



# Diamond Valley Community Church Funeral Guide

## I. General Information

Date this form was completed: \_\_\_\_\_

Full Name of Deceased: \_\_\_\_\_

Name to be used in service (if different): \_\_\_\_\_

Date of Death: \_\_\_\_\_ Place of Death: \_\_\_\_\_

General cause of death: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Executor's Name: \_\_\_\_\_

Phone numbers: (    ) \_\_\_\_\_ - \_\_\_\_\_ res.        (    ) \_\_\_\_\_ - \_\_\_\_\_ cell

## II. Funeral Service

Funeral Home: \_\_\_\_\_

Director (Contact Person): \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time: \_\_\_\_\_

Funeral Location: \_\_\_\_\_

Type of service (Funeral / Memorial): \_\_\_\_\_

\_\_\_\_\_

## III. Visitation

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location (other information): \_\_\_\_\_

\_\_\_\_\_

Place and Site of Burial: \_\_\_\_\_

\_\_\_\_\_

**VI. Service Details**

Clergy to officiate: \_\_\_\_\_

Hymn(s): \_\_\_\_\_

Special Music: \_\_\_\_\_

Soloist: \_\_\_\_\_

Organist: \_\_\_\_\_ Other Musicians: \_\_\_\_\_

*Discretion of clergy officiating*

New Testament Scripture: \_\_\_\_\_

Old Testament Scripture: \_\_\_\_\_

*Discretion of clergy officiating*

Pall Bearers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Honorary: \_\_\_\_\_

\_\_\_\_\_

Participating Organizations (Military): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Key Family Members Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Others involved in the service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **V. The Obituary**

The first paragraph should contain:

- Deceased Name, including son/daughter of...
- Deceased Parents' names
- Deceased Birth date and place of birth
- Date Deceased passed away

The second paragraph should contain:

- Marriage information (if any)
  - When did they meet?
  - When did they marry?
  - Where there any children born to this union (give names)

The third paragraph should contain:

- Deceased Education (where and level)
  - For example, high school, college, graduate degree and what was the name(s) and location(s) of the school(s)
- Deceased Job
  - Position(s) held, Name of company, and Years employed
- Special Affiliations (if important to deceased)
  - Fraternity, sorority, mason, Eastern Star, or etc.
- Military Service
  - Highest Rank achieved
  - Years in service
  - Name of war if in combat
  - Year and type of discharge (if honorable)

The next paragraph should contain:

- Church affiliation, if any
  - Names/location of churches
  - When joined
  - Groups of which a member

The last paragraph should contain

- Family left behind (wife, husband, children, grand and great grand children, aunts, uncles, etc.)

Additionally, the Pastor's name and Church name should be on the front cover of the program and the family should have the funeral program approved by the CHURCH's Administrative Assistant or the CHURCH's Administrative Secretary before going to print. This is to ensure that the family wishes/desires are possible and/or allowed.

## **VI. Typical Order of Service**

Musical Prelude

Opening Hymn

Scripture Readings

‡ Old Testament

‡ New Testament

Prayer of Comfort

Selection (This can be a solo, choir led, or congregational song)

Expressions (Please limit to 2 minutes each. Also, only the names on the program will be allowed to give remarks)

‡ Church Officers

‡ Clergy

‡ Family Members (if appropriate)

‡ Care Givers (if appropriate)

‡ Community/Association Officers

‡ Etc.

Acknowledgements (This is handled by one person and he/she needs to be sensitive to the time)

‡ Special Cards

‡ Special Resolutions

‡ Special Poems

‡ Etc.

Obituary (can be read aloud or silently. This is up to the family.)

Selection (This can be a solo, choir led, or congregational song)

Eulogy (This is done by the pastor unless the family requests another one of the ministers.)

Benediction

Final Directions

Recessional

## **VII. Funeral Repast**

For all funerals held at the CHURCH, the family has the option to hold a repast in the CHURCH's dining hall after the funeral and interment. If the deceased was a church member in good standing, the CHURCH will bear the expense for the repast. If you are interested in a repast, please contact the CHURCH's Administrative Secretary for details.