music*)

- Selection/Musician \_\_\_\_\_/\_\_\_\_\_

### Invocation

#### Speaker \_\_\_\_\_

- Welcome and thank attendees on behalf of the family
- Commit the service to God in prayer

### Song(s) *optional*

- Selections/Musician \_\_\_\_\_/\_\_\_\_\_  
Music approved by a New Life Church Representative and the family.

### Scripture Reader(s) \_\_\_\_\_/\_\_\_\_\_

- Selections \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
You may read selected passages from the deceased person's Bible.  
Some recommendations: Psalm 23; Ecclesiastes 3 or Revelation 21:1-6

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### Video Montage or photo display \_\_\_\_\_/\_\_\_\_\_

This is a 5-7 minute compilation of photos (**maximum 30 photos**) accompanied by a **musical selection** approved by a New Life Representative and the family. Please number photos in the desired order by pencil or felt pen on the back of each photo. Take photos to an arranger or display still photos at the altar in lieu of a video montage. We strongly recommend the video slide show be produced by a commercial provider. See page on *Video Production and Reception Information*. **All video montages must be in a DVD format.**

### Obituary Speaker(s) \_\_\_\_\_/\_\_\_\_\_

- This should be a close friend(s) or family member and should include facts (birth date, date of death, occupation, etc.) about the deceased and comments.
- Sometimes, the pastor may read the obituary along with letters from others.

### Audience Comments \_\_\_\_\_/\_\_\_\_\_

- Family may choose a list of speakers. If not, open to the public, if the family agrees.
- **Have speakers introduce themselves and speak into microphone.**
- Set and explain speaker time limit as applicable.

### Pastoral Speaker(s) \_\_\_\_\_/\_\_\_\_\_

- Reflection (Draw on past comments)
- Comfort (Use appropriate scriptures to facilitate healing process)
- Projection (Present Christ's return and how people can be ready)

### Benediction

- Thank attendees again, on behalf of the family
- Pray for continued comfort and strength for the family
- Give directions to the reception, if applicable
- Have funeral directors brief congregation, if applicable

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