

**Funeral/Memorial Services Guide**  
**Good Shepherd Lutheran Church**  
16420 S. Westland Drive  
Gaithersburg, MD 20877

**301-869-1780**  
**office@goserve.net**

Guiding and Supporting the Bereaved through the Funeral/Memorial Service  
Planning Process at Good Shepherd Lutheran Church



*Do not let your hearts  
be troubled,  
have faith in me.  
I will go forth to prepare  
a place for you,  
then I'll come back to take  
you with me  
that where I am, you may also be.*

*John 14: 1-3*

David A. Sonnenberg, Jr., - Senior Pastor  
Jonathan M. Hundt - Associate Pastor

### **CONTACT WITH THE PASTOR**

The first and primary step should always be to put the bereaved in touch with the pastor through the office at Good Shepherd Lutheran Church (GSLC). This will allow the pastor to offer immediate support to the bereaved and begin the process of planning the funeral or memorial service. The pastor will work with the bereaved loved ones and the GSLC Bereavement Coordinator to gather information for the Celebration of Life Planning Form (next page).

Note: GSLC reserves the right to cancel or reschedule any previously scheduled activities which may conflict with the scheduling of a funeral or memorial service. However, every attempt will be made to accommodate all scheduled events.

### **GUEST CLERGY**

It is assumed that all funerals/memorial services at GSLC will be conducted by one of our pastors. If you wish to have another Pastor participate in or lead the service, you need to speak with our pastoral staff first before proceeding further.

### **CONTACT WITH THE BEREAVEMENT COORDINATOR**

GSLC requires that individuals planning a funeral or memorial service be put in contact with our Lead Bereavement Coordinator who, in addition to the pastoral staff, is highly trained and gifted to offer support to the bereaved and will also see to many of the details of the funeral or memorial service at GSLC.

### **COORDINATING TASKS WITH CHURCH PERSONNEL**

The funeral or memorial service may require the services of other church personnel; e.g., church organist, vocalist, custodian, sound/video technician, etc. The pastor and the lead bereavement will coordinate with the appropriate personnel on additional tasks. Additionally, for example, the church office staff may be called upon to produce a worship service bulletin for the funeral or memorial service. It should also be noted that the pastor will inform the office staff regarding pertinent information related to the deceased to be retained in church files for statistical and historical reference.

### **FEE SCHEDULE FOR FACILITY USAGE AND SUPPORT SERVICES**

It is not the practice of the church to look upon funerals or memorial services as a source of revenue; however, there are expenses connected with the operation of the facility for events of this nature. Likewise, the professional services of church personnel are of value to the funeral and memorial service ceremony and fees for these services should be paid promptly in accordance with the prescribed fee schedule.

### **RECEPTIONS FOLLOWING FUNERAL/MEMORIAL SERVICES**

GSLC may make available its facilities for a reception in the Shepherd's Hall immediately following the service or following interment. GSLC offers its facilities on behalf of deceased members of GSLC at no cost. However, a free-will offering to the church mission is warmly appreciated. Nonmember families wishing to hold a reception at GSLC may coordinate this request through the pastor and the church office in accordance with prescribed policies, procedures and applicable fees.

**FUNERAL/MEMORIAL SERVICE FEE SCHEDULE**

<b>Personnel Services</b>	
Pastoral Fee: Member	No Fee. Honorarium accepted
Pastoral Fee: Non-Member	\$???
Organist	\$200
Organist, additional accompaniment piece	\$ 50
Special Sound, Video, Lighting, Recording	\$ 25 /hr per technician
<b>Facilities Use</b>	
Sanctuary Use: Member	No Fee. Free-will offering accepted
Sanctuary Use: Non-Member	\$300 /3hr
Rental of other facilities, furnishings, etc	Refer to Appendix 1-Fee Schedule

A Facilities Usage Agreement Form must be completed by nonmember families hosting a funeral/memorial service at GSLC which will document the agreed-upon venues and services to be utilized for the service.

**DIRECTORY OF CONTACTS**

**David A. Sonnenberg, Jr. - Senior Pastor**  
**301-869-1780**  
[pastordave@goserve.net](mailto:pastordave@goserve.net)

**Jonathan M. Hundt – Associate Pastor**  
 Associate Pastor  
**301-869-1780**  
[pastorjon@goserve.net](mailto:pastorjon@goserve.net)

**Church Office**  
**301-869-1780**  
[office@goserve.net](mailto:office@goserve.net)

**Charles Pugh**  
**Organist**  
**Phone???**  
**E.mail???**

**Brenda Kessler**  
**Lead Bereavement Coordinator**  
**301-963-5910**  
[brendakessler@verizon.net](mailto:brendakessler@verizon.net)

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**The Celebration of Life Planning Form follows this page**  
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## Celebration of Life Planning Form

Recorded by	
Celebrating the Life of	
Born (date)	
Died (date)	
Family Members	

<b>Pre-Service Arrangements</b>		
Name of Funeral Home	Will deliver body?	Will deliver ashes?

Burial will be at:	
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Viewing at Good Shepherd	Yes?	No?	Date	Time
COMMENTS:				

<b>Service Arrangements</b>	
Pastor who will officiate over the service	
Type of service (Memorial or Burial/Funeral)	
Date of service at GSLC	
Time of service at GSLC	
Number of guests anticipated	

<b>To be arranged for (check all that apply)</b>		
Pall on Casket <i>(in lieu of flowers on casket)</i>	Service Bulletin	Special A/V Services <i>(as described below)</i>
Organist	Acolyte	Ushers
Refreshments	Other	Other

<b>Flowers</b>	
Florist will deliver flowers at (day/time)	
Disposition of flowers following service	

<b>Memorial Gifts</b>	
Memorial contributions may be designated for:	

<b>Pastor and/or Bereavement Coordinator will coordinate the following tasks:</b>	
Opening/Closing the building (dates/times)	
Producing a Service Bulletin, # of copies	
Custodial needs	
Contact with the Church Organist	

<b>Bereavement Coordinator has/will contact the following for assistance</b>	
Ushers/Acolytes	
Helpers to prepare/serve refreshments	
Other	