

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 handbook 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.

8th Edition – September 2023

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Included in Folder Pocket:

- A. Funeral/Memorial Service Worksheet For The Pastor**
- B. Sample of Program**
- C. Hymn List**
- D. Color Program Invoice**
- E. Kitchen Volunteer Sheet**
- F. Visitor/Food Sheet**

I. Contact the Church

- Call the Pastor or the church. Office hours: M-F 9:00 AM - 1:00 PM
Church Telephone Number: (916) 421-1017
Pastor's Cell Phone Number: See front cover page.
Both phones have 24 hour voice mail.
- Send an email to the church at office@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 an Appropriate 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). The "Visitor/Food Sheet" is a sample form in the folder pocket.
- **Coffee/Tea** Be prepared to serve visitors.

IV. Contact the Funeral Home/Mortuary/Cremation 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. www.eastlawn.com
- East Lawn - Andrews & Greilich Mortuary (916) 732-2026
3939 Fruitridge Road www.eastlawn.com
- George L. Klumpp Chapel of Flowers (916) 443-7917
2691 Riverside Blvd. www.klumppsfuneralhome.org
- Sacramento Memorial Lawn (916) 421-1171
6100 Stockton Blvd. 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.neptune-society.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 extras for your personal records.

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

If the deceased was 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 Funeral Coordinator can provide contact information.

There is also a cemetery for veterans in Dixon, CA.

U.S. Department of Veterans Affairs

Sacramento Valley National Cemetery

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 has 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 members 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 Funeral/Memorial Service Worksheet For The Pastor and Memorial-Funeral 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 the 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 program 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. The family also needs to estimate the number of programs to be printed, what color for the program, and any clip art they would like to use for the funeral/memorial service.
- **Other Participants** The family should inform the Administrative Assistant and Funeral 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 - Veteran 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 to be 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.
- **Pianist** The name(s) of the pianist who will be playing 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** 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

- **Funeral/Memorial Service Worksheet For The Pastor** Complete the worksheet and email 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.
 - Kiyō's Floral Design (916) 446-7136
2030 16th Street, Sacramento, CA 95818
www.kiyosfloral.com
 - Royal Louis 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 service. 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 extras.

- **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 ACC Senior Services. The family should make these arrangements in advance. You can also take flowers and give them out after the service as a remembrance.
- **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 at the church 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 to members only. 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 Women in Faith (UWF) 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.
- **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 events, i.e., Christmas 2002, Graduation of grandson and his name, or other memorable events. We are not able to connect your computer to our projector. The Funeral Coordinator will request access to a shared folder on the church's Google drive so the family can upload the slideshow.

- **Security** If the family chooses to use security, the security bill will be sent to the family. The Funeral Coordinator will make the arrangements.

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

- Nichi Bei Weekly (415) 673-1009, Fax: (415) 673-1063
Website: <http://www.nichibei.org/nichibeiweekly/obituary/>
Email: sales@nichibeiweekly.org
- Sacramento Bee (855) 200-8529
Website: <https://sacbee.obituaries.com/>
Email: mcclatchysupport@obituaries.com
- Nikkei West (916) 837-4178
Website: <https://nikkeiwest.com/submit-an-obituary-posting/>

Number of Days to Publish Two (2) days prior to the actual service date is suggested.

Private Services If the service is 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 that 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 at (916) 421-1017 to make arrangements. Remember that friends of the family may want to help with picking up any food items.
- **Payments** Please provide all checks for fees and honoraria to the Funeral Coordinator before the service begins.
- **Family Reminders Regarding Supplies** Remember to provide these items.
 - Guest book and pens
 - The church will supply all paper goods to members only. Non-members are asked to provide plastic wrap, foil, and/or containers so they may take the remaining food with them.
 - 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 on the SJUMC campus.**

- **Kitchen Assistance** If requested, the United Women in Faith (UWF) will assist the family. UWF will make the tea/coffee provided by the family, set up 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 (Visitor/Food Sheet) and the names of the kitchen helpers (Kitchen Volunteer Sheet).
- **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 the Sacramento Japanese United Methodist Church are not required to pay fees and honoraria except for musicians, audio visual technician, security, babysitters and color printing.**
Though strictly voluntary, the family may consider monetary gifts of appreciation to the Pastor, church for the 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 programs are free. Anything over 100 costs 40¢ per copy. The church can print color programs at 75¢ per copy or a PDF of the program can be provided to the family for printing from a vendor.
 - The Pianist, Audio Visual Technician, Babysitters (2 people) should be paid on the day of the service.
 - Security at the service will be billed from the security company to the family.
 - The Funeral Coordinator should receive all fees on the day of the service before the service begins.
- **REQUIRED OF NON-CHURCH MEMBERS**

Pastor *

Funeral and committal/burial	\$500.00
Funeral only	\$400.00
Committal/burial only	\$150.00
<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>	

Pianist*	\$250.00
<i>(Check to be made out to the Pianist)</i>	
Soloist* (if available)	\$100.00
<i>(Check to be made out to the Soloist)</i>	
Audio Visual Technician*	\$100.00
<i>(Live-streamed to YouTube is available.)</i>	
<i>(Check to be made out to the Audio Visual Technician)</i>	
United Women in Faith* (assisting in the kitchen)	\$200.00
<i>(Check to be made out to UWF)</i>	
Babysitters* (2 people for a minimum of 2 hours)	\$ 50.00
<i>(Please work with the Funeral Coordinator if you require them to stay longer. Please issue separate checks to the Babysitters.)</i>	
Security	Varies
<i>(The family will be billed through the Security company.)</i>	

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

Colored Program – per copy	75¢
Use of the Sanctuary	\$500.00
Use of the Fellowship Hall & Kitchen	\$400.00
Use of the Issei Garden (outside service only)	\$250.00
Use of the Multicultural Hall (includes set-up)	\$650.00
Fireside Room set-up (if necessary)	\$150.00
SJUMC Host	\$100.00

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