



Mount Olive Lutheran Church Funeral Handbook

Updated January 2026

Dear Member of Mount Olive:

When a loved one dies, it can be a very difficult time. There are many questions that will be asked, and a lot of decisions to be made at this time of grief. We want to help you through this very difficult time and try to make it as easy as possible.

In this handbook, we will explain some of our policies and services that we offer here at Mount Olive.

Please also remember that Mount Olive will have you in our prayers at this difficult time. We are here to help you in any way that we can.

In Christ's Love,

Mount Olive Lutheran Church

WHAT TO DO WHEN A LOVED ONE PASSES AWAY

If death happens in a hospital or nursing home setting, the staff will help you in notifying the funeral home of your choice. Mount Olive does not favor nor recommend any one funeral home. All of the area funeral homes are respectable and will truly help you through this difficult time.

If death happens at home, you will need to first notify the police.

In either case, please make sure you call the Pastor/Church Office. At the time of death, it is a very important time to take a moment of prayer and even hear some scripture. The Pastor can offer that for you, no matter what time of day the death occurs. Please do not hesitate to call him.

The funeral home will be asking if you are planning a traditional burial service or a cremation. The Church does not endorse or prefer one over the other. We will respect the wishes of the family. We always take care of the deceased with respect throughout the funeral process. The body was a vessel of the Holy Spirit and a loved one, so we hold it in the utmost respect.

The funeral director will set up a time to meet with you and your family. Please notify the Pastor or have the funeral home call him with the meeting time.

PREPLANNING

Many people preplan their funerals with a funeral home. This is a good idea as our loved ones are not trying to figure out what you would want.

There is also a booklet which is provided in the church narthex that talks about preplanning your service. You can list important things, i.e.: favorite hymns, scripture readings, and pall bearers.

It is a good idea to take one, fill it out, and then let someone know where you filed it.

THE CORONATION SERVICE

At Mount Olive, we like to have Coronation services, not funeral services. As it says in Revelations, "Be thou faithful unto death, and you shall receive the crown of life." The saints, who have died in faith, now celebrate an eternity with their Savior as part of His royal family.

Mount Olive provides certain things no matter which style of burial; traditional or cremation, you choose.

Music/Musicians ~ The family may choose to have someone play or sing a solo. congregational hymns are also acceptable. Please remember when selecting music that we want to praise God at this time and the funeral service is one of worship. You may use recorded music or CDs. If you have a secular song you wish to have, Pastor will help figure out an appropriate time for the song. All music must be approved by the Pastor.

Memorials ~ Memorials given to the church in memory of a loved one are used as directed by the family.

Easels ~ Mount Olive has easels on which you may display pictures. We recommend that you put the pictures on foam boards as they stand up better.

GIFT/MEMORIAL FORM

Please check appropriate box below and complete form in legible print:

This is a ☐ **MEMORIAL** This is a ☐ **GIFT**
to the congregation of Mount Olive Lutheran Church
5218 Bartlett Boulevard — Mound, MN 55364
952.472.2756

for it is God who works in you to will and to act in order to fulfill his good purpose. Philippians 2:13

Name(s): _____

Address: _____

City, State, Zip Code: _____

Telephone: _____ E-Mail: _____

Offering Envelope # _____ (if you have an assigned number from Mount Olive)

_____ I would like offering envelopes

_____ I am a member of Mount Olive

_____ I am not a member of Mount Olive

_____ I am not a member of Mount Olive, but I would like information about becoming a member

Please accept check # _____ dated _____ in the amount of \$ _____

Please accept this gift of cash in the amount of \$ _____ .00

Please accept this gift of securities in the amount of \$ _____ .00

Please accept this gift of non-cash in the amount of \$ _____ .00

(Please attach receipt(s) for gift expenditures)

If this is a Memorial, it is given in memory of: _____

(Please print name legibly)

Please use this Gift/Memorial for:

_____ Meeting Mount Olive's operational expenses

_____ Organ Fund

_____ Major Maintenance

_____ Audio Visual Equipment Fund

_____ Other (please specify) _____

Submit this form and your Gift/Memorial to Mount Olive Lutheran Church to the address noted at the top to the attention of Church Administrator. Be certain to keep a copy of this form and your supporting documentation for your tax records. The IRS requires this form for donations of \$250 or more. No goods or services were received in return for this donation, other than intangible religious benefits. If you have an envelope number, this donation will be noted on your year-end financial statement from Mount Olive Lutheran Church.

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For office use only: Funds received by (PRINT YOUR NAME): _____

How were funds received: _____ Collection Plate _____ US Mail _____ In Person

_____ Other _____

Funds were in the form of: _____ Cash _____ Check _____ Securities Date Received: _____

Date Posted to 360: _____ Date Posted QB: _____ Date TY Note Sent: _____

Revised: 2019-11-2

TRADITIONAL BURIAL

If you are going to have a traditional burial, with the viewing of the body, you will need to bring some things to the funeral home with you. You will want to bring along clothes for the deceased. This can include glasses, if they were worn, or any jewelry that you want them to wear. You can request the jewelry be removed before the closing of the casket. This allows the family to keep the jewelry as keepsakes of their loved one.

You will be asked to provide information on various things, such as: family names, dates, social security number, Armed Forces service, place of employment, education, and any other special information about your loved one. It is always helpful to write this information down before you go to the funeral home. Some of the above information will be used for the obituary.

CREMATION

If you have chosen cremation, you have a wide variety of options and choices as to how you want the funeral home to be involved.

It is good to have a funeral home involved to help with the cremation, the ordering of urn, and filling out the final paperwork for the death certificate. The funeral home can also help you write the obituary and post it in the local papers. Other items such as funeral folders can be ordered through the funeral home.

Please remember that if you have a minimum involvement from a funeral home, we, at Mount Olive, can do most things for you here. We can receive delivered flowers and set up the urn along with the flowers. We do print a “coronation folder” for the service. In that folder, we can include the honorary pall bearers, so you do not need a separate “funeral folder”. Please speak with the Pastor about these things.

MT. OLIVE MEMORIAL GARDEN

1. It is the intention of the Board of Directors that the right to purchase the use of a site in the Memorial Garden be available to current active members of Mount Olive and their families; provided, however, on an exception basis others may purchase and use Memorial Garden sites when specifically authorized by a joint agreement of all of the following: the Pastor, the Board of Directors and the Memorial Garden Committee.
2. Persons desiring to purchase the use of a site in the Memorial Garden will submit a written application, entitled “Purchase Agreement and Reservation of Right of Use”, to the Memorial Garden Committee. The form will require information necessary for the Memorial Garden Committee to act on the request. In addition, the applicant will be given a copy of these Rules and Regulations.

3. Purchasers must be natural persons or the personal representative of deceased or incompetent persons. Two individuals may qualify as a Purchaser, taking title as joint tenants with the right of survivorship and not as tenants in common; their rights are exercised jointly while both are living, or by the survivor.

4. The person whose ashes are to be interred in the Memorial Garden ["Designated Person"] must be a person authorized to purchase as a site.

5. At the time of purchase, the Purchaser may name up to two (2) living family members (including purchaser) whose cremains maybe interred in the site. The term "Family" as used herein includes parish members, their spouse, and children and others who are family members as that term is commonly used.

6. At the time of the interment the family of the deceased shall provide a copy of the obituary to be kept on file in the Mount Olive Lutheran Church Office.

COST

Per site \$575

Open & Closing Fee \$250

Second Open & Close Fee (If needed) \$250

Plaque \$200-300 Depending on existing market price

**PURCHASE AGREEMENT AND RESERVATION OF RIGHT TO USE
OF THE MOUNT OLIVE LUTHERAN CHURCH MEMORIAL GARDEN**

**MOUNT OLIVE LUTHERAN CHURCH
5218 Bartlett Boulevard
Mound, Minnesota 55364**

1. _____ of
(name)

(address)

hereby purchase the right to use a site in the Mount Olive Lutheran Church Memorial Garden, owned by Mount Olive Lutheran Church for the sole purpose of interment of ashes of the person designated below for the sum of \$575.00 for the site, \$250 for the opening and closing, plus the cost of plaque depending on existing market price,

paid on _____.

Receipt of payment acknowledged by _____.

The remains of the following Designated Persons will be interred:

1. _____
2. _____.

As consideration for the right to use a site, on behalf of myself, my heirs, assigns and Designated Person, I acknowledge and agree to the following:

1. I will be bound by the Mount Olive Memorial Garden Rules and Regulations as they now exist, or which may be hereafter adopted or amended.
2. The sealed burial urn shall be placed directly in the ground at depth of 24 to 30 inches.
3. This agreement creates only a right of use in a site within the Memorial Garden.
4. Prior to and as a condition to interment, the next of kin must provide to the Church the name, age, sex, date and place of death. It is also requested that an obituary of the deceased be given to the Church Office to be kept on file, and a Disposition Certificate from the Crematorium.

This Agreement has been executed by the Purchaser on the ____ day of _____, 20____.

The Agreement will become effective when accepted by the Board of Directors and signed by the Chairman of the Memorial Garden Committee and the Chairman of the Board of Trustees.

Purchaser Signature

Accepted by the Board of Directors on the ____ day of _____, 20____.

Chairman, Board of Trustees

Chairman, Memorial Garden Committee

PASTORAL SERVICES

The Pastor will provide the family with a variety of services. If possible, he would like to be with the deceased before death. This can be a very special time for all involved. At the time of death, he will meet with the family for prayers and comfort. When the family has set a specific meeting time at the funeral home, he will meet you there to discuss the time and particulars of the service.

It is a family's choice to have a prayer service the night before a funeral. Many families choose only to have a reviewal just before the service at church.

Follow up with the families after the death of a loved one is also very important. This is to ensure that everyone is working through the grief process and adjusting to life without a spouse. The Pastor will be there for you as you need him.

HONORARIUMS

Typically, the funeral home will assist in payments to the following. Check with your provider.

The Pastor is here for you because you are member(s) of this congregation. The choice is up to the family to give him an honorarium. The funeral homes will suggest an honorarium for the Pastor. If the family wishes to give one, the actual amount is dependent on the family wishes.

If the Administrative Assistant spends extra time preparing a bulletin or other funeral preparation duties, an honorarium ranging from \$50 - \$200 should be considered.

We also ask that the family please donate towards the extra work that the Janitors have at this time, normal honorarium for them is \$60.00. An additional donation of \$40.00 is to be donated towards church utilities.

Please remember with a cremation, the church now provides the service set up and layout for the day. You might want to consider this as you are deciding upon the amounts of the honorariums.

Musicians are not salaried through the church. We suggest an honorarium for them. This honorarium compensates the musicians for their practice time and time away from their normal jobs.

Suggested Hymns for a Funeral or Memorial Service

All numbers are from the Lutheran Service Book.

Your name: _____

Name of the deceased: _____

Your selection(s): _____

- 878 Abide With Me
- 467 Awake, My Heart, with Gladness
- 744 Amazing Grace
- 752 Be Still, My Soul
- 537 Beautiful Savior
- 676 Behold a Host, Arrayed in White
- 725 Children of the Heavenly Father
- 420 Christ, the Life of All the Living
- 677 For All the Saints
- 571 God Loved the World So That He Gave
- 480 He's Risen, He's Risen
- 461 I Know That My Redeemer Lives
- 748 I'm But a Stranger Here
- 672 Jerusalem the Golden
- 741 Jesus Christ, My Sure Defense
- 490 Jesus Lives! The Victory's Won
- 743 Jesus, Priceless Treasure
- 715 Jesus Savior, Pilot Me
- 563 Jesus, Thy Blood and Righteousness
- 570 Just As I Am, Without One Plea
- 708 Lord, Thee I Love With All My Heart
- 575 My Hope Is Built on Nothing Less
- 880 Now Rest Beneath Night's Shadow
- 395 O Morning Star, How Fair and Bright
- 727 On Eagles' Wings
- 739 Precious Lord, Take My Hand
- 761 Rock of Ages
- 709 The King of Love My Shepherd Is
- 547 The Lamb
- 710 The Lord's My Shepherd, I'll Not Want
- 464 The Strife is O'er, The Battle Done
- 543 What Wondrous Love Is This
- 763 When Peace, Like a River (It is Well With My Soul)

Suggested Scripture Readings for a Funeral or Memorial Service

Your name: _____

Name of the deceased: _____

Please check one reading (or more) from each of the following sections. These are suggestions – the deceased may have had a favorite Scripture or Confirmation Verse that you may wish to include.

Psalm

- ☐ Psalm 23
- ☐ Psalm 42
- ☐ Psalm 65:1-8
- ☐ Psalm 118:1-21
- ☐ Psalm 121
- ☐ Psalm 130
- ☐ Other: Psalm _____

Old Testament Reading

- ☐ Job 19:21-27
- ☐ Isaiah 25 6-9
- ☐ Isaiah 61:1-3, 10
- ☐ Lamentations 3:22-33
- ☐ Other: _____

Epistle Reading

- ☐ Romans 8:31-39
- ☐ 1 Corinthians 15:20-26
- ☐ 1 Corinthians 15:51-57
- ☐ 1 Peter 1:3-9
- ☐ 1 John 3:1-2
- ☐ Revelation 7:9-17
- ☐ Revelation 14:13

- ☐ Revelation 21:1-7
- ☐ Other: _____

Gospel Reading

- ☐ Matthew 5:1-12
- ☐ Luke 2:25-32
- ☐ John 5:24-30
- ☐ John 6:27-40
- ☐ John 10:11-16
- ☐ John 14:1-6
- ☐ Other: _____

Luncheon

Family provides food, which is prepared and ready to serve, such as a caterer or family members.

Caterers

Catering options we have used in the past are listed below. However, you are welcome to choose whoever you would like to. All catering will need to include serving, plates, utensils, flatware, serving ware, and clean up or the family can provide all materials and clean up.

- Affordable Best Catering (ABC Catering) www.affordablebestcatering.com Wade 952-887-9607
- Coborn's - <https://coborns.com/meals-entertaining/catering>
- Forkless, 763.479.2221, <https://forkless.net/catering/>, Maple Plain, MN
- Hollywood Catering <https://hollywoodsportscomplex.com/catering/>, 15950 Co. Rd 122, Watertown, MN 55388. Joe Swartz joeswartz@yahoo.com, 612.581.1352, 612.280.7905
- Serving Grace Catering -<https://www.servinggracecatering.com>, Sharon Copeland 651.357.5876 serves the metro and specializes in funeral and memorial catering
- Famous Dave's
- Hillcrest – Norwood Young America
- Cub Foods
- Jubilee Foods
- Carbone's
- Lund's & Byerly's

This booklet certainly does not answer all questions. Please don't hesitate to ask the Pastor/Church Office. If you do have questions or concerns, remember we will be there together as a family in your difficult time of saying goodbye to a loved one.

Funeral Planning fill-in form

Please list the name(s) and contact information for those involved with planning this funeral or memorial service:

Click or tap here to enter text.

How would you like the deceased person's name to be printed in the bulletin?

Click or tap here to enter text.

Date of birth: Click or tap to enter a date.

Date of death: Click or tap to enter a date.

Other important date(s) (Baptism, Confirmation, Wedding, etc.):

Click or tap to enter a date. Click or tap to enter a date. Click or tap to enter a date.

Click or tap here to enter text.

Desired date for Funeral: Click or tap to enter a date.

Location of Funeral: Click or tap here to enter text.

Visitation time (and date, if different from Funeral): Click or tap here to enter text.

How many people are expected to attend the service?

Click or tap here to enter text.

How many family members/friends will process in and sit in reserved rows? Click or tap here to enter text.

Would you like to have a luncheon or reception after the service?

Choose an item.

How many are expected to attend the reception or luncheon, if desired? Click or tap here to enter text.

Would you like to have reserved seating for family/friends at the reception or luncheon – how many? Click or tap here to enter text.

Would you like the service to be called “Celebration of the Faith and Life of Name” or a different title? Click or tap here to enter text.

Scripture readings (see separate document): Click or tap here to enter text.

Name(s) of readers: Click or tap here to enter text.

Hymns/Songs (see above): Click or tap here to enter text.

Soloist(s) or other special music? Click or tap here to enter text.

Who will be sharing memories at the service or reception?

Click or tap here to enter text.

Names of pallbearers, if desired: Click or tap here to enter text.

Name of person carrying the processional cross, if desired:

Click or tap here to enter text.

Names of two people carrying the torches (candles), if desired:

Click or tap here to enter text.

Will someone send the “life story” for the back of the bulletin to the Administrative Assistant? If so, please send to admin@mountolivecms.org

Click or tap here to enter text.

Will someone send a photo for the bulletin and screen to the Administrative Assistant? Click or tap here to enter text.

Would you like to have tables and easels to display photos and other memorabilia in the narthex? How many? Click or tap here to enter text.

Name of person providing a slideshow of photos on a flash drive for the screen, if desired: Click or tap here to enter text.

Military honors? Click or tap here to enter text.

Location, date, and time of interment/committal: Click or tap here to enter text.
Any other requests or information we should know?
Click or tap here to enter text.