

First Presbyterian Church of Holland Patent
FUNERAL/MEMORIAL POLICY

Adopted: August 2023

Phone: 315-865-5754

Email: fpreshp@gmail.com

Pastor: Steve Vance

The Funeral or Memorial Service

- As a service of Christian worship, the funeral or memorial service is under the direction of the pastor, who communicates with all participants.
- The installed pastor is expected to officiate at all funeral or memorial services held at the church. Others may be invited to participate as leaders in the service at the discretion of the officiating pastor.
- The Session will be notified of all funeral or memorial services, but Session approval is only needed for the celebration of the Lord's Supper or if the service is to take place during Sunday morning worship.
- The Session requires that a funeral director, or a designated church representative be present during a funeral or memorial service.
- Military, civil, fraternal, or similar honors or rites are appropriate outside the liturgy of the worship service, either before or after the service (for example, on the lawn, at the funeral home during visitation, or at the cemetery).
- A traditional funeral service includes Scripture readings, a prayer, a sermon or other exposition of the Word, an affirmation of faith, and music. It is appropriate and encouraged for church members to discuss their funeral wishes with the Pastor.
- A bulletin, or printed order of worship, will ordinarily be produced by the church office staff. Special requests should be made as early as possible.)
- Classical and sacred music is ordinarily used by the church organist during the funeral or memorial service; other music is acceptable, if approved by the pastor or the church Music Director
- The Session requires that guest musicians be approved by the church music staff before playing the church organ or grand piano.
- The pastor will arrange for an organist, if requested.

Building Use

- The church will be available for use one hour prior to the service, during the funeral service, and one hour following the service.
- A casket, if present, is to be closed so the attention of the service may be directed to God.
- Rearranging the sanctuary space (e.g., moving pews) is not permitted.

- Fresh flower arrangements (water filled vases) are NOT permitted on the organ or piano. Neither fresh nor artificial flower arrangements are permitted on the communion table.
- Distribution of flower arrangements following the service is the responsibility of the family.
- The Pastor should be informed if flower arrangements are to be left for Sunday worship services so that appropriate information may be included in the bulletin.
- Smoking, alcohol, or drug use is NOT permitted throughout the church building.
- The Board of Deacons of First Presbyterian Church of Holland Patent is available to provide a memorial reception following the service, if requested. Deacons will provide cookies, coffee, tea, and punch, and can assist with service of other food items provided by friends or family. If you desire a memorial reception, please let the pastor know so that the Deacons may make the proper arrangements. Although there is no charge for a memorial reception, donations/honorariums to the reception fund are welcome as they help the Board of Deacons maintain this ministry of care.

Fees

The following fees and honorariums are recommended for a funeral or memorial service. Fees are paid separately.

- **Pastor:** \$200 (paid directly to the Pastor) - which includes meeting with the family for planning and officiating service.
- **Organist:** \$150 (paid directly to the organist) - music played 20 minutes prior to and following the service until all guests have been ushered out of the sanctuary.
- **Secretary:** \$25 per hour (paid to the church) for assisting in the preparation and printing of bulletins for the service, if requested.
- **Custodian:** \$20 per hour (paid to the church) for cleaning the church before and after the service.
- **Non-Members Building Use:**
 - Sanctuary: \$200
 - Fellowship Hall: \$100 without kitchen, \$150 with kitchen