

LIVING... PLANNING... DYING... *Well*

# Getting Your Affairs in Order

## When The Time Comes

**Bryn Mawr Presbyterian Church**  
625 Montgomery Avenue  
Bryn Mawr, PA 19010  
610-525-2821

## PREFACE

Christians recognize with all people the inevitability of death, but Christians affirm that “neither death, nor life, ... nor anything else in all creation, will be able to separate us from the love of God in Christ our Lord.” (Romans 8:38-39)

Yet trust in the love and power of God does not eliminate the grief that accompanies a loved one’s death. Recognizing that it is often difficult to plan wisely under emotional stress, the Session of Bryn Mawr Presbyterian Church encourages its members to discuss and plan in advance the arrangements which will be necessary at the time of death. Without such planning, surviving members of the family may have to make decisions during a time when they are shocked and confused.

When preparations are made and discussed with others, survivors are relieved of difficult questions as to what is right and have the satisfaction of knowing they are doing what the deceased would have wanted. Planning ahead also means that the arrangements and service will express the comfort and hope of the Christian faith fully and without compromise.

The resurrection is a central doctrine of the Christian faith and shapes Christians’ attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The Church offers a ministry of love and hope to all who grieve.

*(W.4.10000) PC(USA) Book of Order*

This guide is intended to assist Bryn Mawr Presbyterian Church members in such preparation. The ministers are more than willing to discuss these matters with any who wish to do so.

This booklet is available on the church website: [www.bmpc.org](http://www.bmpc.org). For more information, call the church office, 610-525-2821, and ask for the Associate Pastor for Pastoral Care and Senior Adults or their Assistant.

February 2022

# **Suggested Outline for a Funeral or Memorial Service**

Prelude

Welcome

Call to Worship

Hymn

Prayer of Invocation

Old Testament Lesson(s)

The Psalter

Remarks (by 1 or 2 family members or friends, if desired)\*

New Testament Lesson(s)

Meditation

Prayer of Thanksgiving (for the deceased)

Affirmation of Faith

Hymn

Commendation

Benediction

Postlude

Not everyone will wish to include all the elements listed here.

Following the service the family may receive friends in Congregational Hall. A Memorial Reception can be provided through the church at a nominal cost, subject to availability.

\*A limit of 2 speakers is preferable.

# **SUGGESTIONS FOR SCRIPTURE**

## **Old Testament**

Job 19:23-27  
Isaiah 40:1-11, 28-31  
Isaiah 40:28-31  
  
Isaiah 65:17-25  
Ecclesiastes 3:1-15

I know that my redeemer lives  
Comfort my people  
Those who wait for the Lord shall renew their strength  
I create a new heaven and a new earth  
For everything there is a season

## **Psalms**

Psalm 23  
Psalm 46:1-5, 10-11  
Psalm 90: 1-10, 12  
Psalm 103  
Psalm 121  
Psalm 139:1-12

The Lord is my shepherd  
A very present help in trouble  
Teach us to number our days  
Bless the Lord, O my soul  
I lift up my eyes to the hills  
Whether shall I go from your Spirit?

## **Epistles**

Romans 8:31-34, 37-39  
Romans 14:7-9, 10b-12  
I Corinthians 15:42-44  
II Corinthians 4:16, 5:1  
  
I Thessalonians 4:13-18  
Revelation 21:1-4, 22-25;  
22:3-5

Nothing can separate us from the love of God  
Whether we live or die, we are the Lord's  
Death is swallowed in victory  
Visible things are transitory, Invisible things are permanent  
The comfort of Christ's coming  
A new heaven and a new earth

## **Gospels**

Matthew 5:1-12a  
Matthew 18:1-5, 10  
Mark 10:13-16  
Luke 23:33, 39-43  
John 3:16-21  
John 11:17-27  
John 14:1-6, 25-27

The Beatitudes  
The greatest in the kingdom of heaven  
Let the children come to me  
Today you will be with me in Paradise  
God so loved the world  
I am the resurrection and the life  
Let not your hearts be troubled

## SUGGESTIONS FOR MUSIC

### Hymns

(Page numbers are from *Glory to God, The Presbyterian Hymnal*)

275	A Mighty Fortress Is Our God	12	Immortal, Invisible, God Only Wise
836	Abide With Me	269	Lead On, O King Eternal
649	Amazing Grace	826	Lift High the Cross
819	Be Still, My Soul	643	Now Thank We All Our God
450	Be Thou My Vision	687	Our God, Our Help In Ages Past
326	For all the Saints	620	Praise, My Soul, the King of Heaven
14	For the Beauty of the Earth	834	Precious Lord, Take My Hand
686	God of Our Life	375	Shall We Gather at the River
65	Guide Me, O Thou Great Jehovah	802	The King of Love My Shepherd Is
1	Holy, Holy, Holy	801	The Lord's My Shepherd
624	I Greet Thee, Who My Sure Redeemer Art	236	The Strife Is O'er

The Presbyterian Hymnal also has metrical settings to many psalms.  
Several of these are appropriate for use in a funeral or memorial service.

### Solos

- “Pie Jesu,” from Requiem, Maurice Duruflé
- “Psalm 23,” Antonin Dvorak
- “Panis Angelicus,” César Franck
- “Pie Jesu,” from Requiem, Gabriel Fauré
- “I Know that my Redeemer Liveth,” from Messiah, George Frederick Handel

### ORGAN MUSIC

Bach, Johann Sebastian (Concordia)	Brahms, Johannes
“Sheep May Safely Graze”	Eleven Chorale Preludes, op. 122
“Air on a G-String”	“Deck Thyself with Gladness” (Schmücke dich, o liebe Seele)
“Come, Sweet Death”	“O God Thou Faithful God” (O Gott, du frommer Gott)
Orgelbüchlein chorales:	“O World I Must Now Leave” (O Welt, ich muss dich lassen, #11)
“I Call to Thee” (Ich ruf zu dir)	Buxtehude, Dietrich
“In Thee I Give My Trust” (In dich hab ich gehoffet, Herr)	24 Chorale Preludes for Organ (Breitkopf or Henle)
“When We are in Deepest Need” (Wenn wir in höchsten Nöten sein)	“We Pray Now to the Holy Spirit” (Nun bitten wir)
“If Thou But Suffer God to Guide Thee” (Wer nur den lieben Gott)	“A Mighty Fortress is our God” (Ein Feste Burg)
“All Men Must Die” (Alle Menschen müssen sterben)	“From God I Will Not Leave” (Von Gott will ich nich lassen)
“Ah How Empty! Ah How Fleeting” (Ach wie nichtig, ach wie flüchtig)	“Our Father in Heaven” (Vater Unser im Himmelreich)
Great 18 chorales:	Mendelssohn, Felix
“When We are in Deepest Need” (Wenn wir in höchsten nöten sein)	Six Sonatas (Adagio movements)
“From God I Will Never Leave” (Von Gott will ich nicht las- sen)	Vierne, Louis “Carillon” (postlude)
	Widor, Charles Marie Symphony V “Adagio” (prelude); “Toccata” (postlude)

Other possibilities include the playing of hymns.

## PRACTICAL CONSIDERATIONS

*What means are there for assuring that life-sustaining procedures will not be initiated - when such procedures would only prolong suffering?*

The use of a Living Will (forms available at the church office) can be important in expressing one's wishes with regard to medical or surgical intervention. Your physician, as well as your immediate family members, should be given a copy. Even though such "wills" do not yet have legal standing in Pennsylvania, they do make quite clear your intentions and wishes. This important document should be prepared with the advice of an attorney and notarized, if feasible.

*Has a Last Will and Testament been prepared?*

The reason for having a Will is a simple one: It enables us to be the decision-maker with regard to that which we leave behind. Persons and institutions, such as the church, will receive that which we desire for them only through a Will.

*Must a Will be kept in a safe deposit box?*

It is a common practice to leave your Will in safekeeping with the attorney who drew it up. In such cases, the attorney should provide a copy for you to keep in a convenient place - not a safe deposit box - for ready reference. In the event of death, access to a safe deposit box - other than one rented by husband or wife - is limited by the inheritance tax law.

*When death occurs, who are the appropriate persons to be called initially?*

One of your pastors, who will provide support and guidance, can be reached through the church's telephone number, 610-525-2821, which is answered 24 hours a day. The physician or emergency medical personnel of the deceased, who will arrange for a death certificate, should be called as well.

*What services are supplied by the funeral director?*

As many or as few as a family wishes. In addition to various matters having to do with the transportation and disposition of the body, the director will provide the family with copies of the death certificate, the use of the funeral home, car rentals, the placing of death notices in local newspapers, and support during the memorial or funeral service and interment.

*The funeral director also will need certain information:*

Vital statistics of the deceased, full name, date and place of birth, parents' full names, names of survivors, Social Security number, location of cemetery plot (if relevant) and discharge papers in the case of a veteran of the armed forces.

*Is it possible to make funeral arrangements before one's death?*

Yes. Such "pre-planning" with your pastor and/or a funeral director of one's choice is now quite common. In many cases, one may even "pre-pay" all the costs of the services desired. The Pastor or Assistant for Pastoral Care can recommend a funeral director if needed.

*What information is contained in the death notice?*

The name of the deceased, age, date of death, names of survivors, date, time and place of religious service and designation of memorial gifts.

*What information is contained in an obituary?*

It contains more biographical information than a death notice. A newspaper does not charge a fee for running an obituary, and it is usually the responsibility of the family to submit it.

*What about memorial gifts?*

Many families request that in lieu of flowers friends make a contribution to Bryn Mawr Presbyterian Church or to a favorite charity of the deceased. In the case of the former, such gifts are normally assigned to the Bryn Mawr Presbyterian Church Foundation.

*What about an autopsy?*

Presbyterian doctrine would support an autopsy if it leads to the advancement of medical knowledge or peace of mind for the family.

*What procedures are followed in donating one's body (or certain body parts) for medical purposes?*

In case of certain organs, consult the Delaware Valley Transplant Program, 610-543-6391. For total body donation to a local medical school, call the Humanity Gifts Registry, 215-922-4440.

*What choices are there in the disposition of a body?*

Apart from donating it for medical purposes, there are two choices:  
1. body burial (or entombment in a mausoleum) and 2. cremation.  
Once this decision has been made, the funeral director will make all arrangements.

*Does state law require that a body be embalmed?*

No. It is not necessary in the case of cremation or immediate burial. Embalming is required in Pennsylvania, and in most states, for a body held more than 24 hours after death.

*In the case of cremation, must a casket be purchased?*

No. The body can be transported to the crematory in a pine box or other simple container.

*What about viewing the body?*

Often it is helpful for family members to view the body at least once to assist in the process of accepting the fact that death has occurred.

*What happens to the cremated remains?*

The urn containing them may be placed in a niche in a columbarium/mausoleum of a local cemetery or buried in the family plot of a cemetery. More and more, church families are making use of our own Chapel Garden.

*Who may use the Chapel Garden?*

The Chapel Garden is intended for members of Bryn Mawr Presbyterian Church and their immediate family members.

*What are the costs of using the Chapel Garden?*

A unit for one urn may be purchased for \$250. At the time of the interment there is an additional charge of \$50 for opening the unit and the engraving of a brass memorial plaque. Arrangements for purchasing a unit or units are made through the church office.

*What resources are there for coping with grief?*

Members of the pastoral staff are available to counsel family and friends in times of death. In addition, the Middleton Counseling Center sponsors a seminar and support group which helps individuals cope with grief.

## **RELIGIOUS SERVICES**

“The service on the occasion of death ordinarily should be held in the usual place of worship in order to join this service to the community’s continuing life and witness to the resurrection. The service shall be under the direction of the pastor. Others may be invited to participate as leaders in the service at the discretion of the pastor.”

*(W.4.10003) PC(USA) Book of Order*

### **Timing**

In most cases a service takes place within a few days of the death. The main service may precede or follow a brief committal service at the burial site. Typically, the committal service is attended by family members and close friends.

### **Location**

Bryn Mawr Presbyterian Church is fortunate to have both a Chapel, which seats 175, and the Sanctuary, which seats 1,100.

### **Type of Service**

The service may be either a memorial service without the presence of a casket or urn, or a funeral service where the casket or urn is present.

### **Costs**

Bryn Mawr Presbyterian Church intends that costs for a funeral or memorial service on its premises be only what are necessary and minimal. There are necessary charges to cover custodial services, the organist/soloist fees (if music is a part of the service), and a reception, if desired. Exact details are available from the church office or the officiating pastor. An honorarium for pastors may be offered at the discretion of each family.

## *Flowers*

Flowers add color and beauty to the service, and remind worshipers of the goodness of God's creation. Ordinarily, the family directs a florist to fill two vases for either the Sanctuary or Chapel.

## *Content of Service*

The service is planned by the pastor in consultation with the family. The purpose is to provide comfort and strength to mourners, to give thanks to God for the life of the deceased, and above all, to bear witness to the hope of Christian faith.

It is appropriate for hymns and other sacred music to be part of the service. Music should serve to direct the attention of those attending to the presence and power of God, and enable worshipers to voice their confidence in God's sovereign love. A list of suggested hymns is appended.

Scripture should be read and prayers offered. A homily may be preached and words of appreciation may be spoken by the pastor, family members or friends.

## AFFIRMATIONS OF FAITH

In life and in death we belong to God.  
Through the grace of our Lord Jesus Christ,  
the love of God,  
and the communion of the Holy Spirit,  
we trust in the one triune God, the Holy One of Israel,  
whom alone we worship and serve.

With believers in every time and place,  
we rejoice that nothing in life or in death  
can separate us from the love of God in Christ Jesus our Lord.

Glory to the Father, and to the Son, and to the Holy Spirit. Amen.

*(From A Brief Statement of Faith)*

We believe there is no condemnation  
for those who are in Christ Jesus;  
for we know that all things work together for good  
for those who love God,  
who are called according to God's purpose.  
We are convinced that neither death, nor life,  
nor angels, nor rulers,  
nor things present, nor things to come,  
nor powers, nor height, nor depth,  
nor anything else in all creation,  
will be able to separate us from the love of God  
in Christ Jesus our Lord. Amen.

*Romans 8*

I believe in God the Father Almighty, Maker of heaven and earth, and in  
Jesus Christ his only Son our Lord; who was conceived by the Holy Ghost,  
born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead,  
and buried; he descended into hell; the third day he rose again from the  
dead; he ascended into heaven, and sitteth on the right hand of God the  
Father Almighty; from thence he shall come to judge the quick and the  
dead. I believe in the Holy Ghost; the holy catholic church; the communion  
of saints; the forgiveness of sins; the resurrection of the body; and the life  
everlasting. Amen.

*The Apostles' Creed*

# **FEES FOR MEMORIAL SERVICE, CHAPEL GARDEN & MEMORIAL RECEPTION**

## **MEMBERS      NON-MEMBERS**

### Memorial Service

Organist	\$300.00	\$300.00
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Soloist	\$200.00	\$200.00
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### Honorary fee to the Officiating Pastor

Use of Chapel	no cost	\$300.00
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Use of Sanctuary	no cost	\$500.00
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Livestreamed Service (optional)	no cost	\$100.00
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### Chapel Garden

Plot	\$250.00
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Open/Close (includes name plaque & plot open/close fee)	\$ 50.00
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### Memorial Reception

Chapel Service (up to 150 people)	\$100.00	\$200.00
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Sanctuary Service (up to 250 people)	\$200.00	\$300.00
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## **GUIDANCE FOR MY FAMILY UPON THE OCCASION OF MY DEATH**

Name: \_\_\_\_\_

I would like to have the following relative or friend oversee the arrangements at the time of my death:

First Choice \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Second Choice \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

My preference (if any) for a funeral director:

( ) I have arranged for the gift of my body to a medical school through the Humanity Gifts Registry, 215-922-4440.

( ) I have arranged for the gift of certain organs through the Delaware Valley Transplant Program, 610-543-6391.

( ) I prefer immediate cremation, with the remains disposed of as follows:

( ) I prefer burial in a modest casket in the following cemetery:

( ) I prefer other arrangements as follows:

9. I wish to have ( ) a funeral, ( ) a memorial service at:

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10. In lieu of flowers, I request that memorial gifts be made to:

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11. I give the following information, which may be required on a death certificate:

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Full name of spouse: \_\_\_\_\_

Father's full name: \_\_\_\_\_

Mother's full name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Veteran ( ) yes ( ) no

Serial Number: \_\_\_\_\_

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

Signature: \_\_\_\_\_

12. My preferences for a service include the following:

Hymns: \_\_\_\_\_

Scripture Reading: \_\_\_\_\_

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

Retain the original of this document, informing at least two members of your family or close friends where it is kept. One copy should be given to Bryn Mawr Presbyterian Church and another copy to the funeral director, if one has been named. If you need further information or assistance, please contact one of the pastors.

# **Bryn Mawr Presbyterian Church**

## **Clergy and Staff**

### **Ministers**

All the members of the church

#### **Pastors and Worship Staff:**

##### **The Rev. Dr. Agnes W. Norfleet**

Pastor & Head of Staff

##### **The Rev. Brian Ballard**

Associate Pastor for Pastoral Care & Senior Adults

##### **The Rev. Leigh DeVries**

Associate Pastor for Youth & Their Families

##### **The Rev. Rebecca Kirkpatrick**

Associate Pastor for Adult Education & Mission

##### **The Rev. Rachel Pederson**

Associate Pastor for Children & Family Ministry

##### **The Rev. Franklyn C. Pottorff**

Associate Pastor for Congregational Life & Stewardship

##### **Jeffrey L. Brillhart**

Director of Music & Fine Arts

##### **Edward L. Landin Senn**

Assistant Director of Music

##### **Patrick Howley**

Manager, Music & Fine Arts

##### **Monica Devane**

Assistant Pastoral Care, Senior Adults & Church Administration