

## **Parkway Church Funeral Service Approved by Session; July 2016**

Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not sorrow as those who have no hope (1 Thessalonians 4: 13). It is our desire and privilege to minister to the families of our congregation in their time of need. It is through the Word of God that we have hope at the time of the death of a loved one (Romans 15: 4). This policy is provided to assist our families in planning and providing a Christian funeral.

Although funeral services may be held in funeral homes, it is best to conduct the funeral service of a deceased believer in the sanctuary of the church. By having the service at the church, all who attend will be reminded of our hope and assurance in Jesus Christ. Therefore, all members of Parkway Church are encouraged to use the church building for funeral services. Our sanctuary is also offered for the funeral services of Christians whose membership is in another church.

There can be alternative methods for the conducting of services at the time of death. These could include a private graveside service for family members as soon after death as possible and/or a public service of worship (a memorial service) conducted at the church later. However, funeral services will only be conducted in the church sanctuary. Our pastor may be available to go with the family to the funeral home to assist in making arrangements if desired. Our pastor desires to meet with the family to plan any funeral worship arrangements

### **Who Can Officiate**

The Session of Parkway Church requires that our pastor conduct all funeral services held at Parkway Church, unless by agreement with our pastor, another pastor from a Christian church is invited to share in the funeral. Any requests for another pastor or lay person to officiate or assist in the service must be approved by Parkway Church pastor

### **Structure of the Funeral Service**

A funeral service held in the church is a service of worship, remembering the deceased's life and celebrating the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the church as outlined in our Book of Order.

#### Funerals for Members and Attendees

Funeral services for members are considered normal pastoral responsibilities of our pastoral staff and church. Non-members and inactive members may, at the discretion of the pastor be permissible.

### Funerals for Non-Members and Inactive Members

Conducting funerals for people who have no connection with the church are not a normal ministerial obligation. However, it is up to the discretion of the pastor to allow him or the church to participate.

### **Funeral Music**

Only music appropriate to a worship service shall be used (as outlined in the EPC Book of Order). As with weddings, a funeral is a service of Christian worship. Therefore, only sacred or Christian music is appropriate. All music used in the funeral service must have the approval of the pastor.

### **Video Presentations**

If a video is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service for review. All presentations should be in digital format and should not exceed five minutes in length.

### **Services by Fraternal Organizations, Lodges, Etc.**

It is not appropriate to include a civic or fraternal rite in this service. If such is desired, it should be conducted at another time and place.

### **Funeral Fees**

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is an **active member\*** of Parkway Church there is no fee for the use of the facilities. Those who have been members of Parkway Church but now are considered **inactive members** will pay the same fees as **non-members**. Fees are payable (by cash or check made payable to "Parkway Church) on or prior to the day of the funeral.

|  | <u>Member</u> | <u>Non/Inactive Member</u> |
|--|---------------|----------------------------|
| Use of Church                                      | N/C           | \$300                      |
| Pastor   | Honorarium    | \$250                      |
| Professional Staff<br>(Sound, Pianist, Custodian)* | \$250         | \$250                      |

\*For members there is no fixed fee for the services of our pastor. Honorarium is appropriate, checks should be made payable to the pastor.

### **Decorations**

Any displays or pictures must be limited to be positioned in the lobby. Nothing may be attached to the walls or furniture. All decorations must be removed within 3 hours of the conclusion of the service. No furniture shall be removed from the church building.

## **Flowers**

Only fresh cut flowers and planters may be used in the sanctuary and limit of one arrangement is permissible.

## **Closed Caskets**

Caskets are to be closed for the burial service, but may be open during the viewing if desired. When closed, the flower blanket, flag or coverlet covers the casket. The casket remains closed throughout the service.

## **Opening and Closing of the Church**

The church will be open two (2) hours prior to the funeral/memorial service, and closed one (1) hour following the funeral/memorial service. If a reception is scheduled following the funeral/memorial the church will be closed two (2) hours following the service.

## **Nursery**

The church does not provide a nursery for funeral services.

## Before Going to the Funeral Home

It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include nickname or other names person may have used).

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2. Date of Birth \_\_\_\_\_

3. Place of Birth \_\_\_\_\_

4. Father's Name \_\_\_\_\_

5. Mother's Name (Maiden) \_\_\_\_\_

6. List of surviving relatives and relationship to the deceased

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7. List of church, professional organizations, clubs and other organizations in which membership was held

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8. If you wish, indicate memorial to be designated in obituary in memory of the deceased

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9. Compile a list of individuals who might be available to serve as pallbearers.

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10. If a memorial or funeral service is announced in the newspapers, take extra precaution for security at the home of the deceased during the indicated time of the service.

***The following information will be needed for the Funeral Home and for the planning of the service.***

Name of Deceased \_\_\_\_\_

Family Contact \_\_\_\_\_

Relationship \_\_\_\_\_

Family Address \_\_\_\_\_

\_\_\_\_\_

Family Phone \_\_\_\_\_

Other Contact Phone \_\_\_\_\_

Funeral Home \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Funeral Director \_\_\_\_\_

Phone \_\_\_\_\_

Number of Family Members \_\_\_\_\_