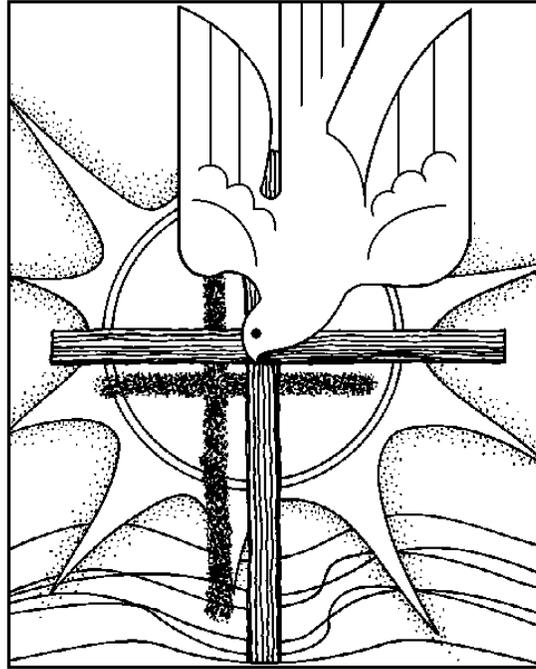


# Funerals and Memorial Services



at

The Lutheran Church  
of Our Savior

146 S. Sheridan  
Tulsa, Oklahoma 74112

Phone: (918) 836-3752 Fax: (918) 836-4538  
office@osltulsa.org

*Updated 3/2/2015*

The Lutheran Church of Our Savior is saddened to hear of the passing of your loved one. We believe death is not the end, but the passage way from this life to life eternal. We realize that this can be a time of pain and confusion and there is a short time frame to make many decisions. Therefore, we've prepared some guidelines to inform you of the process you need to follow for your loved one's funeral or memorial service. Please review the following guidelines and feel free to contact the church's secretary to finalize the arrangements and to raise any questions.

### **Reserving the Church**

In order to reserve the church and ensure that the Pastor is aware of and available for the funeral service, ALL scheduling must be made via the church office at (918) 836-3752.

### **Meeting with Pastor**

Pastor will talk with the family about the plans for the service either by phone or by meeting with family members after the family meets with the funeral home. If desired Pastor will also meet with the family usually the day or evening before the service.

### **Information to Provide to the Secretary**

1. Obituary
2. Names of Pall Bearers and Honorary Pall Bearers if any
3. Names of Vocalists
4. Names of Other Participants during the service
5. Who Memorial gifts should be sent to
6. Phone and address of a family contact person

## The Obituary

Here is a suggested format to help decide what should be written.

### First paragraph:

Deceased Name, including son/daughter of...

Deceased Parents' names

Deceased Birth date and place of birth

Date Deceased passed away

### Second paragraph:

Marriage information (if any) – When did they meet? When did they marry? Were there any children born to this union (give names).

### Third paragraph:

Deceased education (where and level)

For example, high school, college, graduate degree and what was the name(s) and location(s) of the school(s)

Deceased job

Position(s) held, Name of company, and Years employed

Special affiliations (if important to deceased)

Military service

Highest Rank achieved

Years in service

Name of war if in combat

Year and type of discharge (if honorable)

Church affiliation

When joined

Groups of which a member

Interests

### Last paragraph:

Family left behind (wife, husband, children, grand and great grandchildren, aunts, uncles, etc.

**Funeral/Memorial Service Order of Service**

Here is a sample of an Order of Service. The family may choose hymns or special music (solos, instrumentals, etc.). Pastor will choose the Scripture Readings and the Sermon Title.

**SAMPLE ORDER OF SERVICE**

(Full Name)\_\_\_\_\_

\_\_\_\_\_ - \_\_\_\_\_

*Date born - Date deceased (Month/Day/Year)*

Loving \_\_\_\_\_.

*(whatever is appropriate)*

Beloved Member of The Lutheran Church of Our Savior.

*Order of Service*

*Preservice music*

*Invocation*

*Eulogy*

*Scripture readings [chosen by Pastor]*

*Hymn* \_\_\_\_\_

*Sermon [title chosen by Pastor]*

*Solo/Hymn* \_\_\_\_\_

*The Lord's Prayer*

*Benediction*

*Recessional*

*Postlude*

## **Musician and Music**

The church will make arrangements for an organist. The organist's fee is \$85. Checks should be payable to the organist.

You are encouraged to select hymns or songs that will be played or sung either by the congregation or by a soloist. Given that this event will take place in the church the music should be sacred, honoring God. All music that is to be used must be approved by Pastor. If you have any questions about the appropriateness of the music you would like to use, it most likely is not music that should be used. The church will not allow music that is secular in nature.

The Music Director can assist with information on the availability of vocalists and music selections.

## **Video/Sound Services**

The church has the capability to show a video presentation before or after the service. The video must be provided to the Music Director/Media Engineer **24 hours** before the time of the service. This will ensure that it can be tested on the church's system before the service and any problems can be taken care of before the service. The video may be in DVD or Power Point format. Music or accompaniment to a vocalist may be played from a CD. If a video and/or CD is to be played, the fee is \$50 payable to the Music Director/Media Engineer.

## **Visiting Ministers**

If a minister other than the pastor of Our Savior Lutheran Church is to participate, the pastor of Our Savior should first be consulted. Accepted ministerial ethics provide that a Visiting Minister officiate only upon the invitation of the individual church's pastor.

## **Memorial Services**

The church can provide a table to set the container of ashes on at the front of the sanctuary. The family may also want to bring a framed picture to set on the table.

## **Pictures**

The church has easels available to display posterboard size pictures in the narthex. Talk to the Secretary.

## **Meal**

For all funerals held at the church, the family has the option to have a meal served by our Funeral Board. The family needs to provide the number of people who will be attending the meal to the church office 2 days before the date of the funeral/memorial. The amount of food prepared and the fee to be paid will be based on this number of people. If the deceased was a church member, the church will provide the meal. If the deceased was not a member, the Funeral Board will provide a meal for a fee of \$3 per person. *Make the check payable to: Sow-Sew and write funeral meal on the memo line.*

## **Facilities**

The main sanctuary will hold about 350 people comfortably. Fellowship Hall holds 165 people.

**Fees**

Fees should be paid the day of the service. Checks or cash should be made payable to each person individually. The checks can be handed to the Secretary for distribution.

Pastor (if deceased is a member).....\$100.00-\$200.00  
Pastor (if deceased is a non-member).....\$300.00

Organist/Accompanist.....\$85.00

Vocalist.....\$50 per song selection

Music Director/Media Engineer.....\$50

Meal (if deceased is a member).....\$0

Meal (if deceased is a non-member).....\$3 per person

*Based on the number of people the Funeral Board was told to prepare food for. The family may take any extra food home with them.*

## **Helpful Information**

Church Office Phone.....(918) 836-3752  
Fax.....(918) 836-4538  
Church E-mail.....office@osltulsa.org  
Pastor, Rev. Timothy Dreier .....(918) 629-9285  
Secretary, Sandra Meyer .....(918) 277-1221  
Music Director/Media Eng., Len Carter ..(918) 857-0061  
DCE, Vocalist, Eddie Morris .....(918) 344-4588  
Funeral Board, Ruth Kruse .....(918) 437-5277  
Organists, Nathan Morgan, Amy Boewe

*The Lutheran Church of Our Savior  
146 S. Sheridan Road, Tulsa, OK 74112*