

*Funeral – Memorial Service Policy*

*First Presbyterian Church*

*Spartanburg, SC*



# Funeral - Memorial Service Policy

## First Presbyterian Church, Spartanburg, S.C.

The funeral/memorial service in the worship spaces of First Presbyterian Church serves as witness to the resurrection. Ordinarily, funerals held at this church are for families affiliated with the church, and exceptions must be approved by the Session. Services may also be held in the chapel of a funeral home, at the graveside, or other locations approved by the minister leading the service. To make funeral arrangements, a representative designated by the family should contact the minister or administrative assistant for Congregational Care, ideally during office hours.

**WORSHIP LEADERSHIP:** The service shall be under the direction of a minister on the staff of First Presbyterian Church. The minister will want to visit with the family to share in prayer and to plan the funeral/memorial service together. [A planning sheet is attached to this document]. At the discretion of the minister leading the service, clergy from other congregations who are connected with the family, may be invited by the presiding minister to participate in the service.

**SCRIPTURE AND MUSIC:** The content of the service: scripture, prayers, hymns, and other forms of music must be approved by the minister leading the service. If the service is held at First Presbyterian church, this is done in conjunction with the church Music Director.

**A FUNERAL DIRECTOR IS ESSENTIAL:** There are numerous details within and beyond the actual funeral/memorial service that must be addressed at short notice in order to provide a fitting tribute to the deceased. [A list of the many details that a funeral home handles with grace and expertise on behalf of a family is attached to this policy.] First Presbyterian Church is not sufficiently staffed to conduct funeral/memorial services without the assistance of a licensed funeral director. Exceptions may be made for funerals/memorial services held in the chapel on Mondays through Thursdays where expected attendance will be fewer than 50 persons and when church staff members are the only participants in the leadership of the service.

**FINANCIAL NEED:** In case of financial need or hardship, the representative from the family should talk with the minister. Arrangements will be made with a funeral home chosen by the church to manage the service.

**BULLETINS:** If requested by the family representative and approved by the presiding minister, a printed bulletin can be produced by the church.

**USHERS:** Ushers for the service should be funeral home staff and at least two members of the First Presbyterian Church Ushers' Guild.

**FLORAL DISPLAYS:** Floral displays in the Sanctuary and Chapel are appropriate. To avoid detracting from the worship experience, these are to be limited to two (2) free standing arrangements. Floral displays may also be placed in the Parlor, Tower Room, or Social Hall. The church hostess must be notified of the name of the florist, the time of delivery of the flowers, and the family's wishes for the disposition of the flowers following the service. Additional flower arrangements sent directly to the church will be placed at appropriate locations determined by the Funeral Director and church staff.

**AUDIO TAPING:** Taping of the service held in the Sanctuary or Chapel is available without charge. This must be requested when planning the funeral/memorial service with the funeral director or presiding minister.

**VISUALS:** Visual projection is not permitted during the service of worship. During the receiving of guests before or after the service, visual projection may be used upon approval of the presiding minister provided equipment and staff are available. Please note that the church staff is not available to produce personal DVDs or PowerPoint presentations. Photography – still or video – is not permitted in the Sanctuary or Chapel during a service.

**CASKET:** When a casket is present, it is to be closed by the funeral director at least fifteen minutes prior to the service. In order that attention in the service be directed to God, the casket may be covered by a funeral pall, a cloth-covering with a cross which symbolizes the equality of all people before God. Upon request, the church pall is available without charge. The family may provide a United States flag for those who have served in our nation's military or a floral arrangement to be used as a pall.

**RECEPTION OF FRIENDS:** The family may wish to greet family and friends in the Church Parlor, Social Hall, or Fogartie Hall before or after the service. Arrangements to use these spaces must be made with the funeral director or presiding minister when planning the funeral/memorial service. Simple beverages can be provided without charge upon request. Receptions in the Social Hall or Fogartie Hall involving catering by the church can be arranged with the Church Hostess with prior notification. A list of charges for these services is available from the Church Hostess upon request.

**SMOKING:** Smoking is not permitted in church facilities.

**ANIMALS:** Only animals trained to help persons with disabilities are permitted in church facilities.

**GRAVESIDE SERVICE:** Graveside committal services may be held before or after the funeral/memorial service.

**HONORARIUMS/FEES.** No honorariums are required by the church for ministers or church staff musicians. Fees for soloists or other musicians should be discussed with the organist or Director of Music. Some families choose to provide an honorarium as an expression of gratitude. Such honorariums for ministers or musicians usually range between \$50-200.

**PLANNING AHEAD:** Members are urged to contact a minister when it appears that death is imminent or as soon as possible following the death.

Note: A checklist for planning a Funeral/Memorial Service without the assistance of a funeral home director can be found on the First Presbyterian website: [www.fpcspartanburg.org](http://www.fpcspartanburg.org)

# *The Order of Worship*

## For a Funeral or Memorial Service at First Presbyterian Church, Spartanburg, S.C.

Departures from this order of service can only be made with the approval of the pastor.

### *A Witness to the Resurrection and Celebration of Life*

**PRELUDE  
OPENING SENTENCES  
CALL TO WORSHIP**

[HYMN]

**PRAYER OF INVOCATION  
UNISON PRAYER OF CONFESSION  
DECLARATION OF PARDON**

[WORDS FROM FAMILY]

**SCRIPTURE READINGS AND MEDITATION**

[MUSIC]

**PRAYERS OF THANKSGIVING, INTERCESSION  
LORD'S PRAYER  
UNISON AFFIRMATION OF FAITH**

[HYMN]

**BENEDICTION  
POSTLUDE**

NOTE: Items in square brackets [--] are optional.

12/07/09