



185 S. WHITE CHAPEL BOULEVARD, SOUTHLAKE, TEXAS 76092
OFFICE: 817-481-4147, PASTOR-ON-CALL: 817-881-2124

A funeral service helps us remember our loved one, allows us to say our goodbyes, and connects us to the loving support of friends and family. It acknowledges that in his dying, Jesus destroys death, and that, through his resurrection, Jesus restores us to eternal life. White's Chapel Methodist Church is faithfully committed to providing a service of worship to all our members that accomplishes these purposes through reading Scripture, singing hymns and songs, offering prayer, and reflecting upon the eternal promises of God.

The Pastors and staff of White's Chapel are committed to providing your family with a balanced and theologically sound funeral service that glorifies God. To this end, we offer all White's Chapel members this funeral packet containing the guidelines for our services. This packet has been carefully curated and prayerfully crafted based on decades of ministry with our congregation and within our community. We sincerely hope this packet provides information and guidance for you as you work with our Care & Support Ministry to plan a funeral service for your loved one here at White's Chapel.

May the grace and peace of the Lord Jesus Christ be with you.

In Christ,

The Care & Support Ministry of White's Chapel

PLANNING A FUNERAL SERVICE AT WHITE'S CHAPEL

FOLLOWING THE DEATH OF A LOVED ONE

- Please contact a funeral home or direct cremation provider prior to notifying White's Chapel. If you have not arranged one, please consult our list of local funeral homes on page 14.
- Please contact White's Chapel's Care & Support Ministry by calling 817-481-4147.

PLANNING THE SERVICE

- Our Coordinator of Care and Bereavement will contact you to schedule a planning meeting, which will include the officiating Pastor. At this meeting we will work together to determine the date, time, and location of the service. We will also assist you in planning the order for the service. Our standard order of service is included in the other pocket of this packet.
- Funeral services are held Monday through Friday, during the business hours of the church, between 9 a.m. and 5 p.m.
- Dates, times, and locations for services can be affected by annual holiday seasons in the church's life, including, but not limited to, Advent, Christmas, Holy Week, and Easter, and regularly scheduled church-wide events like Vacation Bible School in June.

- Space for funeral services, bulletins, ushers, tech support, as well as the services of our Pastors, are offered free of charge to members of White's Chapel. Our venues include the Sanctuary, Grace Chapel, and Walton Chapel, which hold 2,400, 200, and 75, respectively.
- White's Chapel Pastors officiate all funeral services held at White's Chapel.
- Words of Remembrance from **no more than two family members or friends** are welcome. Those offering words should limit their words to **no more than three minutes**. Suggestions on writing Words of Remembrance are found in this packet. Adherence to this guideline will allow the service to run smoothly.
- White's Chapel does not allow empty caskets or urns to be used in our services. If your loved one is not able to be physically present for the service, we will provide a memorial candle with a liturgical acknowledgement during the service to signify and memorialize your loved one. If there is a casket, we require it to remain closed.

MUSIC

- Please look over the pre-approved list of hymns and contemporary music provided in this packet and choose the musical selections you'd like for the service.

- Honorariums for musicians is \$200 per musician – payable directly to the musician. Please deliver the honorariums to the Coordinator of Care & Bereavement prior to the service.
- The White's Chapel sanctuary choir is not available for funeral services. Only staff organists of White's Chapel may play the organ.
- Outside pianists and soloists are welcome to participate in the service upon consultation with the Coordinator of Care and Bereavement and officiating Pastor.

VIDEO TRIBUTES

- If you would like to include a video tribute in the service, please deliver it to the Coordinator of Care and Bereavement 24 hours before service. **If the video tribute is to be shown before the start of the service, it can be up to 15 minutes long and will loop until the service begins. If the video is to be shown during the service, please limit it to no longer than four minutes in length.**
- Video tributes can be delivered via USB flash drive or an online storage site (Dropbox, Google Drive, Vimeo). Power Point (.PPT) slide shows are acceptable as long as the .PPT file and all photos are in the same folder. File formats of .MOV or .MP4 are acceptable for video in the following resolutions: 1920x1080 (16:9), 1280x720 (16:9), or 1024x768 (4:3).

GUESTBOOK & MEMORABILIA

- Please provide a guestbook for the service. Upon request, we can provide a table or tables to contain items like memorabilia and family photos. Guestbooks and memorabilia can be delivered to our Coordinator of Care and Bereavement up to 24 hours in advance but no later than 4 hours prior to the start of the service.

FLOWERS

- Flowers from family and friends should be delivered on the day of the service directly to the location of the service.
- Please make plans to remove all flower arrangements immediately following the service. White's Chapel cannot reuse or redistribute flower arrangements.

HOSPITALITY

- Space permitting, White's Chapel may be available to host a reception following the service. Our team sets up, decorates, and provides cookies, coffee, water, and iced tea at no charge to White's Chapel members.
- White's Chapel is open to outside catering; however, these arrangements need to be made by the family. Catering services will not have access to White's Chapel's kitchen facilities.

PARKING

- White's Chapel has ample parking, including handicap accessible spaces, all around the campus. Our largest lot is on the east side with an entrance through the "Welcome" doors. Our south parking lot is convenient to Walton Chapel and to the Sanctuary through the "Gallery" doors. Parking is limited on the west side in front of Grace Chapel.

OFFERING WORDS OF REMEMBRANCE

Offering words of remembrance is a humbling and sacred task. We ask that all you share reflects the goodness and Christian virtues of the individual. We understand writing these words can be a difficult task and encourage you not to attempt fitting an entire lifetime into **three minutes**. We recommend specific memories, favorite poems, unique life experiences you shared, and even appropriate jokes. **A copy of your words must be submitted to the Coordinator of Care & Bereavement no later than 24 hours before the service.**

- **What do you want to say?**
Think about the person you are remembering. What memories come to mind? What kind of stories or quotes capture your loved one's personality?
- **Write out your thoughts.**
Develop a rough draft, organizing your thoughts into segments. Two pages typed and double-spaced with twelve-point font is a good guide to the standard length.
- **Practice Your Delivery**
Practice in front of another person to get their input or deliver it in front of a mirror to get used to saying the words you have prepared. While speaking, remember to keep your pace slow and breathe normally. It is common to get emotional during delivery, so please bring a copy for the officiating pastor to deliver in case you cannot continue.

WRITING AN OBITUARY

INFORMATION TO INCLUDE

1. First, Middle, and Last Name
2. Date of Death
3. Professional Life
4. Memberships (church, civic, social, etc.)
5. Personal Remembrances
6. Survivors In This Order: Spouse, Children (Including Children's Spouses), Grandchildren, Parents, Siblings (Including Sibling's Spouses), Nieces, Nephews, and Other Family Members
7. Date, Time, and Location of Service
8. Memorials/Donations

EXAMPLE

John Henry Smith, 73, a retired technician, died Tuesday at his home in Southlake. John served as a past chairman of the Grapevine Chamber of Commerce and was a member of the Southlake Rotary Club. Mr. Smith was a White's Chapel Methodist Church member, serving as an usher for eight years. John was an avid golfer and enjoyed working in his yard.

Mr. Smith was preceded in death by his parents, Ruby and Jack Smith, of Tyler. He is survived by Freda Mansfield Smith of Grapevine, children Jack Smith and his wife Dorothy of Southlake, Jillian Smith Taylor and her husband David of Colleyville, and by his grandchildren Steven, Elizabeth, and Paige Smith of Southlake, and Johnny and Samantha Taylor of Colleyville.

The family will be present Thursday from 6:00 - 8:00 pm at XX Funeral Home for visitation. On Friday, a Celebration of Life will be held at 10:00 am at White's Chapel Methodist Church, Southlake. Interment at Bear Creek Cemetery, Euless, following.

Instead of flowers, please direct memorials to the Building Fund for White's Chapel Methodist Church, 185 S. White's Chapel Blvd., Southlake, Texas 76092.

IMPORTANT DOCUMENTS AFTER THE LOSS OF LOVED ONE

We suggest you locate these important documents after your loved one has died. They will be helpful to you as you put together and plan funeral arrangements.

- **Pre-Planning Information/Personal Requests and Wishes**

Check to see if your loved one has made any advance arrangements with a funeral home for burial as well as any instructions or preference for their services.

- **Birth Certificate**

The information on a birth certificate is necessary to provide you with a death certificate. Having a copy on hand will expedite the process for those making funeral arrangements.

- **Marriage License**

Both the birth certificate and marriage license will be needed to apply for any governmental benefits that survivors may be eligible for including, but not limited to, Social Security and Veteran's benefits.

- **Social Security Card**

Social security benefits are not paid automatically. They must be applied for within a specific time frame. For current requirements, visit www.ssa.gov online or call 1-800-772-1213.

- **Death Certificate**

The funeral home or direct cremation provider can order copies of death certificates upon request. A death certificate is often required when applying for benefits or changing account information.

- **Last Will and Testament/Trust Documents**

We suggest you seek the advice of the probate court office or a competent estate attorney to assist in legal proceedings.

- **Insurance Policies**

Collect all policy information that may be due to the estate. These can include policies provided by employers, unions, pension plans, credit card companies, and other sources. Be certain to have policy numbers in hand when applying for these benefits.

- **Other Important Personal Documents**

- Previous year's tax statement.
- Credit cards and credit card billing statements.
- Brokerage and financial accounts.
- Automobile titles and/or bills of sale.
- Computer logins and passwords.

SCRIPTURE READINGS

Old Testament

Psalm 23

Psalm 73:26

Psalm 100

Psalm 121:1-6

Psalm 139

Proverbs 31

Ecclesiastes 3:1-8

Isaiah 12:2

Isaiah 40:28-31

Jeremiah 29:11-13

Micah 6:8

New Testament

Matthew 5:1-12

Matthew 6:19-21

Matthew 11:25-30

Matthew 19:13-15

Luke 9:23-24

John 11:25-26

John 14

Romans 5:1-11

Romans 6:3-11

Romans 8: 31-35, 37-39

Romans 14:7-9

1 Corinthians 13: 4-8,13

1 Corinthians 15:40-44

2 Corinthians 5:1-20

Ephesians 3:14-21

Philippians 2:1-4

Philippians 3:7-21

Philippians 3:13-14

Philippians 4:4-7, 13

Colossians 3:1-17

1 Thessalonians 4:13-18

2 Timothy 4:6-8

Hebrews 12:1-12

2 Peter 1:5-11

1 John 3:1-3

TRADITIONAL MUSIC

Abide With Me
All Things Bright and Beautiful
Amazing Grace
Ava Maria
Be Still, My Soul
Because He Lives
Blessed Assurance
Come Thou Fount
Crossing The Bar
Faith of Our Fathers
Going Home
Great is Thy Faithfulness
Here I Am, Lord
His Eye is on the Sparrow
How Great Thou Art
Hymn of Promise
I'll Fly Away
Immortal, Invisible, God Only Wise
In the Garden
It is Well with My Soul
Jesus, Remember Me
Just As I Am
Leaning on the Everlasting Arms
Lift High the Cross
My Hope is Built
Nearer, My God to Thee

O For a Thousand Tongues to Sing
O God, Our Help in Ages Past
O Morning Star, How Fair & Bright
Shalom to You
Softly and Tenderly
Soon and Very Soon
Stand By Me
Surely, The Presence
Sweet Beulah Land
Swing Low, Sweet Chariot
The Day of Resurrection
The Lord's Prayer
The Old Rugged Cross
This is a Day of New Beginnings
Turn Your Eyes Upon Jesus
Up From the Grave He Arose
What a Friend We Have in Jesus
When We All Get to Heaven

CONTEMPORARY MUSIC

Amazing Grace,
My Chains Are Gone
Annie's Song
Blessed Be Your Name
Dancing in The Sky
Even Though I'm Leaving
Fire and Rain
Go Rest High on That
Mountain
Good, Good Father
Goodbye
Home
How Great Is Our God
I Can Only Imagine
I Hope You Dance
I'll Carry You Home
I Will Rise
If You Could See Me Now

In This Very Room
Let It Be
Never Alone
Remember Me
Save a Place for Me
Scars in Heaven
Somewhere Over the
Rainbow/ What a
Wonderful World
Tears in Heaven
The Line Between the Two
The Other Side
To Where You Are
Untitled Hymn
Well Done
With Hope
You Never Let Go
You'll Never Walk Alone

LOCAL FUNERAL HOMES & CREMATION SERVICES*

FULL-SERVICE FUNERAL HOMES

Bluebonnet Hills Funeral Home

817-498-5894

<http://www.dignitymemorial.com/bluebonnet-hills-funeral-home/en-us/index.page>

J.E. Foust & Son Funeral Home

817-481-2525

<http://www.dignitymemorial.com/foust-son-funeral-home>

Lucas Funeral Home

(817) 488-7566

<http://www.lucasfuneralhomes.com>

Martin Thompson & Son Funeral Home

(817) 292-2250

<http://thompsonfuneral.com>

DIRECT CREMATION PROVIDERS

Jim's Funeral Home

817-282-0858

<http://www.quenfuneralhome.com>

aCremation

877-353-3626

<https://www.acremation.com/>

** This list is for information purposes only and does not serve as an endorsement from White's Chapel regarding of any of these providers. **

Celebration of the Life and Resurrection of

Jane Ann Doe



*I have fought the good fight,
I have finished the race,
I have kept the faith.
2 Timothy 4:7*

*Friday, January 6, 2023
11:00 a.m.*

Celebration of the Life and Resurrection of

Jane Ann Doe

Prelude

Memorial Candle

Word of Grace

Congregational Hymn

Amazing Grace

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Words of Remembrance

Pastoral Prayer

The Lord's Prayer

Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom and the power and the glory forever. Amen.

Solo

I Can Only Imagine

By MercyMe

Scripture

Psalm 23

Meditation

How Great Thou Art

Benediction

On Eagle's Wings

*“And God will raise you up on eagle's wings,
bear you on the breath of dawn,
make you to shine like the sun
And hold you in the palm of God's hand.”*

Postlude

*A private inurnment service immediately
follows this memorial service.*

*Please join the family for a reception
in The Commons.*

Jane Ann Doe

Born on June 15, 1941

Entered Eternal Life on December 21, 2022

Officiating Pastor

Vocalist

Accompanist

*White's Chapel Methodist Church
Grace Chapel
185 South White Chapel Boulevard
Southlake, Texas 76092*

