

TRINITY UNITED METHODIST CHURCH
Funeral Policy and Guidelines
For Private & Community Use

Funeral Services

The death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not sorrow as those who have no hope (1 Thess 4: 13). It is our desire and privilege to minister to the families of our congregation in their time of need. It is through the Word of God that we have hope at the time of the death of a loved one (Romans 15: 4). This policy is provided to assist our families in planning and providing a Christian funeral at Trinity United Methodist Church in Murfreesboro, TN.

All members of Trinity United Methodist Church are encouraged to use the church building for funeral services. The sanctuary is also offered for the funeral services of other persons in the Christian tradition.

There can be alternative methods for the conducting of services at the time of death. These could include a private graveside service for family members as soon after death as possible and/or a public service of worship (a memorial service) conducted at the church later. The pastor will be happy to meet with the family to plan any funeral worship arrangements.

Date and Time of Funerals

Dates and times for funerals at Trinity are to be arranged in consultation with the pastor and church business administrator based on availability and the preferences of the deceased's family.

Who Will Officiate?

Pastoral ethics require the Trinity pastor to conduct all funeral services held at the church unless another pastor is invited to share in the funeral or act on behalf of the pastor of Trinity. Trinity's pastor must approve requests for another pastor or layperson to officiate or assist in the service.

Structure of the Funeral Service

A funeral service held in the church is a service of worship, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the church. The family may suggest other items to be included in the service, with the approval of the pastor.

Funerals for Non-members and Inactive Members

Conducting funerals for people who have no connection with the church is a normal part of the ministerial obligation. However, the Trinity pastor shall have discretion to determine if he/she or the church will participate.

Funeral Music

Only music appropriate to a worship service shall be used. Trinity music staff are available as arranged between the pastor and family. Sacred or Christian music is appropriate. Taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have the Trinity pastor's approval. The use of congregational hymns is encouraged and may be selected with the pastor in consultation with the family during the service planning process. All songs selected for the service must be approved by the pastor, including video presentations.

In cases where an outside organist/pianist is desired, permission must be secured from the pastor. Additional musicians or soloists may be utilized.

Video Presentation

If a video is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service for review. All presentations should be in mp4 format on a flash drive provided by the family or funeral home. If the video presentation is played during the service, it should be limited to 10 minutes; otherwise, it may be played before and after the service. Streaming the service for out of town family/friends can be done with prior approval.

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 appropriate to a worship setting.
- No nails, tacks, staples, or screws shall be put in the walls or attached to the pews.
- All decorations must be removed within 3 hours of the conclusion of the service.
- No furniture shall be removed from the church building.

Flowers

Flowers may be arranged by the funeral home or family. Placement of flowers will need to be approved by the pastor.

Nursery

The church does not provide a nursery for funeral services; nursery staff may be available as contracted.

Parking / Traffic Assistance

The funeral home generally provides parking assistance.

Family Meal

The church will do everything reasonably possible to accommodate a member's request for a family meal before or after a funeral service. The meal is prepared under the direction of the Sisters in Ministry Bereavement team.

There is no fee charged for this meal ministry, nor is there any cost for preparation and serving; however, free-will donations are accepted. Members of the church provide this service as a ministry in the spirit of Christian love. Their mission is to serve willingly and pleasingly, inspired and led by God.

Memorials

In certain circumstances, the family might request a contribution to the church or a charitable organization in lieu of flowers. The church will not manage, receive, or distribute designated funds for an outside institution. Undesignated funds and funds designated for an established project at Trinity will be received by the church. Funds designated for a project or ministry not previously established will be designated for such only with the approval of the finance committee.

The following fees apply:

| | <u>Active Member</u> | <u>Non-Member & Inactive Member</u> |
|-------------------------|----------------------|---|
| Use of Sanctuary | No fee | No Fee |
| Use of Fellowship Hall | No fee | \$200 |
| Pastor Pianist/Organist | Honorarium** | Honorarium** |
| Soloist | Honorarium*** | Honorarium*** |
| Sound System Operator | Honorarium*** | Honorarium*** |
| | Honorarium*** | \$100 |

**There is no fixed fee for the services of the Trinity pastor; however, it is customary to give an honorarium to the officiating minister. Checks should be made payable to the individual minister. The trustees suggest an honorarium should start at \$300.

***If the family has planned with an available musician and/or soloist, typical honorariums start at \$300 per person. Checks should be made payable to the individual musician(s) or soloist(s).

All checks should be given to the Trinity Business Administrator who will deliver or mail checks to the individuals involved in the service.

WHAT TO DO WHEN YOUR LOVED ONE DIES...

- Contact Other Family Members and Close Friends Contact Your Church
- Notify the employer of the deceased and your own employer If children are in school, notify the school
- Choose a Funeral Home

Before going to the Funeral Home...

It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include a nickname or other names person may have used)._____

2. Date of Birth _____

3. Place of Birth_____

4. Father's Name_____

5. Mother's Name (Maiden) _____

6. List of relatives and relationship to the deceased_____

7. List of churches, professional organizations, clubs, and other organizations in which membership was held_____

8. If you wish, indicate a memorial to be designated in the obituary in memory of the deceased_

9. Compile a list of individuals who might be available to serve as pallbearers:

10. If a memorial or funeral service is announced in the newspapers, take extra precautions for security at the home of the deceased during the indicated time of the service.

The following information will be needed for the Funeral Home and for the planning of the service.

Name of Deceased

Family Contact

_____Relationship_____

Family Address _____

Family Phone _____ Other Contact Phone _____

Funeral Home _____

Address _____ Phone _____

Funeral Director _____

Phone _____

Number of Family Members _____

Family Hour/Viewing Scheduled ☐ Yes ☐ No

Location _____

Floral Requests _____

Funeral Service Instructions

Service Location: Trinity United Methodist Church, 2303 Murfreesboro, TN 37129

Date & Time of Service _____

Minister _____

Scripture _____ Prayer _____

Eulogy or Tribute _____

Persons doing Eulogy MUST be Named. Open tributes are discouraged.

Video Presentation DVD/Movie Format _____

Viewing (Beginning of the Service or After the Service) _____

Interment (Cemetery) _____

Pallbearers _____

Honorary Pallbearers _____

Music Provided by _____

Family Meal ☐ Yes ☐ No

How many expected _____

Meal Train ☐ Yes ☐ No

Sample Program

Processional of Ministers and the Family Welcome/Reading of Scriptures

Prayer

Music/Solo (if wanted) Eulogy

Music/Solo (if wanted) Message

Prayer Recessional