

Union Memorial United Methodist Church (UMUMC)

Policies and Practices for FUNERALS

Notification

The Pastor should be the first person to be notified of a death and he/she will notify the Chairperson of the Faith Circle Leaders. The Chairperson will notify the Faith Circle Leaders and they, in turn, will notify the members of the congregation.

Dates and Times of Funerals

Dates and times for funerals at UMUMC are to be arranged in consultation with the Pastor based on availability and the preferences of the deceased's family. (In the absence of the Pastor, his designee will fill-in.) The Pastor must approve all funeral arrangements that will take place at UMUMC. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the Pastor. Funeral services will need to be planned for mutually convenient times around scheduled events such as weddings, conferences, workshops, etc.

Who Will Officiate?

Pastoral ethics require that the Pastor conduct all funeral services held at UMUMC, unless by agreement with another Pastor, he/she is invited to share in the funeral or act on behalf of the Pastor of UMUMC. Any requests for another Pastor or Lay Person to officiate or assist in the service must be approved by UMUMC's Pastor.

Structure of the Funeral Service

A funeral service held in the church is a service of worship, celebrating the deceased's life and promise of eternal life through the resurrection of Jesus Christ.

Consequently, all parts of the service are to be consistent with the present worship practices of the church. Generally, the outline for the funeral service will take on a traditional Methodist form. (See appendix for outline.) The family may suggest other items to be included in the service, only with the approval of the Pastor.

Funerals for Inactive Members and Non-Members

An **inactive member** is one who has been removed from the Church's roll. Conducting funerals for people who have no connection with the church is a normal part of the ministerial obligation and the hospitality mandated by Scripture (1 Peter 4:9). However, it is up to the discretion of the Pastor to allow the funeral service to take place.

Fees

If the deceased is an **active member** of UMUMC, there is no fee for the use of the facilities or services. For **non-members**, fees will be assessed. Those who have been **active members** of UMUMC, but are now considered **inactive members**, will pay the same fees as **non-members**.

For the purposes of this policy, **active members** are defined in the Book of Discipline 2016 edition (paragraph 214-215) as members who have been baptized and who have confessed their faith in the Lord Jesus Christ. They regularly attend church services, participate by using their gifts and graces in its ministries/programs and provide regular financial and personal support for the church.

These privileges are also extended to the following:

1. Homebound members or members in a Health Care Facility
2. An associate member, an affiliate member or a faithful attendee of the church who has not officially joined, and
3. Those who have served as former Pastors of the church.

There is no fixed fee for the services of the UMUMC Pastor; however, it is customary to give an honorarium to the officiating minister. Suggested honorariums for Pastors/Ministers are provided. (See Appendix -v-). **Checks should be made payable to the individual.**

Funeral Music

Only music appropriate to a worship service shall be used. UMUMC does have paid staff musicians. If possible, we will make every effort to help the family with appropriate music that will bring comfort, but remember that time and date may affect the availability of our musicians.

Sacred or Christian music is strongly encouraged. Taped instrumental and accompaniment music, guest musicians, soloists, dance ministry, solos and anthems must have the approval of the Pastor and music ministry. **Typical honorariums for special musical guests, soloists, etc. range from \$75.00 - \$150.00 per person and must be arranged for and compensated by the family. Checks should be made payable to the individual musician(s) or soloist(s).**

For **active members**, the Minister of Music (**upon availability**) will provide the music. In cases when the Minister of Music is unavailable, it is the responsibility of the Pastor's designee to arrange for music.

The use of congregational hymns is also encouraged and may be selected with the assistance of the Pastor and /or music ministry in consultation with the family during the service planning process.

Audience Control

Ushers will be asked to serve during the funeral.

Outside Organizations

Eastern Stars, Masons, Sororities, Fraternities, Veterans of Foreign Wars, etc., will perform their traditional ceremonies during the Family Hour and/or Viewing.

Parking/ Traffic Assistance

Parking assistance is generally provided by the funeral home. The church does not have any resources to assist in traffic control except for what local law enforcement offers.

Memorials

In some circumstances, the family might request a monetary contribution to the church or charitable organization in lieu of flowers. The church will not receive, manage or distribute designated funds **for an outside institution.**

Undesignated funds and funds designated for an established project at UMUMC will be received by the church. Funds designated for a project or ministry not previously established will be designated for such only with approval of the Pastor and Church Council.

Video Presentations

Videos may be used during the family hour/wake/repast. They must be submitted to the church office 24 hours prior to the funeral service for review. Videotaping and/or picture taking during the service is prohibited.

Decorations for Funeral/Memorial Service

Families may wish to display the deceased's mementos or photographs of the decedent and family members. The following guidelines would be applicable in these situations:

- Consultation with a Trustee is required prior to making any displays.
- Any displays or pictures must be appropriate to a worship setting.
- All decorations/displays must be removed within 3 hours of the conclusion of the service.
- No church property shall be removed from the church building.

Closure of the Casket

As Methodists, we believe in closing the casket symbolizing our confidence that the deceased is with the Lord. The Apostle Paul reminds us in **2 Corinthians 5:8** *"We are confident, I say, and willing rather to be absent from the body, and to be present with the Lord."*

A closed casket also helps the family to focus on the promises of Christ's grace, hope and resurrection. When closed, the flower blanket, flag or coverlet covers the casket.

Family Meal

The church will do everything reasonably possible to accommodate a member's request for a family meal/repast after a Funeral or Memorial service. *(When possible, schedule the meal/repast immediately after the funeral - before the interment.)* The color scheme in our Social Hall for a funeral meal/repast will be the standard black and white. The meal is prepared under the direction of the church's Food Service Ministry Team. Only **active members** of the church will be eligible for this ministry.

There is no fee charged for up to 150 people for **active members** of UMUMC for this ministry, nor is there any cost for preparation and serving; however, if preparation is for more than 150 people, added financial support will be necessary. In all cases, a suggested donation will be recommended to the family.

APPENDIX

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

____ Active Member ____ Non-Member

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 _____

Special Requests _____

WHAT TO DO WHEN YOUR LOVED ONE DIES.....

1. Contact other Family Members and Close Friends.
2. Contact the Pastor.
3. Notify employer of the deceased and your own employer. If children are in school, notify the school.
4. Choose a Funeral Home. Before going to the Funeral Home, it will save you considerable time if you have the following information available:
 - a. Full name of deceased (include nickname or other names person may have used). _____
 - b. Date of Birth _____
 - c. Place of Birth _____
 - d. Father's Name _____
 - e. Mother's Name _____
 - f. List of Relatives and relationship to the deceased

 - g. Insurance information
 - h. Burial Site information
 - i. DD214 Form (if Veteran)

5. List of church, professional organizations, clubs and other groups in which membership was held _____

6. If you wish, indicate memorial to be designated in obituary in memory of the deceased.

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

_____	_____
_____	_____
_____	_____
_____	_____

8. If a funeral service or memorial service is announced in the newspaper, take extra precaution for security at the home of the deceased during the indicated time of the service.

Notes:

Union Memorial United Methodist Church (UMUMC)

Funeral Service Instructions

Service Location: Union Memorial United Methodist Church
2500 Harlem Avenue
Baltimore, Maryland 21216

Date of Service: _____ **Time of Service:** _____

Minister: _____

Scripture(s): _____

Prayer(s): _____

Eulogy and/or Tribute: _____

(Person doing Eulogy MUST be named. *Open Tributes* are discouraged.)

Video Presentation/Slideshow/DVD/Movie _____

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

Interment (Cemetery) _____

Pallbearers:

_____	_____
_____	_____
_____	_____
_____	_____

Honorary Pallbearers: _____

Music provided by: _____

Family Meal: Yes _____ No _____ **How many expected?** _____

Union Memorial United Methodist Church (UMUMC)

Sample Order of Service

Gathering/Viewing

Closing of Casket

Greeting

Opening Hymn

Prayer

Scripture Reading(s)

Selection

Acknowledgements

Tributes

Selection

Words of Comfort

Selection

Reading of Obituary

Selection

Eulogy

Prayer

Benediction

Recessional

Union Memorial United Methodist Church (UMUMC)

Suggested Fees for Non-Members ~ Funerals

\$100.00	Pastor's Donation/Honorarium
\$850.00	Main Sanctuary & Social Hall & Full Kitchen
\$500.00	Main Sanctuary Only
\$450.00	Social Hall with Kitchen
\$200.00	Kitchen only
\$100.00	Love Chapel
\$100.00	Musician
\$ 75.00	Soloist
\$ 75.00	Custodian

Other arrangements or negotiated items and fees:

Donations are payable by cash or checks *made out to the person rendering services* on or prior to the day of the funeral. Normally, honorariums for the Pastor, Organist or Musicians are paid following the service.

FUNERAL

Policies and Practices

Funeral Services

Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not grieve as those who have no hope.

(1 Thessalonians 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 Home Going Service.

Although funeral services may be held in funeral homes, Union Memorial United Methodist Church (UMUMC) believes the best place for conducting a Funeral Service upon the death of a Church Member is in the Sanctuary of our church to which he or she belonged.

By having the service at our church, all who attend will be reminded of our hope and assurance of the resurrection of Jesus Christ. Therefore, all members of UMUMC are encouraged to use the church building for the funeral services and repast.

Our Sanctuary is also available for the services of a Christian whose membership is in another church.

There can be alternative methods for the conducting of funeral services. These could include a public service, a private graveside service or a memorial service (conducted at the church for those who are cremated).

The Pastor is available to go with the family to the funeral home to assist in making arrangements. Also, the Pastor will meet with the family to plan the Funeral Service.

The following document has been created to make your experience easier.