TRINITY
UNITED METHODIST CHURCH
LOVELAND, CO

FUNERAL AND MEMORIAL SERVICE POLICY AND GUIDE

As of 10/27/2026

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Introduction: Hope in the Midst of Loss

At Trinity United Methodist Church, we hold fast to the promise of resurrection through Jesus Christ. While death brings sorrow and grief, it is not the final chapter. As the Apostle Paul reminds us in 1 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."

Jesus himself offers comfort in John 11:25-26 when he says,
"I am the resurrection and the life. The one who believes in me will live, even though they die; and whoever lives by believing in me will never die."

In the midst of your grief, we want you to know you are not alone. We are here to walk alongside you with care and compassion. This guide is designed to help you understand the funeral and memorial service process, so you can focus on honoring your loved one's life and the hope we share in Christ.

Our Role and Our Commitment

During times of loss, it's often difficult to know what steps to take next. Our goal at Trinity UMC is to walk alongside you every step of the way, so you don't have to carry this journey alone. Below is the basic process of how we will support and work with you during this sensitive time.

Step 1: Making Contact
When a death occurs, the first step is to contact the church office or pastor. If possible, please include the name of your loved one and the funeral home you are working with. We will respond as soon as we are able.

Step 2: Listening and Learning
The pastor will schedule a time to meet with you, family members, and anyone who would like to take part in the service. Meetings may take place in person, by phone, or by Zoom. This time is primarily for listening. You are invited to share stories, memories, and what feels most important to honor about your loved one.

Step 3: Shaping the Service
Together, we will outline the service. This includes scripture, music, spoken remembrances,

and any meaningful rituals. The pastor will guide this process and help ensure the service reflects both your loved one's life and the faith and practices of the church.

Step 4: Coordination and Care
The pastor and church staff will coordinate with the funeral home and church volunteers as needed. Our aim is to handle as many logistical details as possible so you can focus on your family and your grief.

Step 5: Ongoing Support
Our care does not end with the service. The pastor and parish care team remains available for prayer, conversation, and support in the days and weeks that follow.

Beginning the Process

In the days immediately following a death, there are many decisions to be made. This section is meant to help you understand what typically happens first and how the church becomes involved.

Notifying the Church
Once you are ready, please contact the church office or pastor to let us know of your loved one's death. This may happen directly from you or through the funeral home. Early contact helps us begin supporting you and coordinating details.

Choosing a Date and Time
The date and time of the service are usually set in conversation with the funeral home, the family, and the church. Availability of the church building, the pastor, and key staff will be considered as we work together to find a time that works well for all involved.

Working with the Funeral Home
Funeral homes often serve as helpful partners in the planning process. The church will coordinate with the funeral home regarding logistics such as timing, use of the building, and order of service, so families do not need to manage these details alone.

Initial Planning Conversation
After contact is made, the pastor will schedule a planning conversation with you and anyone who wishes to participate. This meeting will help shape the service and clarify next steps, so expectations are clear and nothing feels uncertain.

Planning the Service

Planning a funeral or memorial service is a sacred time to honor your loved one's life and reflect on the hope we share in Christ. The pastor will work closely with you to create a service that feels meaningful, respectful, and comforting.

Choosing Scripture and Readings

We encourage families to select Bible passages that were significant to your loved one or that bring comfort and hope in grief. The pastor can offer suggestions and help select readings that fit the tone of the service.

Music and Hymns

Music is a powerful way to express emotions and faith. Families can choose hymns or songs that were meaningful to your loved one or that reflect the church's worship style. The church can provide musicians or coordinate with outside musicians when possible.

Speakers and Remembrances

Family members and friends are welcome to share memories or reflections during the service. We ask that these be kept respectful and focused on honoring the life of the deceased. The pastor will help guide the flow and timing.

Special Elements

Some families choose to include special rituals such as lighting candles, sharing a favorite poem, or symbolic acts of remembrance. The pastor can discuss which elements fit within our worship tradition and support the service's overall tone.

Bulletins and Printed Materials

The church can assist with creating a printed order of service (bulletin) that includes scripture, music, and other elements. Families are encouraged to provide photos or other materials they wish to include.

What the Church Provides and What Families Provide

To help the service go smoothly, here's a clear overview of what the church will take care of and what families are typically responsible for.

What the Church Provides:

- Use of the sanctuary or designated worship space
- Sound system and audio/visual equipment
- Pastor's leadership and preaching
- Coordination with church volunteers for setup and hospitality
- Assistance with creating the order of service (bulletins)
- Access to church facilities for visitation or gathering before or after the service (if available)
- Catering support through Trinity's Sisters in Fellowship group, who can assist with funeral receptions upon request and consultation

What Families Typically Provide:

- Coordination with the funeral home for transportation and care of the body
- Floral arrangements or other personal decorations
- Photos, videos, or memorabilia to display during the service
- Selection of music or musicians if using outside performers
- Arrangements for any receptions or meals not covered by Sisters in Fellowship

If you have questions about any of these responsibilities, please don't hesitate to ask. We want to support you and make this process as clear and manageable as possible.

Timing and Communication

Funerals often happen quickly, but every family's situation is unique. Here's what you can generally expect regarding timing and how we stay in touch:

Notification and Scheduling
After you notify the church, we work closely with you and the funeral home to schedule the service. We aim to be flexible, honoring your wishes while balancing the church's calendar and the pastor's availability.

Regular Check-Ins
The pastor or church staff will stay in contact throughout the planning process, answering questions and confirming details. If you need to reach out, don't hesitate—we want to be accessible and responsive.

Communicating Changes or Cancellations
If there are any changes to the date, time, or details of the service, please let the church office or pastor know as soon as possible. Timely communication helps us coordinate with staff, volunteers, and any others involved, ensuring that everyone is informed and prepared.

Day of the Service
Arriving early helps everything flow smoothly. Church volunteers and staff will be present to assist with setup and welcoming guests.

Follow-Up Contact
After the service, the pastor will be available for ongoing pastoral care, including visits, phone calls, or prayers as you continue to grieve and heal.

Important Notes

Respecting Our Sacred Space
Trinity's sanctuary and church facilities are sacred spaces. We ask families and guests to treat them with respect and care, helping us maintain a welcoming environment for all.

No Alcohol or Drugs on Church Property
To honor the sacredness of our space and ensure the safety and comfort of all guests, the use or presence of alcohol and drugs is **not permitted** on church property at any time—including during funeral services, receptions, or banquets.

Grief and Family Dynamics
Funerals can bring up strong emotions and sometimes tensions among family and friends. Our pastor is available to help navigate difficult moments with grace and compassion.

Pastoral Care Beyond the Service
Our relationship doesn't end when the service concludes. The pastor is here for you in the weeks and months ahead—for prayer, support, and guidance as you move through your journey. If you are interested, our Parish Care team can send you booklets and other resources on grief.

Flexibility and Understanding
Every family's needs and circumstances are unique. We aim to be flexible and understanding while balancing the practical needs of the church community.

Questions and Concerns
If you have any questions, concerns, or special requests, please don't hesitate to reach out. We want to serve you with care and clarity.

Closing Statement

Thank you for trusting Trinity United Methodist Church to walk alongside you during this difficult time. We are honored to share in remembering your loved one and celebrating the hope we have in Christ's resurrection. May you find comfort in the presence of God, the support of family and friends, and the peace that passes all understanding.

Closing Prayer

God of mercy and comfort,
We thank you for your loving presence that never leaves us, even in the darkest moments. Be with those who grieve today—wrap them in your peace, strengthen their hearts, and renew their hope. May the memory of those we love inspire us to live with grace, compassion, and faith. Guide us as we move forward, trusting in your promise of life everlasting through Jesus Christ, our Lord.
Amen.

Family Name: _____

Date of Service: _____

Item/Service	Description	Cost ($)	Notes
Security deposit	The security deposit will be refunded in full if the property is left clean and undamaged.	$150	Not required for Church Members or Member families
Use of Sanctuary or Worship Space	Includes seating, sound system, and AV setup	$200 – Sanctuary $100 – Chapel	Free for members or if there are monetary difficulties
Pastor's Honorarium	Pastoral leadership, preaching, and meetings	$150	Minimum
Church Staff & Volunteers Support	Setup, hospitality, coordination	N/A	Honorarium may be provided if desired
Printed Materials (Bulletins)	Preparation and printing of order of service	$75	Minimum
Audio/Visual Technician	Operates A/V Equipment	$75	Minimum
Musicians	Church musicians Outside musicians	$100	Minimum Outside musicians are negotiated
Use of Fellowship Hall	For visitation or reception	$150	N/A if catered by the Sisters in Fellowship
Catering by Sisters in Fellowship	Funeral banquet catering (upon request)	TBD by the Sisters in Fellowship	Specify menu & guest count
Nursery	For Childcare	$20 per hour per worker	<u>Requires two adults present at all times.</u> TUMC Childcare workers may be available for $20 per hour.

Other (please specify):			
Other (please specify):			

Total Estimated Cost: $_____

Notes:

Prepared by: _____

Date: _____

Payment Instructions

We accept payments by cash, check, or online through Vanco on the Trinity United Methodist Church website. Please make checks payable to Trinity United Methodist Church. For online payments or questions, visit www.tumc-loveland.org or contact the church office directly (970-667-4381).