



## *Celebration of Life Planning Guide*

Thank you for allowing us to be a part of the service for your loved one. It is our unique privilege as a church to serve you with support and care through this difficult time.

We want this to be a special occasion for your family and community. To help you think through all the various details and decisions that need to be made, we offer the following reference material and considerations to assist your planning process.

We will schedule a planning meeting with you and anyone you would like to assist you. During this meeting, we will review the event logistics along with the service content. The topics covered in this guide will assist you in preparing for our meeting.

### *Purpose*

**Celebrate the “Dash”**

Remember and reflect upon the life of the deceased.

**Comfort the Distressed**

Create a space and permission for the community to grieve.

**Connect the Dots**

Share the hope of the Gospel of Jesus Christ.



### *Contacts*

We look forward to helping you plan this service and guide you through the process. If you have any questions, don't hesitate to reach out to us.

**Life Events Coordinator**

Michele Force • [mforce@4fbc.org](mailto:mforce@4fbc.org) • 720-633-3895

**Connection & Care Director**

Wendy Holden • [wholden@4fbc.org](mailto:wholden@4fbc.org)

**Executive Pastor**

Chris Schultz • [cschultz@4fbc.org](mailto:cschultz@4fbc.org)

**Foothills Bible Church**

6100 S Devinney Way

Littleton, CO 80127

303-904-4322

[www.FoothillsBibleChurch.org](http://www.FoothillsBibleChurch.org)

## *Honorariums*

While the costs incurred for your Celebration of Life event will be covered by Foothills Bible Church, many people inquire about honorariums for staff members who assisted throughout the process. We recommend that you provide honorariums for the Pastor and Event Coordinator. A recommended pay scale is \$100-\$200 for your Event Coordinator and \$150-\$300 for your officiating pastor.

## *Order of Service*

Services are usually one hour in length and can be tailored. A common flow of the event is below for your consideration:



- Prelude Music
- Opening Remarks and Prayer
- Reading of Scripture
- Song
- Eulogy
- Specific Memories shared by friends/family\*
- Slideshow
- Pastoral Message
- Song
- Closing Remarks and Prayer
- Dismissal and Postlude Music

\*We recommend requesting specific individuals to share about your loved one during the service. This is usually more successful than an open mic style as it allows you to cultivate the tone of the service to honor your loved one.

The service will be recorded and a link will be provided to you after the event in order to share with friends and family who are unable to attend.

## *Funeral Home*

We will work with the funeral home you have selected regarding transport of the casket and/or flowers.

If you have not already secured a funeral home, some local options are listed on page 6.



## *Flowers*

As flower bouquets arrive for your service, we will place larger arrangements near the auditorium stage. Smaller arrangements will be placed in the lobby area. You are welcome to relocate these upon your arrival.

## Memories and Memorabilia

Memory cards will be provided, but you are welcome to purchase and bring your own guest book if you prefer.

Our lobby has 8' tables and round pub tables for displaying your framed photos and other special items. If you have anything particularly valuable or breakable, we recommend taking a photo to display to avoid any accidental damage.



## Slideshow

### We Create a Slideshow

If you would like us to create a slideshow to play during the service, please bring a **digital** copy of 50-75 **.jpg** images with you to the planning meeting or to the church office. If there is a specific song/artist you would like to play during the slideshow, please be prepared to share this information during the meeting. **Digital images must be received at least one week prior to the service.**



### You Create a Slideshow

If you are creating the slideshow, we recommend the length of the presentation not exceed one song and approximately 50-75 images. We will need the final format to be in **.mp4** or **.mov** and request the ability to review the slideshow 48 hours prior to the service to ensure it is compatible with our media systems.

## Reception

If you are planning a reception after the service, we will work together with your designated volunteers/caterers to make it a warm and hospitable gathering. We will provide water and coffee, white disposable tableware, and clear plastic cups. Food options can be as simple as trays of finger foods purchased at local stores like Sam's Club or Costco. Or, you can choose to have food delivered. Some catering options are listed on page 6.





# Music

Music can be an important part of a service. Consider including music that was special to your loved one or meaningful to family and friends. FBC has a library of songs that can be played, often with its lyrics displayed on the video screens. To fulfill these requests, we will need the song titles and specific artists you would like played. We recommend two-to-three song selections for those who would like this in their service. Please also let us know whether you would like those in attendance to sing along or just listen to what has been selected. Here, again, there is flexibility.

For Prelude and Postlude, we have instrumental music we can play while your guests arrive and depart. If you have a song list you would like to provide, we can discuss those songs in the planning meeting.

Below is a sampling of songs for your consideration.

## Modern Songs

- “10,000 Reasons” (Matt Redman)
- “All My Tears” (Julie Miller)
- “Amazing Grace” (Chris Tomlin)
- “Broken Halos” (Chris Stapleton)
- “Closer to You” (Mark Schultz)
- “Comforter” (CeCe Winans)
- “Cry Out to Jesus” (Third Day)
- “Dancing with the Angels” (Monk & Neagle)
- “Dancing in the Sky” (Dani & Lizzy)
- “Heaven Song” (Phil Wickham)
- “Homesick” (Mercy Me)
- “How Great Thou Art” (Alan Jackson)
- “I Can Only Imagine” (Mercy Me)
- “I Will Rise” (Chris Tomlin)
- “Rock of Ages” (Chris Rice)
- “Save a Place for Me” (Matthew West)
- “Song of the Grieving” (Matt Rexford)
- “There Will be a Day” (Jeremy Camp)
- “Three Wooden Crosses” (Randy Travis)
- “With Hope” (Steven Curtis Chapman)
- “I’ll See You Again” (Westlife)

## Hymns

- “A Mighty Fortress Is Our God” (Martin Luther)
- “Abide with Me” (Henry Francis Lyte)
- “All I Have Is Christ” (Jordan Kauflin)
- “Alleluia! Sing to Jesus!” (William Chatterton Dix)
- “Amazing Grace” (John Newton)
- “Be Thou My Vision” (Ancient Irish Hymn)
- “Before the Throne of God Above” (Charitie Lees Bancroft)
- “Christ the Lord Is Risen Again” (Michael Weisse; trans. Catherine Winkworth)
- “Glory Is Certain” (Henry Francis Lyte and David Ward)
- “How Firm a Foundation” (“K” in John Rippon’s Selection of Hymns)
- “How Great Thou Art” (Stuart K. Hine)
- “I Need Thee Every Hour” (Annie S. Hawks)
- “I Will Glory in My Redeemer” (Steve and Vikki Cook)
- “Immortal, Invisible, God Only Wise” (Walter Chalmers Smith)
- “In Christ Alone” (Keith and Kristyn Getty)
- “It Is Well with My Soul” (Horatio G. Spafford)
- “Love Divine, All Loves Excelling” (Charles Wesley)
- “Praise to the Lord, the Almighty” (Joachim Neander; trans. Catherine Winkworth)
- “Rock of Ages” (Augustus Montague Toplady)
- “The Lord Is My Shepherd” (James Montgomery)
- “The Old Rugged Cross” (George Bennard)
- “The Solid Rock” (Edward Mote)
- “What a Friend We Have in Jesus” (Joseph Scriven)
- “What Wondrous Love Is This” (American Folk Hymn)



## Sample Scriptures

- **Psalms 4:8** - I will die and sleep in peace, for you alone, O Lord, make me dwell in safety.
- **Psalms 23:1-4** - The LORD is my shepherd; I shall not want. He makes me lie down in green pastures. He leads me beside still waters. He restores my soul. He leads me in paths of righteousness for his name's sake. Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me.
- **Psalms 27:4** - One thing have I asked of the LORD, that will I seek after: that I may dwell in the house of the LORD all the days of my life, to gaze upon the beauty of the LORD and to inquire in his temple.
- **Psalms 30:5** - Weeping may remain for a night, but rejoicing comes in the morning.
- **Psalms 34:18** - The Lord is close to the brokenhearted and saves those who are crushed in spirit.
- **Psalms 73:25-26** - Whom have I in heaven but you? And earth has nothing I desire besides you. My flesh and heart may fail, but God is the strength of my heart and my portion forever.
- **Ecclesiastes 3:11** - He has made everything beautiful in its time. Also, he has put eternity into man's heart, yet so that he cannot find out what God has done from the beginning to the end.
- **Isaiah 25:8** - He will swallow up death forever. The Sovereign Lord will wipe away the tears from all faces: he will remove the disgrace of his people from all the earth. The Lord has spoken.
- **Isaiah 40:28-31** - Do you not know? Have you not heard? The Lord is the everlasting God, the Creator of the ends of the earth. He will not grow tired or weary, and his understanding no one can fathom. He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.
- **Isaiah 54:10** - "Though the mountains be shaken and the hills removed, yet my unfailing love for you will not be shaken nor my covenant of peace removed," says the Lord, who has compassion on you.
- **John 3:16-17** - For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life. For God did not send his Son into the world to condemn the world, but in order that the world might be saved through him.
- **John 11:25-27** - Jesus said to her, "I am the resurrection and the life. Whoever believes in me, though he die, yet shall he live, and everyone who lives and believes in me shall never die. Do you believe this?" She said to him, "Yes, Lord; I believe that you are the Christ, the Son of God, who is coming into the world."
- **John 14:1-4** - Do not let your hearts be troubled. Trust in the Lord, trust also in me. In my Father's house are many rooms; if it were not so, I would have told you. And if go and prepare a place for you, I will come back and take you to be with me that you also may be where I am. You know the way to the place I am going.
- **Romans 8:38-39** - For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is Christ Jesus our Lord.
- **I Corinthians 15:54-57** - When the perishable puts on the imperishable, and the mortal puts on immortality, then shall come to pass the saying that is written: "Death is swallowed up in victory." "O death, where is your victory? O death, where is your sting?" The sting of death is sin, and the power of sin is the law. But thanks be to God, who gives us the victory through our Lord Jesus Christ.
- **II Corinthians 1:3-5** - Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in our troubles, so that we can comfort those who in any trouble with the comfort we ourselves have received from God. For just as the sufferings of Christ flow over into our lives, so also through Christ our comfort overflows.
- **II Corinthians 5:1** - Now we know that if the earthly tent we live in is destroyed, we have a building from God, an eternal house in heaven, not built by human hands.
- **Ephesians 2:4-7** - But God, being rich in mercy, because of the great love with which he loved us, even when we were dead in our trespasses, made us alive together with Christ—by grace you have been saved—and raised us up with him and seated us with him in the heavenly places in Christ Jesus, so that in the coming ages he might show the immeasurable riches of his grace in kindness toward us in Christ Jesus.
- **I Thessalonians 4:13-14** - But we do not want you to be uninformed, brothers, about those who are asleep, that you may not grieve as others do who have no hope. For since we believe that Jesus died and rose again, even so, through Jesus, God will bring with him those who have fallen asleep.
- **II Timothy 4:7-8** - I have fought the good fight, I have finished the race, I have kept the faith. Now there is in store for me the crown of righteousness, which the Lord, the righteous Judge, will award to me on that day - and not only to me, but also to all who have longed for his appearing.
- **I Peter 1:23-25** - Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, and into an inheritance that can never perish, spoil or fade - kept in heaven for you, who through faith are shielded by God's power until the coming of the salvation that is ready to be revealed in the last time.
- **Revelations 21:3-5** - And I heard a loud voice from the throne saying, "Behold, the dwelling place of God is with man. He will dwell with them, and they will be his people, and God himself will be with them as their God. He will wipe away every tear from their eyes, and death shall be no more, neither shall there be mourning, nor crying, nor pain anymore, for the former things have passed away."



## Resources

Should you need additional assistance, here is a list of local resources.

### Funeral Homes

#### Ellis Family Services

13436 West Arbor Place, Littleton  
www.ellisfamilyservices.com  
720-344-8565

#### Heflebower Funeral & Cremation Services

8955 S. Ridgeline Blvd., Ste 100, Highlands Ranch  
www.heflebowerfuneralservices.com  
720-344-6087

#### Horan & McConaty Funeral Service and Cremation

3101 S. Wadsworth Blvd., Lakewood  
www.horancares.com  
303-986-9615

#### Olinger Funeral Cremation and Cemetery

7777 West 29th Ave, Wheat Ridge  
www.crownhillfuneral.com  
303-233-4611

### Caterers

**Biscuits and Berries** - www.biscuitsandberries.com - 303-277-9677

**Encore Catering** - www.encorecatering.net - 303-707-0909  
10% discount to FBC members  
Contact: katie@encorecatering.net

**Rocky Mountain Catering** - www.cateringbyrm.com - 303-216-0553  
Contact: events@cateringbyrm.com

**Silver Spoons Catering** - www.silverspoonscatering.com - 303-356-9009

### Florists

**Autumn Flourish** - www.autumnflourish.com - 303-973-1526

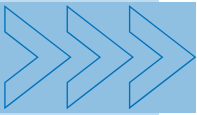
**Littleton Flower Shop** - www.littletonflowershop.com - 303-798-9311

**Mr. K's Flowers** - www.mrksflowers.com - 303-936-4166

**Pretty Petals** - www.prettypetalscolorado.com - 303-798-9771

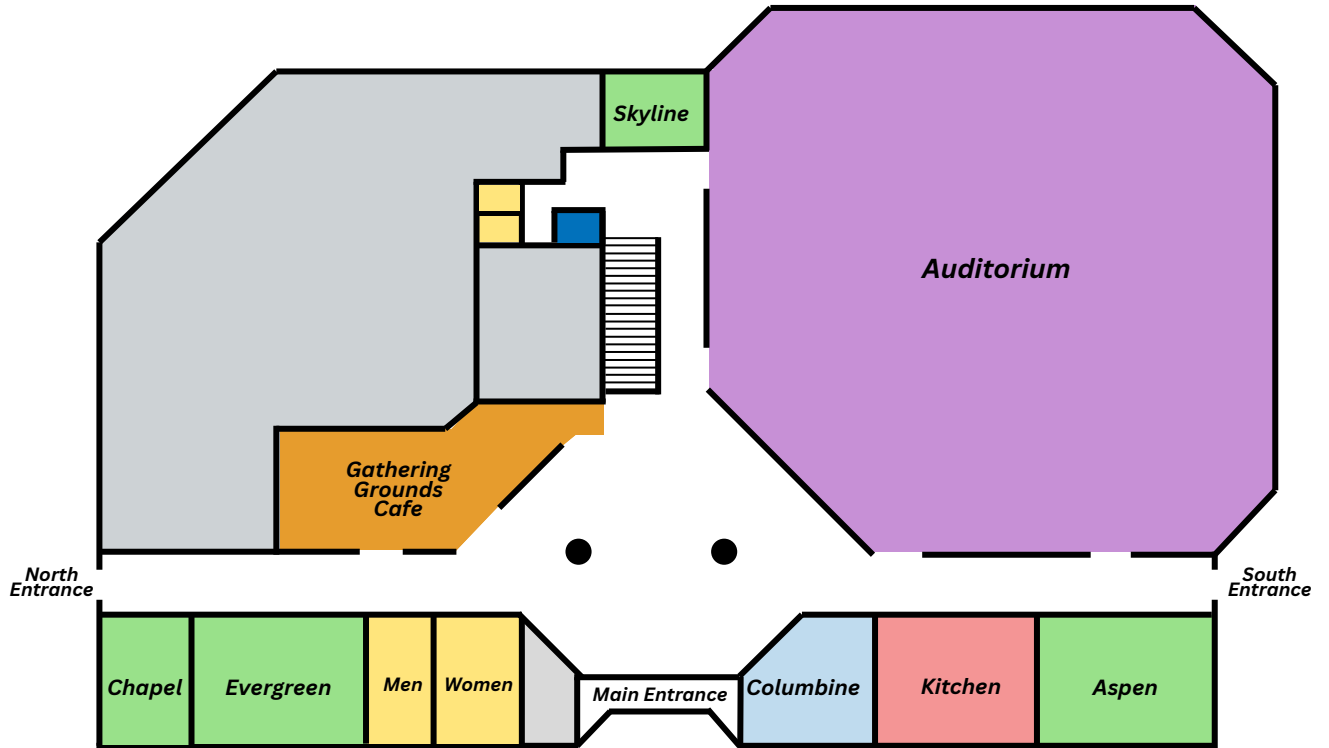
**Veldkamps** - www.veldkampsflowers.com - 303-232-2673





***Foothills Bible Church does not endorse any of the listed companies,  
but instead provides this list as a resource only.***



# Map of Foothills Bible Church

## Upper Level



- |  |   |
|--|---|
|  Auditorium             |  Kitchen        |
|  Family Room            |  Classrooms     |
|  Restrooms              |  Elevator       |
|  Gathering Grounds Cafe |  Church Offices |

**Foothills Bible Church**  
6100 S Devinney Way  
Littleton, CO 80127  
303-904-4322  
[www.FoothillsBibleChurch.org](http://www.FoothillsBibleChurch.org)