



*In Your Time of Loss*

*We hope that you will find this small booklet helpful in planning a service that will honour the memory of your loved one. Our staff are here to assist you in the funeral planning process.*

## **FREQUENTLY ASKED QUESTIONS**

**WHERE DO WE GO FROM HERE?** At some point in our lives, we will all have to make funeral arrangements. It's an emotional and difficult time to navigate. We would like to offer our assistance to help guide you in making some time sensitive decisions. Please know you are not alone. We are here to help. You've made the first call to Woodlawn United Church. What now? We will choose a time to meet with you and your family to help you make informed choices and to guide you through the funeral process. In our meeting we will help you plan a meaningful ceremony that will include the needs and wishes of your family, choose the type of service, review procedures for the funeral, add personal touches, and decide on prayers, hymns, eulogy, reception, and bulletins.

## **WHO WILL LOOK AFTER OUR NEEDS?**

**MINISTERIAL TEAM:** Rev. Mary Lynne Whyte, and Rev. Dr. Dale Skinner. At Woodlawn United Church, we are ready with a team who will help you through this difficult time and assist you with all of the funeral details on your family's behalf. The Ministerial Team can help you with all funeral requirements from choosing a date and time, music, eulogy, special hymns, tributes, numbers to expect, and bulletins to hand out to your guests, as well as connect you to our United Church Women to help you plan the reception should you choose a reception.

**ADMINISTRATOR:** [office@woodlawnunited.ca](mailto:office@woodlawnunited.ca). The Administrator will help you understand the different fees and payment options and help you to understand what is included, and how and when to make payment for the Funeral, Ministerial services, and Catering (should you choose to have a reception following the service).

**ORGANIST & CHOIR:** Our musicians and church choir work with our Ministerial Team to ensure that all of your hymnal and music selections are confirmed and ready to be performed for the Funeral service. They often have suggestions beyond those in this brochure.

**FUNERAL LIAISON:** At Woodlawn United Church we provide you with a volunteer Funeral Liaison when available to assist your family. A Funeral Liaison is a church volunteer who works with the family during the process. The Liaison will assist you in managing the necessary and sometimes forgotten details of this important day. Each of our Liaison volunteers have experience in coordinating with representatives of a variety of organizations and will take care of handling all of the additional needs for your loved one's funeral and/or reception. They will assist you to help make special details memorable. This may include ensuring that photos are set up, that bulletins are handed out, that flowers are received and arranged, assist you in determining the number of guests, greeting and welcoming guests, and so much more. As well, they will personally assist you on the day of your loved one's funeral by ensuring that your wishes are carried out as he or she would want them. They take great care to ensure that all your needs are looked after. At any time if you have questions you may contact your Liaison who will do their best to respond, and/or redirect you to someone who can.

### **HOW DO WE DETERMINE THE NUMBER OF GUESTS?**

Consider: Direct family, extended family, immediate friends, long distance friends, current co-workers, past co-workers, boards of directors or other community based organizational connections past and present, neighbours, sports organizations, religious affiliations, political involvement, professional contacts, (such as accountant, dentist, doctor, lawyer, and those who would see the obituary and may attend the funeral). This will help you estimate the number of guests to expect.

### **HYMN SUGGESTIONS**

O God Our Help in Ages Past

Amazing Grace

In the Bulb There is a Flower

We Shall Go Out With Hope

Thine is the Glory

Into the Hills

Abide with Me

Be Still My Soul

Breathe on Me Breath of God

I Was There To Hear Your Borning Cry

Guide Me O Thou Great Jehovah

Praise My Soul the God of Heaven

Precious Lord, Take My Hand

The Lord's My Shepherd

In the Garden

What Wondrous Love is This

Give Thanks for Life

The Day You Gave us God is Ended

He Leadeth Me

O Love that Wilt Not Let Me Go

## **STEPS TO HELP YOU PLAN IN YOUR TIME OF SORROW**

- Contact the Ministerial Team at Woodlawn United Church: 902-434-8302 or by email [office@woodlawnunited.ca](mailto:office@woodlawnunited.ca)
- The Minister(s) will set up an initial meeting to discuss the wishes of the loved one/family.
- Immediately following the meeting with the Minister(s), meet with Administrator to discuss fees associated with the Funeral. The Administrator will also contact Woodlawn Records Clerk to advise of the loved one's death and to remove them from future mailings and withdrawals from their accounts.
- Date and Time of Funeral is confirmed in our calendar and planning will begin.
- Minister will contact the Director of Music to ensure Hymns are confirmed for the day of the Funeral.
- Office Administrator will contact Funeral Liaison and provide your contact information so that they may contact you asap. Office Administrator will begin working on the Bulletin. Family will forward any photos and/or poetry to be used in the Bulletin.
- Minister will provide the Order of Service including hymns to the Administrator.
- Funeral Liaison will contact you to discuss Funeral needs, and will communicate with the Reception Coordinator about the Reception that follows the Funeral, for Catering needs. This will be looked after by our UCW Team along with our Sound person who will look after any video presentation to be used during the reception.
- On the Day of the Funeral, flowers will arrive and will be situated by our Funeral Liaison, and as well, the Bulletins will be handed out by our ushers.
- The family will arrive and will be taken to a private location in the church to prepare for the funeral.
- Shortly before the start of the service, the Minister will visit with the family and they will pray together.
- The Minister will lead the family into the Sanctuary.
- If a reception has been organized, family, friends and guests will gather in the Church Hall for the reception following the funeral.