

## God is our refuge and strength, an ever present help in trouble. Psalm 46:1

A vital part of the New Life Church pastoral care ministry is helping you through the process of losing a loved one. Whether the death of a loved one is expected or sudden, our pastoral staff stands ready to help you facilitate a meaningful tribute to the deceased.

If death is imminent or expected, as in the case of an aged person or a hospice patient, we can meet with you beforehand to plan for the event. If death is sudden or unexpected, we will be there to serve you and to help you to deal with the tragedy. This document can be used in either case but will concentrate primarily on how we can help you immediately following the passing of a loved-one.

When a loved-one dies, if it's before 9:00 AM or after 4:30 PM or on the weekend, please call the pastor on call at 719-351-0227. During normal business hours, call the church receptionist at 594-6602 and ask for the pastor of your choice. A pastor or a New Life Church (NLC) representative will contact you and help you get started with making arrangements.

Depending upon the circumstances and time of death, you may be faced with questions ranging from organ donation to choosing a funeral home. The New Life Church pastoral representative will help you navigate these previously un-chartered waters. Here are some issues you will need to address in preparation for the service:

- The choice of a funeral home and the time to meet with the funeral director
- Decisions regarding the burial or cremation of the deceased
- Financial considerations to cover the cost of the services (cash payments or insurance)
- If you choose a funeral service, do you have a preference for renting or buying a casket?
- If you want to buy a casket with a limited budget, would you feel comfortable shopping at a casket type store?
- Determine order of ceremony: Burial/ Memorial Service, Funeral, Reception or Funeral, Burial
- Do you want to have a viewing at the funeral home and at the church?
- Who will preside at the service? A pastor, friend or relative?
- Where do you want to have the service (funeral home or church)?

You will need to furnish the following information and items when meeting with the funeral director, usually one to two days after losing your loved one:

### *Information for funeral/cremation arrangements*

- All clothing including under garments
- A recent photo for hairstyle, cosmetics and confirmation or identification
- If military – discharge papers “DD214”
- Any insurance policies to file for benefits
- Copies of any prearranged funeral plan
- Name of minister, music selections, flower arrangements
- Names of pallbearers

### *Information for the Death Certificate*

- Full name of deceased
- Father's name and mother's name (including mother's maiden name)
- Spouse's name (including maiden name of spouse)
- Place and date of birth
- Education level
- Social Security Number
- Employment
- Name of employer
- Military status

### *Information for obituary*

- Names of immediate family members (Parents, siblings, deceased family members)
- Date and time of viewing
- Memorial Fund designee, if applicable
- A picture for the newspaper obituary
- Date and time of viewing service
- Name of cemetery, if burial is planned

## Service arrangements

You should be prepared to discuss preliminary service arrangements with the NLC representative. Timely decisions on music selections and speakers will contribute to a smooth and meaningful tribute to your loved-one. Below is a generic order of service:

- Invocation
- Song(s)
- Scripture reading
- Song(s)
- \*Video montage or static display
- Eulogy
- Audience Comments
- Sermon
- Benediction

\* Should you desire to have a video montage, collect 20-30 photos of the deceased with a 3-5 minute music selection and bring them to the NLC representative at the funeral home meeting. The representative will give you information on how you can get the video made in time for the service. If you do not want a video montage, you might want to do a static display of pictures or personal memorabilia on display at the place of the service.

The NLC representative will coordinate your desires with the NLC staff or the staff of the facility hosting the service. The service should occur 4-7 days after the death of your loved-one.

Our objective is to furnish you with information that will ease the pain of losing a loved-one and to minister to your needs in the weeks following the loss.

We pray God's strength to you during this time of loss. May the service bring glory and honor to God and bless the memory of your departed loved-one. God loves you and so do we.

If you have any questions, or comments please call Pastor Mel Waters at 719-337-8986 or Christina Leal at 719-265-3124.

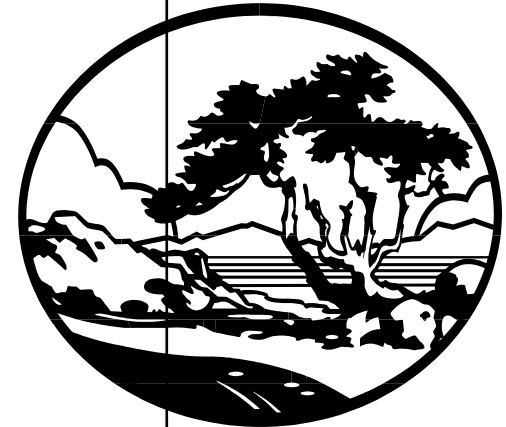
### *Scriptures for strength & meditation*

Psalm 23  
Psalm 116:15  
John 11:25, 26  
1 Corinthians 15:35-58  
2 Corinthians 5:6-9  
I Thessalonians 4:14-18  
Revelation 14:13  
Revelation 21:1-7

11025 Voyager Parkway  
Colorado Springs, CO 80921

Phone: 719-594-6602  
Fax: 719-548-9000  
Email: [mwaters@newlifecyclechurch.org](mailto:mwaters@newlifecyclechurch.org) or  
[cleal@newlifecyclechurch.org](mailto:cleal@newlifecyclechurch.org)

*What to do when  
a loved one dies*



*Pastoral Care Ministry  
719-265-3124*