

Church Office Memorial and Funeral Service Checklist

1. Contact bereavement chairperson
2. Contact Social Committee Chair
3. Contact organist, other musicians
4. Email to congregation
5. Bulletins
6. Food service: contact Hostess and lay group who is providing food
7. Speak with laypeople on sanctuary arrangement and flowers on tables
8. Deceased's name and dates of birth and death
9. Arrangements with Child Care program for parking
10. Put sign out and call community bank and have them keep their employees from parking in church's parking lot
11. Content of announcements for service (lunch or reception?)
12. Ushers
13. Plans for family arrival and parking including cones
14. How to receive and arrange flowers
15. Arrange for recording service
16. Plans for blocking out parking
17. Social Hall setup (secure table cloths, serving pieces)
18. Columbarium committee contact (if needed)
19. Arrange for flowers, cleanup of columbarium area
20. Columbarium key issued
21. Develop rain plan for columbarium service
22. Plaque order
23. Use of pall or urn table cover
24. Reserved sanctuary seating plans (get count of VIP family seating)
25. Coordination of funeral plans with other church programs (soup kitchen, Wednesday night)
26. Parking Lot: signs out the night before service
27. Cones across both entrances
28. Put cones on Broad Street—count from pastor
29. Light candles on altar
30. Determine placement of communion table and casket
31. Open doors to front sanctuary and at end of handicapped ramp
32. Check to determine if more chairs are needed
33. Reserve family seating
34. Lock fellowship hall doors to parlor across from elevator, open doors into fellowship hall.
35. Move furniture back in parlor
36. Set up fellowship hall as directed by pastor
37. Check meals on wheels person if funeral is on a Thursday.
38. Insure that family is aware of personnel fees
39. Make explicit where food is coming from and who pays
40. Determine if staff should send gift and organize collection and purchase if appropriate
41. Someone to ring church bell at end of service
42. Guest book stand set up—determine location
43. Call Associate Pastor
44. Contact Stephen Ministers

45. Tell bereaved family that a Stephen Minister will be calling on them.
46. Inquire whether childcare is needed during service
47. Check weather reports