



# Lebanon First United Methodist Church

Making disciples of Jesus Christ for the transformation of the world.

## **Funeral Policies and Practices** **(effective 1.27.19)**

Even for Christians, the death of a loved one is a difficult experience. It is our privilege to minister to families in their time of need. This policy is provided to assist families in planning a Christian funeral or memorial service. A pastor must approve all funeral arrangements. Details concerning areas outside the scope of this funeral policy shall be decided at the discretion of the pastors.

### **Contacting the Church**

To make arrangements for a funeral or memorial service, please call the church office and speak with a pastor. The church offers a ministry of consolation by helping you plan the funeral/memorial worship service and by sharing words and acts of kindness and faith. The pastors will schedule a time to meet with your family members to plan the service.

### **Planning the Service**

A funeral or memorial service held in the church is by definition a worship service, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Consequently, a Lebanon FUMC pastor will be responsible for outlining and conducting the service—in consultation with the family—so as to ensure all elements are consistent with the worship practices of the church. Generally, the service outline will take on a traditional United Methodist format and will include specifically sacred elements. No secular or prerecorded music will be included in a funeral/memorial worship service.

One of our pastors will always officiate services, though we will work with the family to include others who have been important to you. The pastor is available to meet with the family to plan any worship arrangements and can also be available to go with the family to the funeral home, if desired.

We recognize that our loved ones have served out their faith in their community and nation. We honor this service. Special ceremonies to honor the national or community contributions of the deceased may be included at the graveside or columbarium as appropriate remembrance. (This includes services for veterans where a color guard/musician from the armed services is desired, as well as rites conducted by Eastern Star/Masons and other organizations.)

### **Location of the Service**

Church members are encouraged to hold services in Bryant Chapel, though the Sanctuary may be used for services of 125 attendees or more. Use of each is free of charge to Lebanon FUMC members and those related to our church; however, use of the Sanctuary will require a minimum of the \$200 Audio/Visual Tech fee and other fees may apply (see page 2). These spaces are not mere event venues, but are sacred spaces, dedicated to the glory of God, and are expected to be treated as such.

### **Scheduling the Service**

Dates and times for services will be arranged with the pastor based on availability of the space and the preferences of the deceased's family. Services will be planned around already scheduled events.

## **Associated Fees**

Lebanon FUMC provides worship service planning and related functions only; hospitality functions (such as providing a guest book, ushers, and the like) are performed by the funeral home.

Additional use and services of Lebanon FUMC facilities and personnel outside of normal church operating hours may require additional fees in order to honor the people providing them and respect their time. These include:

Audio/Visual Tech (required for Sanctuary use)	\$200	**Instrumentalist	\$200
*Slideshow/Media Production	\$100	**Vocalist	\$100
Facility opening and closing	\$50/day needed	Use of outdoor facilities	\$50

*\*Note: Due to required conversion processes, slideshow fees apply even when DVDs or other pre-created media from the funeral home or other sources are provided. All media files must be submitted by no less than 24 hours before the event to ensure timely delivery. For best quality, submit images in JPG or JPEG format (not less than 300 dpi resolution), audio files in MP3 format, and video files in MP4 format.*

*\*\*All instrumentalists, vocalists, and other providers must be approved/appointed by Lebanon FUMC. No secular or pre-recorded music will be included in funeral or memorial services at Lebanon FUMC.*

## **Planning the Visitation**

Families are encouraged to hold visitations in Bryant Chapel. Due to sound checks and other preparations, visitations will not take place in the Sanctuary (even if the service will be held there), and Sanctuary doors will open 30 minutes prior to the start of service.

## **Funeral/Memorial Service Programs**

Lebanon FUMC is pleased to provide complimentary bulletins for your guests including a picture of your choosing (*in JPG or JPEG, no less than 300 dpi*), the obituary, and the order of worship. We ask that families not provide or distribute their own worship bulletins at the service.

## **Decorations**

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

- Any displays or pictures must be stand-alone and appropriate to a worship setting.
- All decorations must be removed within 3 hours of the conclusion of the service.
- No furniture shall be brought into or removed from the church building, or moved from its original location without consulting church staff.
- A church pall (a large cloth with a cross and other Christian symbolism) is available to cover the casket. Alternatively, the coffin may be covered with a flag, or flowers may be placed on it.

## **Family Meal Ministry**

Lebanon FUMC is pleased to provide a complimentary meal for the family of the deceased, up to 25 people.

## **Memorials**

It is entirely appropriate for friends and family to request donations in lieu of flowers to Lebanon FUMC or associated ministries in memory of the deceased, and we will gladly handle details for these as desired.