



St. Paul United Methodist Church

2000 Douglass Blvd, Louisville, KY 40205

502-459-1595

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Funeral Policies

Comfort in a Time of Need

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death, Christians do not bear bereavement in isolation but are sustained by the power of the Holy Spirit and the community of faith.

It is our desire and privilege to walk with families in their time of grief. The service itself should be seen as a part of the larger ministry of the Church at death.

We pray that this guide will be helpful to you and your family as you navigate the loss of your loved one and prepare to celebrate his/her life.

Planning Ahead for the Funeral or Memorial Service

Because it is difficult under emotional stress to plan wisely, church members are encouraged to discuss their wishes and plan in advance the arrangements that will be necessary at the time of death, including decisions about the Christian options of burial, cremation, or donation for medical purposes. These plans should provide for arrangements which are simple, which bear witness to resurrection hope, and in which the Christian community is central. Whenever possible, these plans should be put in writing. A form is provided after this document. When the form is complete, copies may be filed with the church office and the funeral home you wish to us, and a copy given to a family member.

When death occurs

When your loved one dies, please notify the pastor so that you may receive pastoral care and begin to plan for the funeral. If you are working with a funeral home, please share that information with the pastor, and share the pastor's name and contact information with it.

Determine the kind of Celebration of Life service you wish.

A **funeral service** is a worship service in which a casket containing the body, or an urn containing the cremains, of the deceased is present.

A **memorial service** is a worship service in which no physical remains are present. A memorial service may take place before or after the remains have been interred.

A **committal service** is a brief worship service that may take place at the actual place of interment.

Talk with the pastor

Funerals held at St. Paul United Methodist Church are arranged in consultation with the pastor and church office prior to being placed on the church calendar. The church will work with the family to find a date and time that works best for them, but there are times when the building is unavailable and services may need to be planned around already scheduled events. If a funeral home is involved, they will be integral parts of the planning process, especially if the casket is to be at the church.

If the family requests that there be military, fraternal, or other rites in addition to the Service of Death and Resurrection, the pastor should plan carefully the sequence and interrelationship of these services so that the service is not interrupted with other rites, and so that its integrity is supported and not compromised.

Who Will Officiate?

Pastoral ethics in the United Methodist church mandates that the Pastor of the church conduct all funeral services held in the church building, unless the Pastor agrees to allow another to step into that role. At that time, the Pastor will issue an invitation to share in the funeral or act on behalf of the Pastor. Any requests for another pastor or lay person to officiate or assist in the service must be approved by the Pastor. If another pastor will be the main officiant, St. Paul's pastor will open and close the service in most cases.

Choose the Music:

When held in the church building, sacred Christian music is to be used. The Pastor or organist can assist in the selection of hymns during the funeral planning process.

In the Christian tradition, music plays a large role in worship. It is the church policy that our organist is used for all worship services when available.

Soloist vocal or instrumental performers may be asked to perform by the family. The music selection should be approved by the pastor or organist.

We also understand that our God is a diverse God who can speak to us through other musical expressions, and sometimes other music may speak to the occasion and the life and nature of the deceased. Any secular music will need to have the approval of the Pastor.

Work with the Pastor to Plan the Service

Church members are encouraged to use the church for funeral/memorial services. Just as we are baptized by God in church and have been nourished by God through the church, so it is wholly appropriate that thanksgiving to God for our lives should be offered in church.

The Book of Worship states: The Service of Death and Resurrection itself, commonly called the funeral or memorial service, brings into focus the whole ministry of the Church at death.

The funeral/memorial service is considered a service of worship and will be approached with the dignity and joyful celebration accorded worship. These services at St. Paul follow the worship order outlined in the Book of Worship <https://www.umcdiscipleship.org/book-of-worship/a-service-of-death-and-resurrection>

A typical order of worship includes the following: prelude and postlude, hymns and songs of praise and faith, scripture lessons from the Old and New Testaments and the Gospel, a message that expresses thanksgiving to God for the life of the deceased and reminds all of Christ's resurrection and promise of eternal life, prayers of thanksgiving, commendation, and a benediction. In consultation with the Pastor, other elements, such as remarks from family members and friends, may be included in the service.

A list of scriptures and hymns follow this document. The officiating Pastor shall make the final determination regarding the appropriateness of all elements of the service.

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.

If the casket has been open for visitation prior to the service, the casket is to be closed throughout the service and thereafter in order that worship may focus on God and upon the gift of resurrection, rather than upon the earthly remains of the deceased.

The casket may be covered with a pall, a flag, or flowers when it is closed.

Bulletin

The church office staff will produce a basic bulletin for funeral or memorial services. Special requests, such as the inclusion of a photograph, poems, or other custom elements should be made as early as possible. Coordinate with the church office if bulletins will be prepared and provided by others.

Visitation/Viewing at the Church.

The family may desire a time of visitation/viewing to take place at the church. In such cases, this would normally occur in the sanctuary or McAdams Social Hall. This must be coordinated with both the funeral home and the pastor. When visitation/viewing is desired immediately before the worship service, it shall conclude 10 minutes before the scheduled service time. The immediate family may step out of the sanctuary if the casket is there, while the casket is closed and a pall, flag, or flowers are placed. If the casket is closed, they may be seated while gathering music is played.

Regardless of whether visitation/viewing is scheduled at the church, the Pastor will meet briefly with the immediate family before the service begins. The family sits in the reserved

seats approximately 5 minutes before the service as music is played.

Committal Service

The Pastor is available to lead a committal service at any local place of interment, either in addition to a funeral/memorial service, or by itself. This very brief service typically includes scripture, prayers, words of committal, and a benediction. It does not include personal remembrances or other components of a funeral/memorial service, but may include military, civil, or fraternal rites as mentioned earlier. The order of worship for the Committal Service is found in the Book of Worship <https://www.umcdiscipleship.org/book-of-worship/a-service-of-committal>.

Reception after the service

McAdams Social Hall is available for a reception following a funeral, memorial, or committal service if the family requests. The church will provide punch and cookies (or coffee and tea) for a light reception at no charge to members.

If the family wishes additional items such as meat/vegetable/fruit trays or a meal and the Bereavement Team can accommodate the request, the family will be charged the cost of the food.

The family can also make arrangements to have reception catered by outside parties.

Family members are always welcome to supplement the light reception with food provided by themselves.

Non and Inactive Church Members: Non and inactive church members may utilize the kitchen and McAdams Social Hall for a fellowship meal or reception for a nominal fee of \$100, plus an additional custodial fee of \$75. They will be required to provide the food and refreshments as well as people to serve and clean up. The church linens may be used for the tables for \$5 per table, cleaning fee.

Displays, Mementos, and Guest Book

Families may wish to display mementos or photographs of the deceased and his/her family. These may be placed in the sanctuary or in McAdams Social Hall. The following guidelines would be applicable in these situations:

- Any displays of mementos or pictures must be appropriate to a worship setting.
- No nails, tacks, tape, staples, or screws shall be put in the walls or attached to the pews.
- All displays must be removed within 2 hours of the conclusion of the service.

- The church has a lectern that can be used for a guest book. The family will need to provide the guest book.

Nursery:

The church does not provide a nursery worker for funeral services. However, the family may want to hire a nursery worker for this time.

Memorials

To honor the deceased, the family may wish to request a contribution to the church in lieu of flowers. We are grateful for these gifts as they allow us to continue to be the presence of Christ in our community.

Fees and Honoraria

Funerals are part of the life and ministry of a congregation. It is both a great responsibility and a great privilege to be with families in their moment of need, offering through their words, work and witness the life and love of Jesus Christ.

As many families are uncertain about an appropriate amount and often contact the church office to ask what is customary, the following are noted below.

Active Members of the Church

- **Pastor:** For active members of the church, an honorarium for the officiating pastor is discretionary. However, the family may wish to give the pastor an honorarium of \$150 -250. In the event a guest pastor is participating in a service, the family will usually give an honorarium.

Music director \$150-250 made out to the organist/music director

Soloist As negotiated with performer (usually \$150-200)

Custodial: \$75-100 made out to the custodian.

Live Stream \$150 payable to technician (when live stream is available)

Space: no charge.

Linens fee \$50 (if McAdams Hall is used)

Expenses for Non-members or Inactive Members:

Pastor: \$175 Service

\$200 Service plus Committal Service

\$150 Committal Service only

Music: \$175-200 to organist

\$200 if organist reviews music for soloist or accompanies soloist

Soloist or musician: \$150-\$200 or arranged with musician

Custodial: \$100 made out to the custodian. \$150 if reception held

Live Stream: \$200 payable to technician (when live stream is available).

Bulletin preparation and printing \$50.

Space: \$200 Sanctuary

Kitchen fee: \$100 (If used)

Linens fee \$5 per table if church linen used.

For further questions, please contact Senior Pastor Darren Brandon at 502- 459-1595 or via email at darren@stpaulchurchky.org

Service Template

THE GATHERING OF GOD'S PEOPLE

PRELUDE

WORDS OF GRACE AND PRAYER (The pastor offers some opening words of comfort)

SCRIPTURE

*HYMN / SONG

THE PROCLAMATION OF GOD'S WORD

REMEMBRANCES FROM FAMILY AND FRIENDS (if desired)

*HYMN /SONG

SCRIPTURE

MESSAGE

Pastor

*HYMN / SONG

*BENEDICTION

SENDING FORTH TO SERVE GOD'S PEOPLE

*POSTLUDE

**At the asterisk (*) the congregation is asked to stand as you are able.*

Add any notes here.

Planning Guide

Full name_____

Address_____

Contacts at death

Name_____Relationship_____

Phone number_____Email_____

Name_____Relationship_____

Phone number_____Email_____

Funeral home _____

Address_____

Phone_____

I would like to have a

___funeral & committal service ___at St. Paul ___at the funeral home ___Cemetery

___memorial service ___at St. Paul ___at the funeral home

___committal service only ___ at _____Cemetery

Visitation will be ___at funeral home ___ at St. Paul ___both

The order of worship and suggested scriptures are found in the Book of Worship <https://www.umcdiscipleship.org/book-of-worship/a-service-of-death-and-resurrection>

I would like these scriptures read:

I would like to have these hymns sung:

Are there any stories about your life you'd like to share?

Reception at St. Paul ☐ yes ☐ no

There will be a burial at _____ Cemetery, Lot _____

There will be no burial_____.