

Funeral Services Policy - 2022 Proposal

The memorial/funeral service is a Witness to the Resurrection of Jesus Christ and will be performed in accordance with the Book of Order.

Services may be held for decedents who were Active Members of or Active Participants in the congregation. Services for non-member decedents are at the discretion of the Pastor. It is expected that a minister of this church will officiate/preside at the service. The family may choose to hold the service in another suitable place such as a home, a funeral home, a crematorium, or at the graveside. Requests for other arrangements must be made of the Pastor. Others may be invited to participate as leaders in the service at the discretion and under the supervision of the Pastor.

Viewing of the body prior to the service or receiving of those paying respects may be arranged through the church office.

In order that attention in the service be directed to God, when a casket is present during the service, it is to be closed.

In accordance with the *Book of Order*, "...the service may include actions common to the community of faith and its cultural context, provided that these actions do not distract from the Christian understanding of death and resurrection. Fraternal, civic, or military rites are to be conducted separately." (W-4.0704)

Procedure for Arranging a Funeral

1. Contact the Pastor and the Office Administrator to arrange the date and time of the service.
2. Receptions:
 - a. For members desiring a reception in Dale Hall
 - i. Contact the Office Administrator to reserve the space and arrange for the reception.
 - ii. Generally, the church family will provide food and paper products for the reception. Specific desires of the family may be coordinated with the church, recognizing there may be a need to share the expenses of such requests.
 - b. For non-members desiring a reception in Dale Hall
 - i. Contact the Office Administrator to reserve the space for an additional fee.

- ii. The family will need to make arrangements at its own expense for catering and other reception needs. These arrangements should be clearly communicated with and approved by the Office Administrator at least 24 hours prior to the funeral. The church office must be provided proof of insurance by outside caterers.
3. If music is desired, contact the Office Administrator who will provide contact information for the desired musician(s). Prior approval is required for use of MPC instruments and equipment by outside musicians.
4. Floral arrangements should be completed and in place one hour before the service begins. Arrangements should be made with the Office Administrator for time of delivery. The Office Administrator should be advised in advance if flowers will be left for distribution to hospitalized or house-bound church members.
5. Audio recording and/or live streaming of the service must be arranged through the church office. Additional fees may be required..
6. The Facilities Manager must be present for any required set up, clean up, and for operation of the sound system.
7. Any recorded music to be played at the service must be provided by the family 24 hours prior to the service. MPC staff cannot be expected to find recordings of desired music.
8. Requests for showing video/slideshows may be arranged with the Facilities Manager. Such A/V must be provided 24 hours in advance in the format set by the Facilities Manager. The church is unable to assist in the creation of visual slideshows for the service.
9. When there are calling hours or a viewing, the pastor shall gather the family ten minutes prior to the service and either the funeral director, pastor, or another church representative shall politely close the receiving line.
10. Fees are determined and approved by Session.
11. Payment of fees is due 24 hours prior to the service and shall be given to the Office Administrator in the form of cash or check. The Business Administrator will then provide checks to the appropriate staff.
12. Usage of the church will be governed by the Building Use Policy.