



Calvary  
CHURCH

# Funeral Planning Guide

CALVARY CARE MINISTRY



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# Funeral Planning: Where to Begin

Thank you for picking up this guide. Whether you or your loved one has received a terminal diagnosis, your loved one has recently passed away, or you simply want to be prepared for when the Lord says your days on earth have ended, God sees you and is with you. As your church family, our staff and pastors would love the opportunity to walk with you through the process of planning your funeral or helping you plan for the funeral of a loved one.

Taking the time to plan a service for yourself or a loved one helps provide peace of mind to all involved, helps give time to create a meaningful and healing celebration of life, and ensures that your wishes are known.

There are a number of questions and details to sift through before or after a death, so it's our hope that this packet will help minimize the grief and stress of planning. We trust the Lord will guide you through each step of the way, and that this guide is part of His process.

Scripture reminds us of God's promise that He is near and that he rescues those suffering from pain and loss. Psalm 34:18 says: "The Lord is close to the brokenhearted and saves those who are crushed in spirit." Take heart and know that the Lord is walking with you through whatever you are, or will, go through.

Whether we have met in person, seen each other across the sanctuary, or have never met, I'd love to personally hear your story if you're willing to share it and we would love to walk beside you to be a support, a comfort, and a prayer warrior as you prepare for a meaningful and memorable service.



MINISTER & DIRECTOR, CALVARY CARE

## Staff Contacts

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**Josh Warren**

MINISTER & DIRECTOR,  
CALVARY CARE  
jwarren@calvarygr.org



**Mark Welling**

DIRECTOR OF EVENTS  
mwelling@calvarygr.org



**Erika Sparks**

EXECUTIVE ASSISTANT,  
CALVARY CARE  
esparks@calvarygr.org

# At the Time of Passing

## STEP 1

### Contact Emergency Personnel

- If your loved one passed at home, notify emergency personnel by dialing 911.
- If your loved one was under hospice care, you must notify hospice if they were not present at the time of death.
- If your loved one passed in a healthcare facility, the facility will notify the proper authorities. They will also notify the funeral home of your choice.

## STEP 2

Contact the funeral home of your choice to establish care with them if your loved one passed away at home. They will help you with the following decisions:

- Making the choice between a burial or cremation
- Choosing the best casket or urn for your loved one
- What type of service you would like to have: funeral home, church service, graveside service, or combination of any of these
- When/if you would like to hold a viewing prior to funeral services or visitation



### Metcalf & Jonkhoff Funeral Services

4291 Cascade Road SE  
Grand Rapids, MI 49546  
616-940-7333  
metcalfandjonkhoff.com



### Matthyse, Kuiper, DeGraaf Funeral Services

4646 Kalamazoo Avenue SE  
Kentwood, MI 49508  
616-455-1535  
mkdfuneralhome.com



### Heritage Life Story Funeral Homes

1833 Plainfield Ave NE, Grand  
Rapids, MI 49505  
616-361-2613  
Heritagelifestory.com



### Cook Funeral & Cremation Services

4235 Prairie Street SW  
Grandville, MI 49418  
616-534-7619  
dignitymemorial.com



### Zaagman Memorial Chapel

2800 Burton Street SE  
Grand Rapids, MI 49546  
616-940-3022  
zaagman.com



### O'Field Funeral Home

4500 Kalamazoo Avenue SE  
Grand Rapids, MI 49508  
616-455-9790  
ofieldfuneralhome.com

## STEP 3

### Family Planning Meeting

Once you have chosen a funeral home to care for your loved one's funeral planning, we invite you to join the Director of Events and Care Ministry staff for a family planning session. During this we will:

- choose a date and time to hold your loved one's funeral
- help choose a minister to perform services
- plan details of visitation and reception times
- make selections for scripture reading and music to be played

This is also a time to recall some of your most cherished memories of your loved one. From early life stories to work history, from their experiences with baptism, coming to know the Lord, and how their retirement years were spent, we will help guide you through sharing what were the most meaningful parts of your loved one's life.

Here are some areas of your loved one's life to consider when preparing for your Family Planning Session:

- Childhood and growing up years
- Education and Career preparation
- Mid-life and Professional Years
- Parents, siblings, best friends, spouse, children, and stories about these individuals
- Funny life stories, serious life stories, work life stories, hobbies, favorite things to do
- Date of salvation and baptism, favorite scriptures and songs, memorable stories of Christianity and how he/she served the Lord

## GUIDELINES

- We invite immediate family to join us for these planning meetings, which last approximately 1 to 1.5 hours. These take place at Calvary Church in the Care Ministry wing located at Entrance J.
- These appointments take place during Calvary's business hours of 8:00am to 4:30pm Monday through Friday
- Funerals with less than 300 attendees will take place in Calvary's Chapel
- Funerals with more than 300 attendees may take place in the Sanctuary
- Funeral speakers other than funeral minister have a maximum of 5 minutes to share. A copy of their notes should be turned in no later than 2 days prior to funeral service for review by funeral minister.
- Calvary does not create or print funeral bulletins. Please contact your funeral home for this service.
- You will have access to the building thirty minutes prior to the start of the visitation or funeral services. A family room will be set up for private use.

# Visitation Opportunities

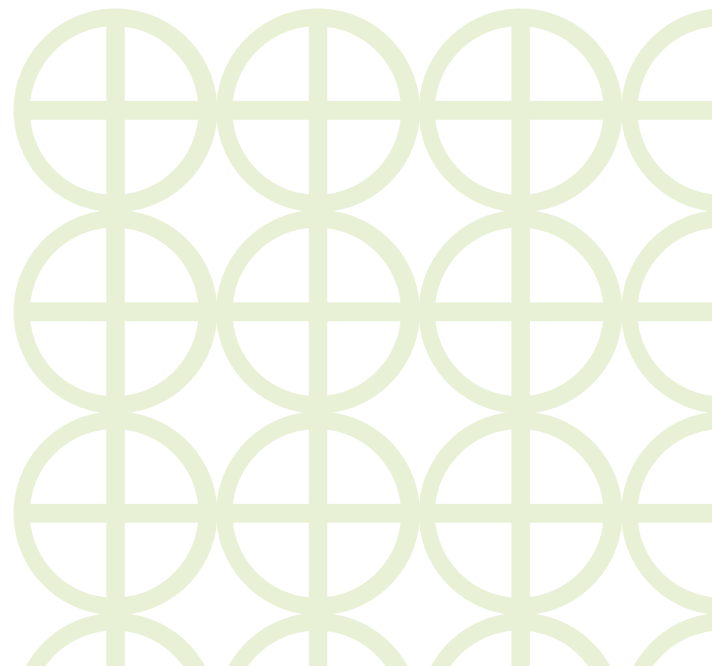
While a funeral service is a more formal way to honor your loved one, a visitation is a more relaxed way to welcome friends and family prior to a funeral. At Calvary, visitations take place in the lobby area just outside of the Chapel doors.

There are a number of options to make your visitation a beautiful time of remembrance:

- Photo memory boards on easels
- Video slideshow set to music
- A table with your loved one's personal items (Bible, hobby materials, favorite items, photo books, etc.)
- Floral arrangements
- The choice to have an open-casket viewing is a personal one, and one we invite you to pray through and consider. Some families choose to have the casket present and open, and others choose to have it closed. Or the casket may not be present at all. Alternatively, if your loved one has been cremated, the urn can have a place of honor on a table near the family members who are receiving visitors.

## GUIDELINES

- Viewings may take place in the Chapel lobby, if the funeral is taking place in the Chapel.
- If the funeral is taking place in the Sanctuary, the viewing may take place in Crosswalk.
- Seating is available for family members who can not stand for long periods at a time.
- If no casket or urn will be present on-site, a photo of your loved one is a great representation piece to have on a table alongside flowers or other memorabilia.
- Calvary's Production Team does not create slideshows for funerals. If a family member would like to create a slideshow, we would be happy to play it.
- A family room will be provided with coffee and water service during the time of the Visitation.



# Reception Planning

Whether you are planning a morning or afternoon funeral, another time to welcome guests is at a post-funeral reception. Calvary has designated spaces for families to hold luncheons or dessert receptions following funeral services. We work with a number of local caterers to offer meals for any price range.

At this time, Calvary's Culinary Services does not cater funeral luncheons in-house. We are happy to offer the following list of caterers who work with Calvary for funeral receptions:

## **Miss P's Catering**

Julie Dykhouse- Owner  
616-437-2006  
Jdykhouse55@gmail.com

## **Apple Spice Catering**

701 68th Street SW Suite 410  
Byron Center, MI 49315  
616-805-3288  
applespicegr.com

## **Catered Creations**

Patti Zylstra – Owner  
616-361-6165  
cateredcreationsinc.com

## **Mission Barbecue**

701 68th 2190 East Beltline Avenue NE  
Grand Rapids, MI 49525  
616-828-4833  
mission-bbq.com

## **GUIDELINES:**

- Receptions may take place in Room 215 (adjacent to the Chapel), if less than 50 attendees; Room 208 (Calvary Students Space) if less than 150 attendees. If group is larger than 150 attendees, the Gathering Place may be used.
- Caterers may access the building through Entrance D on the East side of the building.
- The use of music or playing of a slideshow at a reception needs to be arranged through the Director of Events (contact info on page 3).
- Linens, paper products, coffee and water are all available free of charge from Calvary Church.

# Funeral Music and Scripture Selections

We know you are making a lot of decisions during this time, so we have compiled a list of commonly used hymns, contemporary songs, and scriptures that families at Calvary have used in the past. This may guide you in making selections that will honor your loved one's memory:

## **HYMNS**

- How Great Thou Art
- Great is Thy Faithfulness
- It Is Well
- Amazing Grace
- The Old Rugged Cross
- Be Thou My Vision
- Blessed Assurance
- The Lord is my Shepherd
- I Need Thee
- 'Tis So Sweet to Trust in Jesus
- I'll Fly Away
- Leaning on the Everlasting Arms
- Because He Lives

## **CONTEMPORARY SONGS**

- Messiah/You're Beautiful by Phil Wickham
- I Can Only Imagine by MercyMe
- Save A Place For Me by Matthew West
- Broken Vessels by Hillsong Worship
- Lord, I Need You by Matt Maher
- Oceans by Hillsong Worship
- Dancing With The Angels by Monk & Neagle
- Cry Out To Jesus by Third Day
- There Will Be A Day by Jeremy Camp
- Scars in Heaven by Casting Crowns
- You Raise Me Up by Josh Groban
- So Will I by Hillsong United
- Lord, I Need You by Christy Nockels
- In Better Hands by Natalie Grant
- It is Well by Bethel Music



# SCRIPTURES

## \*\*LIST OF COMMONLY USED SCRIPTURES

- Romans 6:4 – *We were buried therefore with him by baptism into death, so that as Christ was raised from the dead by the glory of the Father, we too might walk in newness of life.*
- Isaiah 41:10 – *So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.*
- John 14:1-3 – *“Do not let your hearts be troubled. You believe in God; believe also in me. My Father’s house has many rooms; if that were not so, would I have told you that I am going there to prepare a place for you? And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am.”*
- Matthew 5:4 – *Blessed are those who mourn, for they will be comforted.*
- Philippians 3:20-21 – *But our commonwealth is in heaven, and from it we await a Savior, the Lord Jesus Christ, who will change our lowly body to be like his glorious body, by the power which enables him even to subject all things to himself.*
- Romans 8:38-39 – *For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord.*
- Psalm 34:18 – *The Lord is close to the brokenhearted and saves those who are crushed in spirit.*
- Thessalonians 4:13-14 – *Brothers and sisters, we do not want you to be uninformed about those who sleep in death, so that you do not grieve like the rest of mankind, who have no hope. For we believe that Jesus died and rose again, and so we believe that God will bring with Jesus those who have fallen asleep in him.*
- John 3:16 – *For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.*
- Corinthians 5:1 – *For we know that if the earthly tent we live in is destroyed, we have a building from God, and eternal house in heaven, not built by human hands.*
- Romans 14:8 – *For if we live, we live to the Lord, and if we die, we die to the Lord. So then, whether we live or whether we die, we are in the Lord.*
- John 10:27-29 – *“My sheep hear my voice, and I know them, and they follow me. I give them eternal life, and they will never perish, and no one will snatch them out of my hand. My Father, who has given them to me, is greater than all, and no one is able to snatch them out of the Father’s hand.”*
- Psalm 46:1-2 – *God is our refuge and our strength, a very present help in trouble. Therefore we will not fear though the earth gives way, though the mountains be moved into the heart of the sea.*

# Cost Breakdown

Calvary does not charge a fee for the use of our Chapel or Sanctuary for funeral services. There are, however, individuals to whom honorariums are due for their help in funeral programming. Below is the breakdown of costs:

- **\$100.00** – for each desired Calvary musician (piano, organ, guitar, vocals)
- **\$100.00** – for each production team member for the operation of sound, lights and slides
- **\$150.00** – Minimum recommended honorarium for the Minister who conducts services

To serve you the best we can, Calvary has the following equipment available for you to use at your loved one's viewing and funeral services:

- Easels
- Table for item display
- Podium for guest book
- Chairs for family seating
- Television for video slideshow
- Equipment Available at Calvary

## RECOMMENDED AREA FLORISTS

### **Ball Park Floral**

8 Valley Ave NW  
Grand Rapids, MI 49504

### **Eastern Floral**

2836 Broadmoor Avenue SE  
Grand Rapids, MI  
49512

### **Kennedy's Floral**

4665 Cascade Road SE  
Grand Rapids, MI 49546

### **Southside Flower Market**

1842 Breton Road SE  
Grand Rapids, MI 49506







CALVARY CARE  
CARE@CALVARYGR.ORG  
(616) 956-9377 EXT. 3623

CALVARY CARE IS A MINISTRY OF CALVARY CHURCH