

**North Fayette United Methodist Church**  
**Board of Servants**  
**Policies and Procedures**

**Appendix IV.C – Funerals Policy & Procedures**

When a member or friend of our congregation dies, his or her funeral services (called a Service of Death and Resurrection in the United Methodist Tradition) may be held in funeral homes, mortuaries, chapels, at gravesides, in the outdoors, or in the sanctuary of the church. We encourage members and friends of North Fayette United Methodist Church (NFUMC) to use our facilities for funeral services.

Funeral services may include a graveside service on or after the date of the service, the latter generally for cremains.

A memorial service of worship (a service where the remains or cremains are not present) may be conducted at the church.

Our Pastor will meet with the family prior to the service to plan the memorial/funeral worship services, and will coordinate with the funeral home (mortuary) if one is involved.

Date and Time of Funerals

Dates and times for funerals at NFUMC are to be arranged in consultation with our Pastor based on availability, the preferences of the deceased's family, and needs of the funeral home. Sunday funerals are not encouraged; however, funerals do take precedent over many other church activities.

Who Will Officiate

While providing a family with pastoral care is a primary concern, this care shall come from the current NFUMC's pastor. To do otherwise would undermine that current pastor's role and responsibility for the care of the family and leadership of NFUMC.

Therefore, NFUMC's Pastor shall preside over all funeral services held at NFUMC. NFUMC's Pastor may agree to include another Pastor in the service to assist. Any requests for another Pastor or lay person to officiate or assist in the service must be approved, and the invitation extended, by NFUMC's Pastor.

This policy should apply to funerals for congregation members held at other locations; however, the current pastor of NFUMC has the discretion in these matters.

Structure of The Funeral Service

A funeral service held in the church is a service of worship that acknowledges the reality of grief, celebrates the deceased's life, and proclaims the Gospel and the promise of eternal life through Jesus Christ. This is why we call these Services of Death and Resurrection. Consequently, all parts of the service are to be consistent with the United Methodist Book of Worship (BOW).

Generally, the outline for the funeral and burial service as found in the BOW will be followed (See also The United Methodist Hymnal beginning on page 860). The family may suggest items to be included in or excluded from the service, with the approval of our Pastor.

"When circumstances make the service as it stands inappropriate, the pastor may make adaptations, using the alternative acts of worship and other available resources. Ethnic and cultural traditions are encouraged and may be incorporated into the service at the discretion of the pastor." (BOW)

## **North Fayette United Methodist Church**

### **Board of Servants**

#### **Policies and Procedures**

Family members may participate as readers of scripture, poems, remembrances (called Naming and Witness; also called eulogy), and are welcomed and encouraged to do so.

#### Pastoral Services to Members of Other Congregations

If NFUMC's pastor is asked to provide pastoral services for members of another church, including other United Methodist Churches, (s)he will contact the clergy of the church in which the person held membership at the time of death before the service to discuss this with that church's pastor. NFUMC's pastor will not be the presiding pastor (celebrant) for the service, his/her participation is by mutual agreement with the presiding pastor. Pastoral care before and after the funeral will not be the responsibility of the NFUMC pastor.

#### Funerals for Non-Members

NFUMC's Pastor may conduct funerals for people who have no connection with the church, and work with area funeral homes to provide pastoral presence as a ministry of outreach and hospitality.

#### Funeral Music

Normally, the regular NFUMC church music staff is responsible for music at all funerals in the church, as they are able. In cases where an outside musician or soloist is desired, permission must be secured from the Pastor. The family will be responsible for all honorariums, and NFUMC will work with the funeral homes to ensure that the family understands and the funeral home may assist by distributing these fees.

CD's, DVDs, and taped music may be used, but are not encouraged. A member of the A/V team of NFUMC will run all equipment required for the service.

Music offered at a service of Christian burial is an act of worship, offered to God in devotion, thanksgiving and praise. Therefore, all music used during the funeral service (including prelude and postlude) must be respectful to our venue and approved by our Pastor. Our Pastor will consult with the family regarding special requests for music to be used during the service.

#### Participation by Military Honor Guards, Fraternal Orders, Lodges, Etc.

Services that include military honors, fraternal orders, lodges, or other organizations are not prohibited, but must be approved by and coordinated with the pastor as part of the planning prior to the service.

#### Decorations

Paraments and decorations on the Lord's Table, lectern and pulpit will be white, and the Christ Candle will be lit and placed at the head of the casket or beside the cremains.

We encourage all to use a funeral pall (this includes the use of a flag as a pall when appropriate) in lieu of a floral casket spray. Both a casket and an urn pall are available for use.

A pall is a symbol of the completion of the journey begun with baptism. In addition, the use of the pall reduces expenses to the bereaved, and is a symbol of our equality before God.

Families may wish to display the deceased's cremated remains, as well as certain mementos or pictures of the deceased and his/her family. Tables and easels in the back of the nave may be used. The following guidelines would be applicable in these situations:

- Any displays or pictures must be appropriate to a worship setting.

## **North Fayette United Methodist Church**

### **Board of Servants**

#### **Policies and Procedures**

- No nails, tacks, staples or screws shall be put in the walls or attached to the pews.
- All decorations must be removed immediately after the service.
- No furniture shall be rearranged or removed from the church building.

#### Flowers

Flowers may be left for Sunday worship services. Due to the time between the funeral and Sunday Worship services, our Pastor or staff may re-arrange the flowers for Sunday or, with the family's permission, distribute to the homebound, assisted living facilities or hospitals.

#### Closed Casket

Caskets will be closed in the nave before and during the service, but may be open during the viewing in the gathering room, fellowship hall or other location outside the worship space.

In the service, the casket is in the nave in front of the raised chancel, and it is recommended that it be oriented toward the chancel (head toward the congregation if a lay person) rather than horizontally to the chancel. This position symbolizes that the deceased is part of the worshipping congregation rather than being positioned as something to be worshiped.

If the deceased is clergy, the same vertical orientation should be used, except the head is toward the chancel. This symbolizes the vocation of the clergy person as a leader of the worshipping congregation.

Our pastor will assist the funeral director in the correct positioning of the casket as needed.

#### Cremaains

Urns with cremains may also be present in the nave before and during the service. A portrait of the deceased may be placed next to the urn.

#### Nursery

The church may provide Child Care for funeral services for members and others if notified in advance of the need.

#### Ushers

NFUMC has a team of funeral ushers who will supplement, or serve in lieu of, the funeral director's staff. They will offer hospitality and assistance/directions much as they would during other worship services. They may assist with crowd control as needed.

#### Parking / Traffic Assistance

The funeral director will arrange for the parking of cars for the procession to the cemetery. If there is no funeral home involved, NFUMC's usher team will provide directions for parking at the church.

The funeral director will work with local authorities to provide escorts for the funeral procession for interment.

#### Family Fellowship Meal

When available, the church will do everything possible to accommodate requests for a family fellowship meal following a funeral service. Generally, these meals are for the family and out-of-town guests. For larger groups, NFUMC will need assistance with expenses, and may work with other groups with a relationship to the family to provide sufficient food and refreshments.

## North Fayette United Methodist Church

### Board of Servants

#### Policies and Procedures

The Hospitality Committee will coordinate the meal. The family will be given the contact information of our Hospitality Chair. Our Hospitality Chair will discuss specific requests, and whether or not a donation is needed to meet the requirements for the meal.

If the family wishes to provide its own food, the Fellowship Hall may be used with a member of our Hospitality Committee present

#### Bulletins

An order of worship will be prepared by NFUMC, and may be handed out by mortuary staff or ushers from NFUMC, or used only by the participants, funeral director and staff.

#### Memorials / Trust Funds

The family may request memorials to a charitable organization in lieu of flowers. If to an outside organization, these arrangements/instructions must be made with that organization. The church cannot manage, receive or distribute designated funds for an outside institution, but can do so for UMC organizations.

Memorial giving to a UMC agency, board or The Advance may be received and consolidated into one contribution if the family requests. Individual acknowledgements cannot be made in that case. Only if memorials are sent to the above referenced UMC organizations by contributors directly will an individual acknowledgement be possible.

Undesignated funds and funds designated for an established project at NFUMC will be received by the church as part of the Memorial Fund. Funds designated for a project not previously established will be received by the church but can only be designated after approval by the Administrative Team. This permission must be obtained after the funeral. In all cases, NFUMC will strive to accommodate the family's wishes in the best possible way.

#### Fees and Honorariums

If the deceased or a member of their immediate family is a member of NFUMC, there is no "fee" for the use of our facilities.

All honorariums should be made payable to the individuals for their service, and to the NFUMC for NFUMC fees.

Sometimes honorariums are paid through the funeral director, and this can simplify things for the family. The family can make these arrangements prior to the day of the funeral during their meeting with the funeral director who will distribute the checks for the family on the day of the funeral.

NFUMC will not deny anyone a Christian Funeral or Memorial Service due to financial circumstances. If the family feels our expenses will cause an undue hardship, they may discuss this with the Pastor. It would be expected that other costs normally associated with a Funeral are also at a minimum.

The following fees apply:

	<b>Member*</b>	<b>Non-Member</b>
Use of Church	No Fee	\$100
Pastor	No Fee	Honorarium**

**North Fayette United Methodist Church**  
**Board of Servants**  
**Policies and Procedures**

Music Director	Honorarium	Honorarium
Organist/Pianist	\$75	\$75
Custodian	No Fee	\$50
Audio Visual Operator	No Fee	\$50
Child Care Provider	No Fee	\$25 per provider
Use of Fellowship Hall for dinner	No Fee	\$100

\* A member is someone who is a member of record, and who lives their membership vows by supporting the church with their prayers, presence, gifts, service and witness on an ongoing basis. Homebound or disabled members are excepted from this.

\*\* Honoraria noted here are suggested, but are voluntary and of an amount that is appropriate to the family's circumstances. An honorarium may be paid to anyone involved in the funeral.