

Planning the Memorial Service Checklist for the Family

☐ Contact the Pastoral Assistant/Funeral Coordinator

☐ Meet with the Pastor to plan the service

Provide payment for the following:

☐ Organist or Pianist

☐ Soloist

☐ A/V Technician

☐ Funeral Coordinator

☐ Remove floral arrangements after the service

The following tasks are optional:

☐ Create a video for the service

☐ Purchase floral arrangement for the altar

☐ Provide a portrait for the altar

☐ Gather pictures/memorabilia for display table

☐ Prepare bulletins for the service

☐ Purchase two guest books or one with removable pages



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Planning a Memorial Service Without a Funeral Home



Schedule the Service

- Contact the Pastoral Assistant/Funeral Coordinator at the church office who facilitates communication with the pastor officiating the service.
- Funerals and memorial services at the church are scheduled Monday through Friday between 9am and 4pm.

Prior to the Service

The McFarlin pastor officiating the service meets with the family to plan.

- The United Methodist Church order of worship is used as a guideline for the service.
- The pastor offers guidance in the selection of Scripture, music and the order of worship.
- Secular and pre-recorded music are not used in McFarlin services.

Memorial Service Bulletins

The family prepares and prints the bulletins *(if desired)*.

Guest Books

- The family provides guest books or sign-in pages for two entrances to the Sanctuary *(if desired)*.

Fees

Individual payments are to be made prior to the service to the following:

- Organist or pianist - \$150.00
- Soloist - \$50.00
- A/V person - \$50.00
- Funeral Coordinator - \$150.00

Video Tributes

- A video tribute may be created by the family
- Work with the Pastoral Assistant/Funeral Coordinator to assure compatibility with McFarlin's A/V system.
- Tributes are shown either during or prior to the service.
- The suggested length is five minutes or less.
- Worship appropriate music may be played with the video during the service.

Flowers

- Family may arrange to purchase flowers and/or provide a portrait for the altar.
- The family is responsible for removing all floral arrangements following the service.

Memorabilia

- Pictures, awards and other special family items may be displayed outside the Sanctuary or in the Atrium if a reception is held after the service.
- Notify Pastoral Assistant of the need for tables and table coverings.

This booklet assists those who choose to plan a memorial service at McFarlin without the assistance of a funeral home. The booklet outlines the responsibilities of the family in preparation for the service.