

Welcome All. Love All.



Serve All.

Dear Friends,

As Christians, we are people of the risen Christ. This invites us to mark the occasion of death with both grief and hope. A United Methodist service acknowledges the reality of death, the pain of loss, and the hope of resurrection. Within this worship service, we remember a loved one's life and proclaim the good news that death will not have the final word.

It is our privilege to walk alongside you as you remember your loved one, and plan a service that honors their life and names the good news of resurrection. We pray that the following resources will offer help and clarity in this process.

Sincerely,

The Pastors of Apex UMC

Revised July 2023

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PRIOR TO A DEATH OR AT THE TIME OF A DEATH

Our pastors consider it a sacred privilege to pray with individuals and their families as they near the end of life. If time and circumstances allow, please call the church office at (919) 362-7807 to notify us of your situation. If possible, one of our pastors will come to be with you. If the death occurs after hours or on the weekend, call the church and press 7 for the pastor on call.

BEFORE SETTING THE DATE AND TIME FOR THE SERVICE

Before you schedule the service time and date, please confirm that date/time with the pastor who will preside over the service and the senior pastor or his/her designee. This is important to avoid any potential conflicts. The preferred scheduling time for funeral/memorial services is Monday-Friday (between 1 and 5 pm), Saturday (between 11am and 2pm), or Sunday (between 2 and 4 pm).

PLANNING THE SERVICE

After a death, a family gathering to meet with the officiating pastor and possibly a member of the Bereavement Committee can be a time to confirm decisions, plan a reception, and share stories and memories.

If not already provided to you, try to recall your loved one's favorite scriptures and hymns. Included in this document you will find a list of hymns and scriptures appropriate for funerals and memorial services as well as a sample order of worship.

TYPE OF SERVICE AND LOCATION

Types of services

- A traditional funeral service followed by a graveside service
- A memorial service only (in this type of service a casket is not present, and an urn may or may not be present.)
- A graveside service only
- A service in our columbarium, either following a memorial service or as a standalone service

The location of services can be at one or a combination of the following:

- In our sanctuary or in our contemporary worship setting
- At a funeral home
- In our columbarium
- At a cemetery

As you prepare to meet with the pastor to plan the service, please bring any instructions from your loved one regarding their end of life planning or hopes for the service.

SAMPLE BULLETIN

A Service of Death and Resurrection

Jane Doe

April 4, 1957 – March 28, 2015

Prelude

*Word of Grace
(offered by pastor)

*Processional

*Greeting
(offered by pastor)

*Hymn

Opening Prayer
(offered by pastor)

Psalter

Psalm 23

Unison

New Testament Reading

Gospel Reading

Sermon
(offered by pastor)

Special Music (anthem, solo)

Time of Witness
(offered by family member/friend- typically each witness is 5 min or less)

Prayer of Thanksgiving and The Lord's Prayer
(offered by pastor)

*Hymn

*Benediction

*Recessional

*Stand as you are able.

SCRIPTURE READINGS

During the funeral service, several passages may be shared, including an Old Testament reading, Psalm reading, New Testament and/or Gospel reading. Below is a list of readings often used. Of course, you may choose others, especially if there were particular passages important to your loved one. If you are unsure, the officiating pastor can help.

OLD TESTAMENT READINGS

[Job 19:23-27](#) I know my redeemer lives
[Proverbs 31:10-31](#) A good woman
[Isaiah 25:1, 6-9](#) God will swallow up death forever
[Isaiah 40:1-11, 28-31](#) Comfort my people
[Isaiah 43:1-3a, 18-19, 25](#) When you pass through the waters
[Isaiah 55:1-3, 6-13](#) Everyone who thirsts
[Isaiah 61:1-4](#) The good news of deliverance
[Isaiah 65:17-25](#) The glorious new creation
[Lamentations 3:22-26, 31-32](#) The Lord's steadfast love
[Ezekiel 34:11-16](#) God, the true shepherd
[Ezekiel 37:1-14; 21-28](#) These bones can live
[Micah 6:6-8](#) What God requires - justice, kindness, walk humbly with God
Other: _____

PSALMS

[Psalm 23](#) The Lord is my Shepherd
[Psalm 27:1, 4-9a, 13-14](#) The Lord is my light and my salvation
[Psalm 34](#) I will praise the Lord at all times
[Psalm 40](#) I waited patiently for the Lord
[Psalm 42:1-6a](#) Longing for God
[Psalm 46](#) God is our refuge and strength
[Psalm 84](#) How lovely is your dwelling place
[Psalm 103](#) Bless the Lord, oh my soul
[Psalm 121](#) I lift up my eyes to the hills
[Psalm 130](#) Out of the depths I cry to the Lord
[Psalm 139:1-18](#) O Lord, you have searched me
[Psalm 145](#) The Lord is gracious and merciful
Other: _____

NEW TESTAMENT AND GOSPEL READINGS

[Matthew 5:1-12](#) The Beatitudes
[Matthew 25:31-46](#) The Last Judgment
[Luke 12:22-34](#) Therefore I tell you, do not worry about your life...
[Luke 18:15-17](#) Jesus welcomes the children
[Luke 24:1-12](#) The empty tomb
[John 3:13-17](#) For God so loved the world...
[John 11:17-27](#) I am the resurrection and the life
[John 11:38-44](#) Jesus raises Lazarus from the dead
[John 14:1-6, 25-27](#) Let not your hearts be troubled
[John 15:1-17](#) Love one another as I have loved you
[John 16:12-22, 33](#) Sorrow becomes joy
[John 20](#) The resurrection of Jesus
[Acts 10:34-43](#) God shows no partiality

EPISTLE READINGS

[Romans 5:1-11](#) Hope does not disappoint
[Romans 6:3-9](#) Baptized into Christ's death, raised to live
[Romans 8:14-23, 31-39](#) Nothing can separate from the love of God
[1 Corinthians 15:50-57](#) Where, o death, is your victory?
[2 Corinthians 5:1-10](#) We walk by faith not by sight
[Ephesians 2:1-10](#) Saved by grace through faith
[Ephesians 3:14-21](#) The love of Christ that surpasses knowledge
[Colossians 3:12-17](#) Clothe yourselves with love
[1 Peter 1:3-9](#) A living hope
[1 John 3:1-3](#) We are children of God
[Revelation 7: 9-17](#) The great Multitude from every nations
[Revelation 21:1-7](#) A new heaven and a new earth
Other: _____

MUSIC

Following are a list of hymns that might be used. The pastor can make suggestions and help you determine the appropriateness of other music. If you have a musician in mind that you would like to participate in the service, please make note of that person's name and contact information on the forms herein.

SUGGESTED OPENING/CLOSING HYMNS

A Mighty Fortress Is Our God (UMH 110)
Abide with Me (UMH 700)
Christ the Lord Is Risen Today (UMH 302)
For All the Saints (UMH 711)
God of Grace and God of Glory (UMH 577)
Great Is Thy Faithfulness (UMH 140)
How Firm a Foundation (UMH 529)
How Great Thou Art (UMH 77)
In the Garden (UMH 314)
Joyful, Joyful, We Adore Thee (UMH 89)
Love Divine, All Loves Excelling (UMH 384)
My Hope Is Built on Nothing Less (UMH 368)
Praise to the Lord, the Almighty (UMH 139)
Guide Me, O Thou Great Jehovah (UMH 127)
Lift High the Cross (UMH 159)
Thine Be the Glory (UMH 308)
Other: _____

SUGGESTED HYMNS OF HOPE AND COMFORT

All Creatures of Our God and King (UMH 62)
All Hail the Power of Jesus' Name (UMH 154 or 155)
All Praise to Thee (UMH 166)
Amazing Grace (UMH 378)
Be Still, My Soul (UMH 534)
Be Thou My Vision (UMH 451)
Blessed Assurance (UMH 369)
Blest Be the Tie that Binds (UMH 557)
Breathe on Me, Breath of God (UMH 420)
He Leadeth Me (UMH 128)
Hymn of Promise (UMH 707)
I Love to Tell the Story (UMH 156)
It Is Well with My Soul (UMH 377)
Shall We Gather at the River (UMH 723)
Soon and Very Soon (UMH 706)

The Church's One Foundation (UMH 545 or 546)

What Wondrous Love Is This (UMH 292)

Other: _____

MEMORIALS

You may wish to choose a benevolence to receive memorial gifts. Memorial gifts are a special way to honor a loved one, or to leave a legacy in their name. We are happy to include memorial gift information in the funeral bulletin.

FEES

FOR NON-CHURCH MEMBERS

If the sanctuary or CLC and pastors and staff are available, we may host funeral/memorial services for non-members. The decision to host a non-member funeral is at the discretion of the senior pastor, as is the decision to permit outside clergy to officiate a funeral/memorial service. If the deceased is not a church member, the following fees apply:

Sanctuary/CLC cleaning fee: \$100

Organist: \$200

AV/Livestream: \$150

Pastor: \$150

Please offer these honorariums directly to the officiating pastor, organist, or AV technician by the day of the service. The cleaning fee should be remitted to Apex UMC by the day of the service.

FOR CHURCH MEMBERS

For church members there are no fees. If you wish to give an honorarium to a staff member, it would be in addition to the above rates. The church does not provide payment to the pastor. If you wish to do so, the suggested honorarium amount ranges between \$150 and \$250.

OTHER DETAILS TO CONSIDER

SLIDESHOW

Some families choose to create a photo slideshow to show either before or after the service. It is the responsibility of the family to provide the slideshow on a flash drive formatted as mp4 at least three days prior to the service. Additionally, the family is

welcome to bring in framed pictures or make meaningful displays in the Crossroads lobby area.

OSSUARY

We have an ossuary (a container for cremated remains) that was handmade by members of our congregation. If an urn will be present at the service, you can choose to place the urn in the ossuary or directly onto the designated table.

FLOWERS

We recommend one arrangement designated by the family in the worship space. Any flowers to be used in the worship space must be delivered at least one hour prior to the service. Flowers other than those specified by the family will be placed in the worship space, narthex, or Crossroads reception area at the discretion of the Bereavement Committee. Arrangements arriving later will be placed in Crossroads or the lobby of the CLC, if the CLC is used for the service.

Suggested florists:

DaySpring Florist (5414 Ten-Ten Rd, Apex, NC we27539, 919 772-2425)

Cary Florist (100 Parkthrough St; Cary, NC 27511 919 694-1600)

Basket Tree Florist (829 Perry Rd; Apex, NC 27502 919 362-7680)

Lavender Lane (1752 Olive Chapel Road, Apex, 27502, 919 355-2647)

RECEPTION

At the death of a church member, the Bereavement Committee will host a light reception following the service or a meal for your family. The meal is available for up to 20 people and can be delivered to your home or scheduled at the church. If the service is for a non-church member, catering is an option. In this case, fees for building use and other expenses may apply.

COLUMBARIUM AND MEMORIAL GARDEN

Apex United Methodist Church offers a memorial wall to record names of members/loved-ones whose remains are located elsewhere (\$500 as of June 1, 2023) and a columbarium with 90 niches that hold cremains of up to two people. (The cost of the niche at AUMC is \$3000 as of June 1, 2023. It does not include the cost of an urn which must be no larger than 5.5 x 5.5 x 7 inches.) Contact the church office at (919) 362-7807 for further information and current prices. A date for inurnment must be set with the pastor who will help coordinate with the Memorial Garden Committee.

FUNERAL HOMES AND CREMATION SERVICES IN APEX AREA

In selecting a funeral home or cremation service, it is wise to compare prices and be specific about what services you need. If you plan to hold a memorial service at Apex United Methodist Church and choose cremation, the only services you need are picking up the body, cremating it, and, potentially, purchasing an urn.

The following two local funeral homes are part of a group of funeral homes owned by an outside organization and are excellent but might be more expensive than independent homes; neither offer cremation services on-site.

Apex Funeral Home / 550 W. Williams St., Apex / (919-362-8233)

Brown-Wynne Funeral Home / 200 E. Maynard Rd., Cary / (919-467-8108)

The following three funeral services offer cremation in their own facilities and are generally less expensive than the two above. In addition, they too offer excellent service.

City of Oaks Funeral Home & Cremation / 4900 Green Rd., Raleigh / (919-438-1649)

Cremation Society / 2205 E. Millbrook Rd., Raleigh / (919-571-3300)

Wake Funeral and Cremation Services* / 600 Gathering Place, Suite 101, Cary / (919-465-0989)

*This funeral home is the only one on this list that offers on-site cemetery space, ashes burial in the ground, and columbarium niches as well as cremation and funeral services.

AT THE FUNERAL HOME

If a church member's service is to be held at the church, Apex UMC and The Bereavement Committee will provide ushers, greeters, reserved seating sections, reserved parking, bulletins, and the worship space at no charge. (Musicians and technology support do have fees.)

Topics to discuss with the funeral home:

- Obituary in the newspaper and deadline for submission.
- Cremains: Typically the cremains are brought to the service by the family. The exception may be when a funeral home is engaged to provide services at the time of the funeral. Please note that the church asks you to take the cremains with you after the service.
- Ensure that the funeral home can do the burial on the same day/around the same time of the funeral service (if your loved one will be buried).

- Cemetery plots.
- Casket/casket container.
- Processional to cemetery.
- Military honors, if appropriate.
- Guest book: If the service is at the church, who is providing - church or funeral home?
- Bulletin: If at AUMC, we will provide at the family's request. If the service is to be at the funeral home, ensure the funeral home will provide.
- Ask for a complete list of charges so that you are aware of what will and will not be provided by the funeral home.
- If your family member has pre-planned the funeral with a funeral home, ask for a copy of the agreement so that you are aware of pre-arranged decisions there.

SUGGESTED INFORMATION NEEDED FOR OBITUARY

If you plan to include an obituary in the newspaper or the bulletin, you may consider the following: You can put as much or as little as you want in the newspaper (the cost increases based on length or photos). Alternatively, funeral homes will often publish digital obituaries through their website.

News & Observer requires submission by 4 p.m. on the weekday before the obituary is to be published. There is a charge. Email to obits@newsobserver.com, fax to 919-836-2808, or submit online by contacting News & Observer at 919-829-4545. Submitter must provide name, address, and phone number. If photograph is submitted, .jpeg images are preferred. In some cases, newspapers may publish obituaries sent from funeral homes only. Many of the same rules apply but the newspaper may require the obituary to come through the funeral home for verification.

NAME/ANNOUNCEMENT

Full name of the deceased, including nickname (if any)

Age at death

Date of death

Residence at the time of death (city and state only, never publish full address)

LIFE

Date of birth

Place of birth

Names of parents

Childhood: siblings, stories, schools, friends

Marriage(s): date of, place, name of spouse

Education: school, college, university and other

Awards and other recognitions

Employment: jobs, activities, stories, colleagues, promotions

Military service

Places of residence

Hobbies, sports, interests, activities (what gave them joy?)

Charitable, religious, fraternal, political, and other affiliations; positions held

Achievements

FAMILY

Survived by (and place of residence):

Spouse

Children (in order of date of birth, followed by spouse's name in parentheses if the child is married)

Grandchildren

Great-grandchildren

Great-great-grandchildren

Parents

Grandparents

Siblings (in order of date of birth)

Other family members/friends you'd like to include by name

SERVICE

Day, date, time, place

Name of officiant, pallbearers (if using) honorary pallbearers, other information

Visitation information if applicable (day, date, time, place)

Reception information if applicable (day, date, time, place)

Other memorial, vigil or graveside services if applicable (day, date, time, place)

Place of interment

Name of funeral home in charge of arrangements

CONCLUSION

Memorial funds established; Charitable giving established (include address)

Thank you to people, groups, or institutions

IMPORTANT DOCUMENTS TO GATHER FOR YOUR FAMILY

- **MEDICAL INFORMATION:** Physicians, healthcare providers, allergies, assistive devices, medications. If there is a Do Not Resuscitate order - where is that located?
- **ORGAN DONOR:** If so, specify.

- **CREMATION:** Is this your wish? If so, you must have a written document signed by you. There is a form provided by the Funeral Home of your choice. It can also be found [online](#) or by searching for “Cremation Authorization.”
- **ANY PRE-PLANNED/PRE-PAID AGREEMENT WITH A FUNERAL HOME**
- **FINANCIAL INFORMATION:** Lock Box at Bank (where is the key located and who is on the signature card?), Checking, Savings Accounts, Money Market Accounts; 401k accounts, IRA Accounts and Annuity, Living trust document (if desired), Deeds to Real Estate, Stocks and Bonds, Income tax returns, Home Equity Loan. You will need to provide the institutions, locations and phone numbers, along with the account numbers.
- **INSURANCE INFORMATION:** List all of Insurance Company policies, name of agency and phone number, name of insured, beneficiary, face amount of policy and policy owner of each one you own. (Health Insurance, Life Insurance, Homeowner's Insurance, Long Term Insurance & Car Insurance.) - where are these policies located?
- **LEGAL DOCUMENTS:** Last Will & Testament, Healthcare Power of Attorney, Living Will, Durable Power of Attorney, Guardianship, Trust Documents. (Name of Attorney, address and phone numbers for each where applicable.) (Original signed copies are needed.)
- **SOCIAL SECURITY DOCUMENTS:** Social Security Card and Annual Social Security Benefit.
- **CERTIFICATES AND LICENSES:** Birth Certificate, Marriage License, Divorce Decree if any previous marriages, Death certificate for any previous spouses.
- **DEEDS AND TITLES:** Deeds for property, vehicles, boats, campers, etc. If you own property and the deed or title is held by a lending institution - list the name and phone number of each institution.
- **DEED TO WHERE YOU HAVE A BURIAL PLACE:** Name of place and where located.
- **MILITARY DOCUMENTS:** Service Serial Number as well the spouse's if the spouse was in the Military. Copy of Discharge Papers (Completed DD214 Form)
- **CREDIT CARD COMPANIES:** Name of credit card company, phone number, whose name is on the account, along with the account number
- **FIREARM INFORMATION AND PERMITS:** Where are firearms located?
- **WARRANTY INFORMATION**
- **LOGIN INFORMATION FOR COMPUTERS, including any usernames/passwords for various accounts.**
- **LIST OF URGENT BUSINESS CALLS** such as Social Security
- **LIST OF PEOPLE TO CONTACT UPON DEATH** along with numbers.

PLANNING WORKSHEET

To be used as a resource in planning when the family meets with the officiating pastor

Full Name: _____

Nickname (if applicable): _____ **Date of Birth:** _____

Preferred funeral home: _____

Location of service: _____

Location of visitation, if desired: _____

Specific burial/cremation requests:

Location of burial site if already purchased:

Private or public burial/inurnment service: Public Private

Casket/urn present during the service: Casket Urn Neither

Casket open or closed for viewing before the service. Open Closed

Special rites (Masonic, military, etc.):

Contact for special rites:

Name: _____

Phone: _____ Email: _____

Pastor requested: _____

Pallbearers:

Church ossuary to be used: Yes No

Do you plan to include a slideshow? (An mp4 file on a thumb drive 3 days before the service is required. We do not have Microsoft products on Church computers. For example, this means we cannot use a PowerPoint file.)

- Yes
- No

If so, when would you like the slideshow to occur?

Family entering for the service:

- Congregation stands and the family processes in at the beginning of the service.
- Family seated in the sanctuary and the service begins like it would on a typical Sunday.

Names of scripture readers (if applicable):

Scripture passages to include:

Congregational Hymns (opening, responsive, closing):

Title of solo or anthem (if applicable):

Soloist or other special musician (if applicable):

Time of witness (eulogies): Yes No

If yes:

Specific people:

Open it to whoever would like to share

Memorial gifts (please include names and addresses to be included in the bulletin):

Person to notify of receipt of memorial gifts:

Name: _____

Address: _____

Email: _____ Phone: _____

Bulletin:

- Is there a picture you would like to use on the bulletin cover?
- Would you like to include the obituary on the back of the bulletin?

If either is the case, please email a .jpeg to our Communications Coordinator, Brittney Pettis (brittney.pettis@apexumc.org) a minimum of three full days before the service.

Other information important in planning the service:

If the deceased is a church member, we offer a reception in the Crossroads lobby following the service or a meal for up to 20 people. Would you like either of these?

- Reception
- Meal
- Neither

For planning purposes, how many do you expect will attend the service? _____

Please note that the family will be contacted as needed by the church Bereavement Coordinator.