

PREFACE

To our beloved church members and their families,

The Sacramento Japanese United Methodist Church would like to extend our heartfelt sympathy and condolences in the loss of your loved one. We know this is not an easy time for your family, and yet, there are often so many things that need to be taken care of after the loss of a family member.

We developed this booklet with you in mind and hope that it will help you as you plan for the funeral or memorial service for your loved one. We provide several different ways for planning a funeral or memorial service to try to accommodate each family's wishes.

Please feel free to ask any questions as you begin planning the service for your loved one. We are here to help you, support you, pray for you, and grieve with you during this difficult time. May God bless you with the comfort and strength that you need to handle the many details you are facing in the midst of your grief and loss. God promises to be with you always and to be your anchor and rock. Our greatest promise in the Bible is that we will be with God in heaven forever through our repentance and faith in Jesus Christ and his death on the cross as payment for our sins. That is our sure hope for the future.

“For God so loved the world that he gave his only Son, so that everyone who believes in him may not perish but may have eternal life.” (John 3:16, NRSV)

If you have spiritual questions or desire spiritual comfort, please do not hesitate to contact one of our pastors. They will be honored to meet with you for spiritual counseling and to listen, pray, and read scriptures together. Your church family is also here for you and your family to help in any way we can.

7th Edition – November 2019

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Included in Folder Pocket:

- A. Worship Service Worksheet
- B. Sample of Program
- C. Hymn List
- D. Color Program Invoice
- E. Kitchen Volunteer Sheet
- F. Koden Volunteer Sheet
- G. Visitor/Food Sheet

I. Contact the Church

- Call the Pastor or the Church office M-F 9:00 AM-1:00 PM
Church Telephone # (Daytime) (916) 421-1017
Pastor Cell Phone # (916) 832-1055
Both phones have 24 hour answering machines
- Send an email to the Church sjumc@sacjumc.com
- Please give your name and/or contact person's name and telephone number.
- Provide the name of the deceased.
- Provide clear directions to your home or to the home where the relatives will be gathering (with address information).
- On your request, the Pastor would be happy to do a short prayer/devotion with the family immediately following the death of your loved one.

II. Notify Relatives and Friends

- If desired, designate family members to notify relatives and close friends as soon as possible.

III. If Desired, Designate a Place for Friends to Pay Respects

- **Photograph of Deceased** (optional) place in an area with a photograph of the deceased for people to pay their respects.
- **Small Vase of Flowers** If desired, place a small vase of flowers next to the photograph.
- **Visitor List** Many find it helpful to maintain a "Visitor List" with names of friends and family who visit with food, flowers or other gifts brought to the house or delivered to the home (for acknowledgment/thank you purposes later). A sample form is located in the folder pocket.
- **Coffee/Tea** Be prepared to serve visitors.

IV. Contact A Funeral Home/Mortuary/Crematory Service and Make An Appointment

Make an appointment to discuss arrangements and set a date as soon as possible. The family needs this information to decide on whether to

have a funeral (casket service) or memorial (no casket, just a photograph) service; burial or cremation. There are many options for final arrangements.

On the day of your appointment expect this meeting to last four hours or more. As you plan for the arrangement, please remember that the amount of money you spend does not reflect your love for the deceased.

The following are some of the funeral homes located in the Sacramento area.

- East Lawn Memorial Park (916) 732-2000
4300 Folsom Blvd. website: www.eastlawn.com
- East Lawn - Andrews & Greilich (916) 732-2026
3939 Fruitridge Road website: www.eastlawn.com
- Klumpp's Funeral Home (916) 443-7917
2691 Riverside Blvd. website: www.klumppsfuneralhome.com
- Sacramento Memorial Lawn (916) 421-1171
6100 Stockton Blvd. website: www.smlfh.com

It is not necessary to contact a funeral home or mortuary if you are having cremation. Available cremation services are listed below.

- Evergreen Memorial (916) 424-3503
3030 Fruitridge Rd. www.evergreenmemorialsacramento.com
- Neptune Society of Northern California (916) 338-1111
5213 Garfield Ave. www.neptunesacramento.com

Have the Funeral Home/Mortuary order a sufficient supply of Certified Death Certificates. The certificate is required to notify various agencies of an individual's death. Agencies include: Social Security, Medicare, Insurance companies, Banks, etc. Order enough copies (6 or more) depending on your needs with 2 or 3 extra for your personal records.

- **Veteran of U.S. Military**

If the deceased is a veteran, you or the Funeral Home/Mortuary can acquire an American Flag, which anyone can obtain from the post office if they present a DD214 form and the death certificate. If the deceased was a member of a VFW post, such as Nisei Post 8985, and the family

desires a flag presentation, the SJUMC funeral coordinator can provide contact information.

There is also a cemetery for veterans in Dixon CA
Federal Department of Veterans Affairs
5810 Midway Road, Dixon CA 95620

(707) 693-2460

V. **Church Arrangements for Funeral/Memorial Service** - Contact SJUMC between 9:00 am – 1:00 pm to notify them of who passed. You will meet with both the Pastor and the Funeral Coordinator. Common times for Saturday services are 11:00 am and 2:00 pm. Your date may be determined by the travel time of your family and out of town guests. Once the date and time have been decided you do not want to change the date as this will cause confusion. Please determine how many family and friends will be present as any service over 350 people we may use the Multicultural Hall and will need to make additional arrangements for extra parking and use of the hall.

a. **Pastor's Responsibilities** The appointed Pastor of SJUMC will officiate at all services at SJUMC unless prior arrangements have been made with the pastor. Planning the service will include the name, birth and date of passing of the person who has passed and date of the service, time and program. The pastor will give you the SJUMC worksheet and handbook. Here is a sample of the order of service:

- **Prelude**
- **Lighting of the Candles**
- **The Word of Grace**
- **Prayer**
- **Opening Hymn** The family may select hymn(s) which they would like included in the service. See folder pocket for a list of suggested hymns.
- **Floral Tributes** A representative from various organizations.
- **Eulogy** The name of the person (s) giving the eulogy or sharing of memories.
- **Remembrances**

- **Special Presentation** Slide show of the deceased. Please limit this to 3 to 5 minutes.
- **Words of Hope**
- **Message**
- **Pastoral Prayer**
- **Unison Lord's Prayer**
- **Hymn**
- **Benediction**
- **Flag Presentation**
- **Family Words of Appreciation** The name of the designated family member who will express words of appreciation on behalf of the family. This person should also announce if refreshments are being served at the church, home or other location.
- **Postlude**

b. Administrative Assistant's Responsibilities The Administrative Assistant is responsible for producing the bulletin for the service unless otherwise arranged

- **Printing of the Church Service Program** Using the previously noted information, the Pastor and Administrative Assistant will have the church service program drafted for the family's review. The family should carefully review the program for accuracy. This information should be delivered (in person or by email) at least one week prior to the service. Some families opt to have their own programs printed commercially with a photo or something special printed. We do offer color copies at an additional cost. An invoice will be sent following the service. The family also needs to estimate the number of programs to be printed, what color for the program and any clip art they will like to use for the funeral/memorial service.
- **Other Participants** The family should inform the Administrative Assistant and Coordinator of the names of other people who will participate in the service. For example a soloist or musician.

c. **Funeral Coordinator's Responsibilities** The Funeral Coordinator is the liaison between the family, pastor and the church in planning the service. They will help guide the family in understanding what is involved so that all the ideas important to them will be included in the service and make wise and informed choices that reflect their personal wishes. The funeral coordinator works on the logistics of the program and the pastor on the service. They will help you with the worksheet.

- **Acolytes** Friends or family can be designated to light the candles. Often this is a way for younger children to be involved. The acolytes will be trained by the Funeral Coordinator.
- **Flag Ceremony - Veterans of U.S. Military** If the deceased was a veteran, he/she may receive an American Flag. The family needs to decide if they wish the flag formally presented to them during the church service. If there is a graveside/committal service, the flag is traditionally presented at the gravesite.
- **Guest Book and Guest Book Attendants** The names of two people to ensure that the guest book is signed as people arrive for the church service. Make sure the Receptionists/Guest Book Attendants have a supply of pens to use for this purpose.
- **Koden Team** The team will input all koden envelopes turned in at the church. If the family receive cards at home you can bring them to the church on the day of the service and they can be logged in with the other envelopes and be included on the koden list. All koden will be assigned a record number and recorded into the program.
 - Each koden envelope will be received at the Uketsuke table (Receiving table), will be sequentially numbered and bundled in groups of ten. Names and addresses will be posted into the computer database and double checked and corrected for accuracy before labels are printed. The koden team will only open envelopes if a name and address is not legible.
 - All other koden envelopes will not be opened. It will be up to the family to open and count any monies in the envelopes.

- The koden team will affix mailing labels to the acknowledgement cards in alphabetical order. Postage will be affixed to only those cards that have a valid mailing address. Envelopes will not be sealed. This will allow the family to write personal notes to people who may have visited the house, brought food, or assisted at the service.
- **At the conclusion of the service the koden team will provide the family with the following items.**
 - All koden received will be posted into the computer. They will be in bundles of 10 envelopes with a cover sheet that includes envelope number, name, address, etc. and any pertinent comments if necessary.
 - A CD/DVD with the koden program and files will be given to the family to edit the data for monies received, comment field which can be used for things such as who brought food to church or house, flowers, gifts to other organization etc.
 - Instructions on how to use the koden program and tutorial to help you retrieve information to a PC.
 - A printed numerical and alphabetical listing of the koden received for family use.
 - Signed acknowledgements cards will be placed in the envelopes and labels with the names on the envelopes.
 - Any koden received after the service will be logged as “in memory of gift” and the family will be notified.
 - We will need the name and address of the family member who should receive the acknowledgment cards from the koden team.
 - Please provide a name and address of a family member who should receive acknowledgment from the church of people who send donations to the church after the memorial service.

- **Organist or Pianist** The name(s) of the organist/ pianist who will play during the service. This can be arranged by the funeral coordinator or the family.
- **Organizations/Clubs to be Represented During the Service (Floral Tribute)** The names of the organizations/clubs that the deceased was affiliated with. Typically, the Funeral Coordinator will ascertain, on behalf of the family, who will represent each organization/club.
- **Pall Bearers or Honorary Pall Bearers** The names are needed for the funeral service with casket. If desired, the names of honorary pall bearers may be included in the program. They normally do not have any responsibility but the church will reserve seating for them.
- **Security Patrol Officer(s)** Recommended to ensure safety during evening and larger services. SJUMC typically uses Kennedy Security. The funeral coordinator can assist you.
- **Ushers** The names of 4 or more people to assist with seating guests and to distribute the funeral/memorial service programs. When the service is at SJUMC, one or more ushers should be from the Church.

VI. Family Responsibilities

- Complete the worksheet and send to the church office.
- **Acknowledgment Cards** The Funeral Home/Mortuary can provide the family with a supply of acknowledgment cards at a cost. You can purchase cards at a retail store, or you can make your own. The family should have a sufficient supply in order to send out thank you /acknowledgments of sympathy.
- **Floral Arrangements** Contact your local florist or use the two examples below for a floral shop.
 - Kiyo's Floral Shop (916) 446-7136
2030 16th Street, Sacramento CA 95818 www.kiyosflowers.com
 - Royal Florist (916) 442-3764
2221 10th Street, Sacramento CA 95818
www.royallouisflorist.com

- **Flowers for the Church Service** The family must decide on the type and amount of flowers needed for the Church. It could include personal flowers, altar flowers, flowers next to the picture for a memorial service and floral tributes. Consult with the funeral coordinator to decide when the flowers should be delivered to the church and if there are any questions.
- **Floral Tributes for Represented Organizations/Clubs** If organizations/clubs are to be represented during the service, a floral tribute is usually offered during the service. The floral tributes are usually a long-stemmed carnation or other type of flower presented by a representative of each organization/club. The family should order enough for each representative plus a few extra.
- **Flower Monitor** A designated family member should collect the cards/banners attached to the wreaths before the flowers are removed from the Church. A description of the arrangement may be noted on the back of the card/banner or pictures can be taken to help complete the acknowledgment/thank you cards. Some families take pictures to go with the card. Vases, potted flowers, baskets and cut flowers should be taken home by the family, or donated to an organization such as the Asian Community Center. The family should make these arrangements in advance. You can also take flowers and give them out after the service as a remembrance. Please bring rubber bands or ribbon and tissue paper to wrap the flowers.
- **Flowers for the Cemetery** For a casket funeral, the family must make arrangements with the Florist/Funeral Home to ensure that the flowers/wreaths are delivered to the cemetery.
- **Food Items** If the family has a reception after the service the food is the responsibility of the family. This will include any food, ice, coffee, and green Japanese Green tea. The church will supply all paper goods. Items such as soft drinks, ice, coffee and tea can be brought to the church several days before the service. The food should be delivered to the church one hour before the service. The United Methodist Women (UMW) will assist in the kitchen to help serve if needed.

- **Guest Book** A loose leaf guest book is suggested so pages can be separated to allow several people to sign simultaneously. The Funeral Home/Mortuary will supply the guest book at a cost or one can be purchased along with the acknowledgment cards.
- **Koden** Please bring these items to the church on the day of the service.
 - Acknowledgement cards, pens and return address labels. Please sign the cards. If the family inserts the cards into the envelopes, please do not seal the envelopes.
 - Return address label or stamp. If not available, please provide a name and address which can be used for the return address and the Koden team will print standard return address labels and affix them to the acknowledgment cards as needed.
 - Provide postage stamps. Do not affix them to the cards. The Koden team will put postage on the cards as required.
 - Name of the designated person who will be responsible for receiving all Koden information at the conclusion of the service.
- **Photograph of the Deceased** If you are having a memorial service your family will choose a picture. The normal size others have used is 8 x 10 or larger (framed). The church has a picture stand.
- **Slide Show or Collage of Pictures** If you decide to do a collage of real (hard copy) pictures please bring them to the church on the day of service. If you are showing slides of pictures please make it 3 to 5 minutes with captions of the event i.e. Christmas 2002, Graduation of grandson and his name, or other memorable events. Please assign someone to run the slide show. If you would like to come and rehearse the slide presentation please contact the office. We are not able to connect your computer to our projector therefore please use a DVD or jump drive. You are welcome to combine music to the slide or we can ask the pianist to play soft music during the presentation.
- **Security** If you choose to use security the security bill will be sent to you. Your funeral coordinator will make the arrangements for you.

VII. Funeral/Obituary Notices Notification in newspapers may be considered for publication of the funeral/obituary notice(s) at a cost.

- Nichi Bei Weekly (415) 673-1063
Website <http://www.nichibei.org/nichibeiweekly/obituary/>
Email sales@nichibeiweekly.org or (213) 620-1767
- Sacramento Bee (916) 321-1323, Fax: (916) 321-1205
Website www.sacbee.com
- Nikkei West (916) 837-4178
Website <http://nikkeiwest.com/J25/index.php/obituaries>
 - **Number of Days to Publish** Two (2) days prior to the actual service date is suggested.
 - **Private Services** If the services are private, the notice may be posted for one day any time after the service, usually within a week.
 - **Obituary Notice Preparation** Consider the following and include only what the family wishes.
 - Names of surviving immediate family members (may include predeceased members of the immediate family)
 - Names of parents, brothers and sisters (and spouses)
 - Brief biography, if desired (i.e., birthplace, age, occupation, etc.)
 - Date, time, place of service, and if desired, a designation (with address) for memorial donations

VIII. Day of Church Service

- **Arrival Time for Church Service** Immediate family members should be at the Church one (1) hour before the start of the service. A room next to the Sanctuary is available for family members to wait together. Depending on the time of the service it is recommended you have something to eat before the service.

- **Photograph of Deceased** If the family selected a memorial service (no casket), remember to bring a framed photograph, at least 8" x 10", of the deceased to the service. The church has a picture stand.
- **Food Items** The family should bring or have delivered any food items they would like to serve for the reception to the appropriate kitchen, i.e. Church's Fellowship Hall or Multicultural Hall, if used. Ice and beverages can be delivered early by calling the church office to make arrangements (916) 421-1017. Remember that friends of the family may want to help with picking up any food items.

Family Reminders Regarding Supplies

Remember to provide these items.

- Guest book and pens
- UMW (United Methodist Women) provides paper plates, cups, napkins, plastic forks, utensils and chopsticks. **Non-members** are asked to provide plastic wrap and/or foil or containers so they may take food with them for their house.
- Families are to provide coffee, tea, soda, other drinks and two (2) 20 lb. bags of ice if a reception is at the church.

IX. Reception After Church Service

- **Refreshments** At the time of the meeting with the Funeral Coordinator, refreshments can be worked out. Food and beverages are the responsibility of the family.
- **Alcoholic beverages and Smoking are NOT allowed at the SJUMC campus.**
- **Kitchen Assistance** If requested, the United Methodist Women (UMW) will assist the family. UMW will make the tea/coffee provided by the families, set tables, set out the food items and assist with serving. The Church will provide a printed form in the kitchen to list the food donations brought to the church and the names of the kitchen helpers.

- **Food Delivery** Arrange for additional food items to be delivered to the Church at least an hour prior to the service. Notify the funeral coordinator accordingly.

X. Fees and Honoraria

- **Members of Sacramento Japanese United Methodist Church are not required to pay fees and honoraria except for musicians, security, babysitting and color printing.** Though strictly voluntary, the family may consider monetary gifts of appreciation to the Pastor, church for use of facilities, and other organizations/clubs. You can use the amounts for the Non-church Members as a guide. Please provide separate checks for those with an asterisk (*), and all other checks can be made out to SJUMC.
- **Exception for Members and Non Members**
 - When using an Assisting Pastor that does not live locally we should also give consideration for their mileage.
 - The memorial service program is printed as a black and white program. The first 100 colored programs are free. Anything over 100 cost .40 cents per copy. Please contact your funeral coordinator for more information.
 - The Organist/Pianist should be paid the day of the service.
 - The Babysitters should be paid the day of the service (2 people)
 - Security at the service will be billed from the security company to the family.
 - Fees for non-members should be received at SJUMC within one week after the service. Please work with your coordinator.

- **REQUIRED OF NON-CHURCH MEMBERS**

| | |
|---|----------|
| Pastor * | \$400.00 |
| <i>(Check to be made out to the pastor)</i> | |
| Assisting Pastor of SJUMC* | \$150.00 |
| out of town mileage | \$ 50.00 |
| <i>(Check to be made out to the assisting pastor)</i> | |
| Church Organist/Pianist* | \$150.00 |
| <i>(Check to be given the day of the service by the family)</i> | |
| UMW (Assisting in the kitchen) * | \$200.00 |
| <i>(Check to be made out to UMW)</i> | |

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| Soloist * | \$100.00 |
| <i>(Check to be made out to the soloist if applicable)</i> | |
| Committal/Burial Service with pastor* | \$100.00 |
| <i>(Check to be made out to the pastor or assisting pastor)</i> | |
| Babysitting fee for 2 people a minimum of 2 hours | \$ 50.00 |
| <i>(Please work with your coordinator if you require them to stay longer. Please issue separate checks to the babysitters)</i> | |
| Security | Varies |
| <i>(You will be billed through the Security company)</i> | |

The following services can be issued with one check to SJUMC.

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| Colored Program - per copy | 40¢ |
| Koden Team | \$150.00 |
| Use of Sanctuary | \$500.00 |
| Use of Fellowship Hall & Kitchen | \$400.00 |
| Fireside Room set-up, if necessary | \$150.00 |
| Use of Multicultural Hall, includes set-up | \$650.00 |
| Opening and Closing of SJUMC | \$100.00 |

Please indicate how you want the check distributed to SJUMC on the items that are not clearly marked.

GLOSSARY

Koden is a monetary gift to the family of the deceased which literally means “a gift offered in lieu of incense.” In the Japanese custom, families and friends who attend the funeral or memorial services often bring monetary gifts to the family of the deceased. Though this is a custom deeply rooted in the Buddhist tradition of Japan, it became a practical means of mutual support in the Japanese immigrant communities. In those early days, many families were not able to afford respectable funerals for their loved ones, but the whole community contributed in support of the family of the deceased. Though unique to Japanese American communities, this is a beautiful custom that demonstrates the true meaning of community.

Koden-gaeshi refers to a gift given in return for the koden. Sometimes, the family sends a gift to those who came to the service to acknowledge their koden gifts. We cannot encourage this custom, but if you feel you must do something in return, you might enclose a few postage stamps, or some such item, in the thank you note. Usually, it is preferable to accept the koden gift gratefully at the time of need.

Uketsuke simply means “receptionists.” In our communities, however, it often refers to those who receive and record the koden gifts at the time of the funeral or memorial services.

Okuyami literally means “condolences.” Friends visit the family of the deceased prior to the funeral. They not only express their condolences but also offer their services to help the family. This also is a beautiful tradition in our communities that should be encouraged and continued for generations to come.

Shonanuka (7th Day Memorial Service) and other anniversaries are not observed in the Christian tradition. However, memorial services can be very effective in helping the family work out their grief and other unresolved issues. Feel free to speak to the pastor and make a special arrangement for such services.