



Christianity is a resurrection faith. “Christ has indeed been raised from the dead,” said the Apostle Paul in 1 Corinthians 15:20. By the resurrection, God revealed that Jesus was truly the Christ and that death did not, would not, have the last word—not for Jesus and not for us. But our faith in the resurrection does not totally remove the sting of death. For the loved ones of a dying person, grieving may also begin well before death occurs, whenever the finality of death sinks in.

It is common for those grieving a loved one to experience overwhelming feelings of helplessness, anger, guilt, loneliness, and sometimes even relief after prolonged suffering of the deceased. The memorial or funeral service can be an overwhelming event for those experiencing grief. There are several things that can make planning a memorial service more stressful than it needs to be.

- Rushing into the process without giving yourself time to reflect upon the true legacy your loved one left behind or what the memorial service should contain. Many families that have a memorial service days after death later regret rushing into it and wish they would have planned better.
- Overly emotional or strong-willed family members that want the memorial service to accommodate their schedule, preferences or travel plans.
- Unreasonable timelines that fail to take into account the schedules of others and all the people, resources and planning that have to be coordinated.

Highpoint stands ready to minister to you and your family in this time of loss. A pastor is on call to minister to those who may be grieving and our Funeral Coordinator is prepared to work with the designated person from your family to facilitate your needs.

To assist you in this time of need, we have prepared this pre-funeral/memorial worksheet. It will help focus your thoughts and intentions while planning a memorial service and continue to be a valuable resource for other organizations you will need to contact in the coming days. You will need to have this form completed and emailed to our Funeral Coordinator before the planning meeting.

You will need to appoint one member of your family to gather the family together to get their input and serve as your liaison with the church. After you have completed the worksheet, email it to the Funeral Coordinator at [funeral@highpointchurch.us](mailto:funeral@highpointchurch.us). Additional copies of this worksheet can be downloaded from the resource center on our website at [www.highpointchurch.us/funeral](http://www.highpointchurch.us/funeral).

May God bless you during this time of loss and grief.

Pastor Gene Roncone  
Highpoint Church

# Highpoint Church Pre-Funeral/ Memorial Worksheet

6450 S. Southlands Pkwy, Aurora, CO 80016

Name of person filling out this form: \_\_\_\_\_

Relationship to the deceased: \_\_\_\_\_

**I. VITAL INFORMATION ABOUT THE DECEASED:**

- A. Full name of deceased: \_\_\_\_\_
- B. Age: \_\_\_\_\_
- C. Address: \_\_\_\_\_
- D. Date & place of birth: \_\_\_\_\_
- E. Date & place of death: \_\_\_\_\_
- F. Cause of death: \_\_\_\_\_
- G. Church membership: \_\_\_\_\_
- H. Pastor's name: \_\_\_\_\_
- I. Name of father and mother: \_\_\_\_\_
- J. Name of present spouse: \_\_\_\_\_ Date & years married \_\_\_\_\_
- K. Name(s) of past spouse(s): \_\_\_\_\_

Name of past spouse(s)	Date(s) married

**L. Children (names, ages and addresses):**

	Name	Age	Address	Biological or stepchild
1				
2				
3				
4				
5				
6				

**M. Grandchildren (names and ages):**

#	Name	Age	#	Name	Age
1			8		
2			9		
3			10		
4			11		
5			12		
6			13		
7			14		

**N. Siblings (names, ages and addresses):**

	Name	Age	Address
1			
2			
3			

4			
5			
6			

O. Schools or technical graduations:

Name of Institution	Dates Attended	Level of Completion

P. Occupation(s):

Dates in Occupation	Description	Location of Occupation

Q. Branch of military service: \_\_\_\_\_

Dates of Service	Location	Description of service

R. Community service: \_\_\_\_\_

Dates of Service	Organization	Description of service

S. Church or ministry involvement and service: \_\_\_\_\_

Dates of Service	Church	Description of service

T. Spiritual preferences and history:

Favorite hymn or song	
Favorite Bible verse	
Favorite Bible passage	
Favorite worship chorus	
Date & situation of conversion	
Date of baptism	

U. Hobbies and interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. LIFE AT A GLANCE:**

Most people's lives can be broken down into chapters that seem to be separated by years, career moves or places of residence. What would the chapters of this person's life look like?

Dates	Brief Description of Life Phase

**III. INFORMATION ABOUT THE MEMORIAL/FUNERAL SERVICE:**

- A. Funeral/memorial date \_\_\_\_\_ time: \_\_\_\_\_
- B. Name and address of funeral or memorial service: \_\_\_\_\_  
\_\_\_\_\_
- C. Funeral home in charge: \_\_\_\_\_
- D. Name and phone of key person at funeral home: \_\_\_\_\_

- E. Grave site time and location: \_\_\_\_\_
- F. Will there be a car procession to the grave site service? \_\_\_\_\_
- G. There is no longer a standard memorial format. However, most funerals/memorials have a combination of the following components. What are the family's preferences for the order of service?

DESIRED ORDER	POSSIBLE COMPONENTS	FAMILY PREFERENCES
	Song	
	Opening remarks	
	Scripture reading	
	Obituary	
	Prayer	
	Video or slide show	
	Shared memories from friends	
	Song	
	Sermon	
	Prayer	
	Invitation to gravesite or post memorial event	
	Conclusion	

- H. What minister(s) will help conduct the service?

Full Name of Minister(s)	Phone	Relationship	Involvement

- I. Pallbearers?

#	Name	Relationship to deceased
1		
2		
3		
4		
5		
6		

- J. What music is preferred?

Type	Selection	Preferred musician	Tape or CD
Synthesized organ			
Hymns			
Solo			
Video/slide show			

- K. Will the casket be opened or closed? \_\_\_\_\_

- L. Are there any friends, loved ones, or representatives of organizations who will be sharing or assisting in the service?

Full Name of Participant(s)	Phone	Relationship	Involvement

- M. Does the family have any other special suggestions or preferences for the service?

---



---

- N. Is there a memorial cause to which friends might be encouraged to give? If so, what is it and do they want it announced in the obituary.

---

- O. Other important information (order of service):

---



---

**IV. LEGACY & QUESTIONS FOR THE FAMILY: (ANSWERED BY AS MANY FAMILY MEMBERS AS POSSIBLE)**

- A. If you had to describe this person with only three words, what three words would you choose and why?

Name & Relationship	Word # 1 and Why	Word # 2 and Why	Word # 3 and Why

B. What is the funniest memory you have of this person?

Name & Relationship	Funny Memory

C. What is the fondest memory you have of this person?

Name & Relationship	Fondest Memory

**Please fill out this worksheet completely and email it back to our Funeral Coordinator at [funeral@highpointchurch.us](mailto:funeral@highpointchurch.us).**