

## Guidelines for Planning Funeral and Memorial Services

On behalf of the congregation and staff of First United Methodist Church, we offer you our condolences on the loss of your loved one. We would be honored to help you plan a service that celebrates the life of your loved one.

### **Scheduling:**

Please call, or have the funeral home call, to assure the availability of one of our Pastors and sanctuary before finalizing arrangements. We will make every effort to meet your needs, however, some conflicts may be unavoidable.

### **Planning the Service**

The Pastor will arrange a 60 – 90 minute meeting with the surviving spouse and children, or life companions, to plan a celebration of the deceased's life. We will talk together about:

- Scripture Texts and other readings – Family members and friends may be invited to read at the service.
- Witness – Family and friends may be invited to share their memories of a loved one. We encourage family members to keep these brief.
- Music—Congregational singing, soloists and instrumentalists all add to the meaning of the service.
  - FUMCAH will provide an organist/pianist.
  - If there is congregational singing FUMCAH recommends using a song leader.
  - Soloists may be invited by the family or the church can invite a soloist
  - We will also assist you in finding flutists, trumpeters, harpists, or bagpiper, if you desire. Their fees are their own.
  - Due to issues of sound quality, we do not use pre-recorded music.
- Videos/slide shows – Families may create a slide show to show during one portion of the service. They should be brought on a jump drive. Please ask the pastor what format is best. The Audio-Visual staff need to receive the slideshow on a jump drive at least a day before the service. This allows them to double check formatting and make any necessary corrections. If you would like church staff to format the slide show for you, we ask for payment of the modest fee of \$10.00.
- Bulletin – The church office will provide a bulletin. A digital photograph is requested for the cover.
- Service coordinator and usher – An usher and service coordinator will be provided by the church to assist the day of the service.
- Guest book – The church does not provide a guest book. If you would like a guest book, please coordinate with the funeral home or provide one.
- The church will be open one hour before the service begins. We typically plan for receptions to end 1 ½ hour after the service.

## Burial

Our pastors will go with you to the cemetery for burial.

The Resurrection Garden on our church campus is available to members for the burial of cremains. The Business Manager can arrange for the purchase of these plots and markers.

## Memorials

In lieu of flowers, it is common practice to choose a recipient of gifts in memory of the deceased. Church members are encouraged to create a memorial here at the church to honor their loved one. In moments of grief, we caution the family not to be pressured by persons or organizations who have been a part of their loved one's life for a few days, weeks or months, to direct contributions to their operations. Contributions toward accredited, not-for-profits are appropriate.

## Fees and Donations:

<b>Music</b>		
Pianist/Organist - \$200	Jeannie Workman	
Song leader/Soloist - \$100		
<b>Media and Sound Services - \$100</b> (required for soloists, instrumentalists, multiple speakers and if additional media services are requested)	Christopher Rice	
<b>Additional Media Services</b>		
Streaming and recording the service - \$50	Christopher Rice	
Slide Show Formatting - \$10	Christopher Rice	
<b>Church:</b> A donation to help the church off-set the costs of custodial service, staff time, and bulletins is appreciated.	First UMC of Arlington Heights	
<b>Additional Church Fees</b>		
Resurrection Garden Single plot -- \$750 Double plot -- \$1200	First UMC of Arlington Heights	
Reception \$1 per person suggested	United Women in Faith	

donation		
<b>Pastors</b> Suggested honorarium - \$250	Rick Carlson or Lynn Mikels	

## Receptions

The United Women in Faith are glad to serve a simple refreshment of coffee, tea, punch and cookies for members' funerals. A donation to offset their costs and add to their mission work is appreciated. If a meal or heavy appetizer reception is desired, families are asked to engage the services of a caterer.

A general guideline to use is:

- Up to 100 guests – held in the Gathering Space
- 100+ guests - held in Fellowship Hall
- There will be a serving table and some tables with chairs for guests.
- The serving table will have a cloth tablecloth.
- Guest tables will have aqua plastic table cloths with a white flower centerpiece.
- Small paper plates and napkins will be provided.
- Volunteers will assist in the serving process and escorting those needing help to a table.
- Volunteers will clean up after the above refreshments.

Refreshments include:

- Coffee
- Tea
- Punch
- Homemade or bakery style cookies
- Optional for the family to bring a tray of fruit, vegetables or cheese & crackers.

Catering:

Any food (other than trays of fruit, vegetables or cheese and crackers) brought in by the family or provided by caterers requires the appropriate number of caterers to stay until the end of the reception. The caterers would be responsible for food set-up, serving and replenishment of food, clean-up of food and guest tables and chairs. Food vendors, restaurants and anyone else bringing in food that would be more than a simple food tray as listed above should provide catering service. The UWF volunteers will still be available to host beverages and cookies.

Examples requiring caterers to stay:

- Sandwiches
- Cold and hot appetizers
- Lunch, dinner or other meal items
- Any food requiring a spoon or fork

If you wish to proceed with a reception, even though you may not know all the details yet, please notify the church as soon as possible and they will contact the reception chair.

The UWF team is happy to assist you through this difficult time with this service.

7/05/23 ejn