



THE CHURCH OF THE TRANSFIGURATION

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Funeral / Memorial Service Planning Checklist for Clergy

Revised November 24, 2007

Name of the Deceased _____

Date and Time of Service _____

Location of Service _____

Date and Time of Burial _____

Location of Burial _____

Contact Funeral Home: _____

Send Guidelines to Funeral Home

Contact Musician: _____

Send Guidelines and Music to Musician

Contact Altar Guild: _____

Eucharist?

Number Expected _____

Who's Providing Flowers?

Do Flowers Remain for Sunday?

Contact John Nachtrieb

Requested for Liturgy?

Contact Other Clergy Involved

Recruit an Usher: _____

Confer with Day Care for space plan

Recruit a Day Care Liaison: _____

Contact Key Parishioners for Notification

Send Constant Contact Notice

Secure Music Reprint Permissions

Prepare Bulletins