


*Memorial Service  
Planning Resource*





The background of the page is a faint, repeating pattern of a stained glass window. The pattern consists of various geometric shapes, including circles, triangles, and squares, arranged in a grid-like fashion. The colors are muted and pastel, including shades of light blue, pale yellow, and soft green. The overall effect is a subtle, decorative backdrop for the text.

*F*UMCR is honored to have the sacred privilege of helping you plan a service that honors and celebrates your loved one while sharing words of faith in Jesus Christ to family and friends.

We are here to help you navigate all of the details of the service as well as support you in your grief in the days, weeks, and months ahead.

The following pages are designed to be a starting point for planning a service - whether it's after your loved one dies, prior to their death, or pre-planning for your own service. Our bereavement coordinator and clergy are here to walk you through the process and answer any questions you might have.

In prayer,

*Caring Ministry*

First United Methodist Church Richardson

## *When My Loved One Dies*

Contact a funeral home.\* While we do not endorse any particular funeral homes, we do have good working relationships with many in the area and will be happy to discuss this with you.

Call FUMCR at 972.235.8385 and ask for our bereavement coordinator, Karen Varner. Our Caring Ministry Team is here for you in your time of need.

\*If you are planning a burial or inurnment at a cemetery and also a service at FUMCR, please coordinate with the church before setting a burial date and time with the funeral home. This provides the best opportunity to celebrate your loved one with your desired pastor in your preferred worship space.

## *Celebrating Your Loved One*

We are honored to help you plan a meaningful service to celebrate the life of your loved one.

When you meet with our bereavement coordinator, you will have opportunities to ask questions and understand the process of planning a service. The first elements of the service to think about are:

- Music
- Scripture
- Who might offer words of remembrance

If your loved one had wishes for the service, please share them with the bereavement coordinator and the pastor.

When you meet with the pastor prior to the service, you'll be able to share stories and favorite memories of your loved one. Family members will find this to be a helpful time as well as a source of comfort.

The church provides:

- A pastor
- The worship space
- Musicians (organist/pianist and soloist)
- Basic audio and visual, including presenting a prepared slide show provided by the family
- A simple reception, including cookies and drinks

The church does not provide:

- Flowers
- Guest book
- A slide show

The church fee covers the worship and reception spaces, bulletins, and musician(s).

Separately, an honorarium for the clergy is left to the discretion of the family.

The bereavement coordinator can discuss this with you further as needed.

A photograph of an outdoor columbarium. The structure is built with light-colored brick walls and features several niches with dark, grid-patterned glass doors. In the foreground, a granite-topped brick wall is visible. To the left, a tall, dark cross stands on a base of stones. A large, leafy tree is planted in a garden area between the walls. The sky is blue with some light clouds.

## *Columbarium*

If you choose cremation, FUMCR offers a beautiful resting place for the inurnment of ashes in a garden area north of the sanctuary. The Columbarium is a place of dignity and beauty where family and friends can visit and meditate at any time.

Niches are available to church members (past or present) and immediate family members (spouses, parents, and children).

Additional details are available in this guide and on our website. [fumcr.com/columbarium](http://fumcr.com/columbarium)

For specific information, contact our bereavement coordinator.

# Notes

# Order of Service / Plans

Prelude

Words of Grace

Greeting

Opening Hymn or Solo

Affirmation of Faith (Psalm 23, typical)

Words of Remembrance (optional)

Scripture

Words of Faith

Pastoral Prayer

The Lord's Prayer

Closing Hymn or Solo

Benediction

Postlude

Instrumentalist:

Desired Pastor:

Congregational hymn:

Organ/piano music:

Special music/soloist:

Alternate:

Speaker(s):

Scripture:

Desired Pastor:

Congregational hymn:

Organ/piano music:

Special music/soloist:

Instrumentalist:

*Poems, pictures, and other expressions may be added to the bulletin.*



# Notes



# Columbarium FAQs

## **Why Select a Columbarium?**

**Spiritual site for final resting place.** In a return to church tradition, it provides members and their families the opportunity to choose the shadow of the church, which has been central to their lives, as their final resting place. The site is a place of beauty and dignity where friends and family can visit and meditate at any time.

**Simplicity of arrangements.** It eliminates the pressures of choosing a casket, burial site, and marker. The combined cost of a columbarium niche and cremation is much less than burial.

## **Where is the Columbarium located?**

The Columbarium is located on the north side of the campus between the Sanctuary and the Education Building.

## **Who may use the Columbarium?**

Inurnment in the Columbarium is limited to present or past Church members and members of their immediate families, including spouses, parents, and children. It is also available to ordained or diaconal ministers of the United Methodist Church.

## **What is the fee?**

The fee to purchase a niche in the columbarium is \$4,500.

## **What is included in the fee?**

The niche fee includes two urns, two engraved urn lids, two engraved niche faceplates, and perpetual care. Each niche will accommodate two urns. The fee does not cover the cost of cremation. There is no discount for a single urn.

## **How do I purchase a niche and pay the fees?**

Applications and payments for the Columbarium are online! Please complete an application and pay any fees online here. The Church accepts Bank Draft, Visa, Mastercard and Discover. (Bank Draft is significantly less expensive for the Church to process than credit cards!) Church staff will verify church membership for eligibility and will follow up with you within a few days to select a niche location and get any other information we will need. You will not get final paperwork until a location is selected.

## **May I finance the fees?**

Yes. A \$900 deposit is required. The remaining amount may be financed at \$300/month for 12 months with 0% interest. You will not be able to select a niche location or inurn anyone in the columbarium until the fee has been paid in full. Financing is an option on the online application.

### **May I select the niche location?**

Currently we are allowing purchasers to select their niche location. However, at some point in time, niche assignments may be managed by the Church Business Office/Board of Trustees and assigned on a first-come-first-served basis.

### **May I honor a loved one by purchasing a niche?**

Yes. Niches may be used as a memory marker when your loved one is buried or interned at another location. Pricing is the same whether or not you inurn anyone.

### **What happens if I purchase a niche and decide not to use it?**

After approval from the Board of Trustees, FUMCR will repurchase your unused niche for 75% of the purchase price. Once cremains are placed in a niche, no refund will be made even if the cremains are removed by the heirs. The niche cannot be sold to or used by anyone other than those listed in the original Application Form.

### **What if I have already made other burial arrangements?**

Should you prefer inurnment in our Columbarium, you should contact the facility with which you made arrangements to learn how those arrangements can be terminated. Some refund may be due on services paid for, but in most cases you will need to sell burial plots or mausoleum slots through a broker or the newspaper.

### **Who oversees the Columbarium?**

The Columbarium is a ministry of First United Methodist Church Richardson and functions under the authority of the Board of Trustees. The Business Office of the Church oversees its operation under the guidance of the Board of Trustees.

### **What if the Church moves?**

FUMCR has no plans to relocate. However, if we were to move, we would have every intention of taking the columbarium with us.

### **What if I have additional questions?**

If you would like more information about the Columbarium, please contact Karen Varner at [kvarner@fumcr.com](mailto:kvarner@fumcr.com) / 972.996.0138. She will be happy to answer any questions you may have.

# Notes



first united methodist church  
*Richardson*

503 N. Central Expressway, Richardson, TX 75080  
972.235.8385 [fumcr.com](http://fumcr.com)