SOFTWARE & TECH

How To Write A Resolution For A Funeral

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Understanding the Purpose of a Funeral Resolution

When a loved one passes away, families often seek meaningful ways to honor their life and legacy. One of the most profound and traditional methods is a funeral resolution. But what exactly is a funeral resolution, and how do you go about writing one that truly captures the essence of the person who has passed?

A funeral resolution is a formal document or statement that is read aloud during a memorial service, funeral, or church gathering. It serves as a tribute to the deceased, acknowledging their contributions to their family, community, and faith. While resolutions are common in religious settings—particularly within African American church traditions and other Christian denominations—they can be adapted for secular or non-denominational services as well.

Learning **how to write a resolution for a funeral**is a skill that allows you to create a lasting tribute that not only honors the deceased but also comforts the grieving. This guide will walk you through every step of the process, from understanding the core components to crafting language that is both respectful and heartfelt.

What Makes a Funeral Resolution Different from a Eulogy?

Many people confuse a funeral resolution with a eulogy, but they serve different purposes. A eulogy is a personal speech that shares memories, stories, and reflections about the deceased. It is often delivered by a family member or close friend and tends to be more emotional and narrative in nature.

A funeral resolution, on the other hand, is more structured and formal. It typically includes:

- A preamble that sets the context and acknowledges the loss
- A series of "Whereas" clauses that highlight the life and virtues of the deceased
- A series of "Therefore" or "Resolved" clauses that express the response of the community or family
- A closing statement of honor and remembrance

Understanding this distinction is the first step in learning **how to write a resolution for a funeral**that is appropriate for the occasion and meaningful for those who will hear it.

Key Elements of a Funeral Resolution

Before you begin writing, it helps to understand the structural components that make up a well-crafted funeral resolution. Each section serves a specific purpose and contributes to the overall flow and impact of the document.

The Preamble

The preamble opens the resolution by acknowledging the loss and setting a reverent tone. It often includes a scripture verse, a quote, or a simple statement of sorrow. This section establishes why the resolution is being

presented and invites those present to reflect on the life being honored.

The "Whereas" Clauses

This is the heart of the resolution. Each "Whereas" clause highlights a specific aspect of the deceased's life—their character, accomplishments, relationships, faith, service, or impact on others. Typically, you will include three to five "Whereas" clauses, each beginning with the word "Whereas" followed by a comma and then continuing as a single sentence.

For example:

Whereas, John Doe was a devoted husband, father, and grandfather who always put his family first; and

Each clause should end with a semicolon and the word "and" to connect it to the next clause.

The "Therefore" or "Resolved" Clauses

After the "Whereas" clauses, the resolution shifts to a response. This is where the family, church, or community expresses their decision to honor the deceased in a specific way. Common "Resolved" clauses include statements such as:

- Resolved, that we extend our deepest sympathy to the family
- Resolved, that this resolution be placed in the official records
- Resolved, that a copy be presented to the family as a token of love and remembrance

This section gives the resolution its formal weight and provides a sense of closure and action.

The Closing

The closing typically includes a final statement of honor, a benediction, or a prayer. It may also include the date of the resolution and the signatures of those presenting it, such as church officers, family representatives, or community leaders.

Step-by-Step Guide: How to Write a Resolution for a Funeral

Now that you understand the key components, let us walk through the actual process of writing. Whether you are writing for a church service, a family gathering, or a community tribute, these steps will help you create a resolution that is both respectful and memorable.

Step 1: Gather Information About the Deceased

Begin by collecting details about the person's life. Talk to family members, friends, and colleagues. Look for themes that emerge—what did people admire most about them? What were their greatest contributions? Consider aspects such as:

- Family relationships and roles
- Professional achievements and career
- Community service and volunteer work
- Faith and spiritual life
- Personal qualities and character traits
- Hobbies, passions, and unique interests

This research will give you material to draw from when writing the "Whereas" clauses. The more specific and personal you can be, the more meaningful the resolution will be.

Step 2: Choose an Appropriate Tone

The tone of a funeral resolution should be reverent, respectful, and uplifting. While it acknowledges loss, it should also celebrate life. Avoid overly sentimental language that might feel heavy or dramatic. Instead, aim for

a tone that is dignified, sincere, and comforting.

If the deceased had a particular sense of humor or a joyful spirit, it is acceptable to include light, warm touches that reflect their personality. However, always err on the side of respect and solemnity.

Step 3: Draft the Preamble

Write an opening paragraph that introduces the resolution and sets the context. Include the full name of the deceased, the date of their passing, and the occasion for the resolution. You may also include a brief statement of faith or a scriptural reference if appropriate.

Example preamble:

In loving memory of Mary Elizabeth Johnson, who departed this life on March 15, 2025, we, the members of Grace Community Church, gather to honor her life, her faith, and her enduring legacy. We offer this resolution as a token of our love and respect.

Step 4: Write the "Whereas" Clauses

Now, write three to five "Whereas" clauses that capture the essence of the deceased. Each clause should focus on a different aspect of their life. Use specific examples and details whenever possible.

For instance:

- Whereas, Mary was a faithful servant of the Lord who taught Sunday school for over thirty years and inspired countless young hearts; and
- Whereas, she was a loving mother and grandmother who nurtured her family with patience, wisdom, and unconditional love; and
- Whereas, she was a dedicated volunteer at the local food bank, giving her time generously to help those in need; and
- Whereas, she faced her final illness with courage, grace, and an unwavering trust in God.

Notice how each clause ends with a semicolon and the word "and." This is the standard format for funeral resolutions.

Step 5: Draft the "Resolved" Clauses

After the "Whereas" clauses, you transition to the response. These clauses begin with "Therefore, be it resolved" or simply "Resolved." They state what the family, church, or community will do in response to the life of the deceased.

Examples:

- Therefore, be it resolved, that we extend our heartfelt condolences to the family of Mary Elizabeth Johnson; and
- Be it further resolved, that we celebrate her life and give thanks for the time we shared with her; and
- Be it further resolved, that this resolution be placed in the official records of Grace Community Church and that a copy be presented to her family.

Step 6: Write the Closing

Finish with a closing statement that offers comfort, hope, and a sense of closure. You may include a prayer, a benediction, or a simple statement of peace. If the resolution will be signed, leave space for names and titles.

Example closing:

May the peace of God, which surpasses all understanding, surround the family of Mary Elizabeth Johnson. Let us remember her with joy and gratitude, for her legacy lives on in the hearts of all who knew her.

Step 7: Review, Revise, and Seek Input

Once you have a draft, read it aloud to check the flow and tone. Share it with family members or church leaders to ensure accuracy and appropriateness. Make any necessary revisions to ensure the resolution reflects the deceased accurately and respectfully.

Sample Funeral Resolution Template

To make the process even easier, here is a basic template you can adapt. This template follows the standard structure and can be customized for any individual.

Preamble:

In loving memory of [Full Name], who passed away on [Date], we, [Name of Church, Family, or Organization], offer this resolution as a tribute to a life well lived.

Whereas Clauses:

Whereas, [Name] was a [role/relationship] who [specific quality or contribution]; and

Whereas, [Name] will be remembered for [another quality or contribution]; and

Whereas, [Name] demonstrated [character trait] throughout their life; and

Whereas, [Name] leaves behind a legacy of [impact or influence].

Resolved Clauses:

Therefore, be it resolved, that we honor the life of [Name] with gratitude and love; and

Be it further resolved, that we extend our deepest sympathy to the family; and

Be it further resolved, that this resolution be shared with the family as a lasting keepsake.

Closing:

May [Name] rest in peace, and may their memory be a blessing to all who knew them.

Tips for Writing a Funeral Resolution with Sensitivity

Be Inclusive of Family Wishes

Before finalizing the resolution, consult with the immediate family. They may have specific requests about what to include or exclude. The resolution should reflect their loved one accurately and bring comfort, not distress.

Use Language That Is Accessible

While the resolution is formal, avoid archaic or overly complex language. The goal is to be understood and felt by everyone present. Write in a way that sounds natural when read aloud.

Focus on the Positive

A funeral resolution is not the place to dwell on regrets, failures, or complicated relationships. Focus on the virtues, contributions, and positive aspects of the person's life. This is a time for honor and healing.

Incorporate Faith Appropriately

If the deceased was a person of faith, include references to their beliefs, scripture passages, or spiritual practices. If they were not religious, use language that emphasizes universal values such as love, kindness, and community.

Keep It Concise

A funeral resolution should be long enough to be meaningful but short enough to hold attention. Aim for a document that takes no more than three to five minutes to read aloud. Quality matters far more than quantity.

Common Mistakes to Avoid When Writing a Funeral Resolution

- Making it too generic: A resolution that could apply to anyone loses its power. Use specific details and personal touches that make it unique to the individual.
- Overloading with "Whereas" clauses: Too many clauses can make the resolution feel repetitive or overwhelming. Stick to three to five well-crafted points.
- Neglecting to proofread: Typos or grammatical errors can detract from the solemnity of the occasion. Review the document carefully before the service.
- Ignoring the audience: Consider who will be present—family, friends, community members, children—and write in a way that resonates with them.
- Forgetting to include the family: The resolution should ultimately be a gift to the family. Make sure it reflects their love and their loss.

When and How to Present the Funeral Resolution

Typically, the funeral resolution is read during the memorial service by a church leader,

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