



13. Scatter Garden services are held in the sanctuary. The scattering of the ashes may be part of the service or may be a private time with the family. The details are to be planned by the minister and the family. A pall for the box or urn of ashes will be provided by the church. (See #1)

14. Memorial services where a coffin or box/urn of ashes is not present will follow the same guidelines as other funeral services.

15. A member of the church will be present before the service to serve as a liaison between the church and the funeral home, to answer questions, and to help with whatever needs to be done.

16. As a part of its ministry and upon request of the family, the Church will be willing to provide a reception following the memorial service. There are two menu options, either punch and cookies or finger foods along with the punch and cookies. The family may make other arrangements for an event at the church through friends or a caterer. These arrangements will be made in discussion with the minister as well as with the church office concerning the use of the facilities.

Rev. Oct. 12, 2014

## Peakland United Methodist Funeral Guidelines

To “comfort those who mourn” is a part of the ministry of our church. In providing that ministry, we want to insure the process is as smooth as possible. Therefore we have established these policies for clarity between the funeral home, the family and the church.

Please co-ordinate with the church prior to setting the time of service to insure availability of the sanctuary as well as the minister and any musicians.

Call the church office at 384-2791.

1. Peakland supplies a pall for the casket or a pall for the box/urn of ashes. The church strongly suggests its usage which enables the community of faith to avoid comparisons and make all decedents equal. However, upon special request to the minister, a spray of flowers or the American flag for military honors may be placed on the casket.

2. Open caskets are permitted for visitation in the narthex before the service. When moved into the sanctuary, the casket will be closed and covered with the pall.

3. Flowers that are sent to the funeral home or to the family will be placed in the narthex to honor the decedent. The family may choose one bouquet or arrangement to be placed on the shelf or a table behind the altar where flowers are placed on Sunday morning and up to two others in chancel area.

4. Guest books may be placed in the narthex and hallway. For the convenience of the guests, two stands or places to sign the books or pages are best. These stands are supplied by the church or the funeral home.

5. The family may choose to present video frames or other pictures in the narthex or the fellowship hall. This presentation will be arranged and handled by the funeral home and the family.

6. The family may display a photo or memento in the chancel area, subject to the approval of the minister.

7. The family will gather in the parlor or the library before the service, depending upon the size of the group. The funeral home should supply the church with the number of seats to be reserved for the family in the sanctuary.

8. The service is prepared by the minister and the family. Music is provided by the church organist. Any other forms of music must be approved by the minister and the music director. If outside musicians are used, the music director must approve the use of church instruments.

9. Usher(s) will be provided by the church upon request.

10. The Christ candle and the candles on the altar will be lit before the service. If the coffin is present in the sanctuary, the Christ candle will be moved before the service to the head of the casket and lit.

11. If requested, a recording of the service will be provided depending upon the availability of the equipment and an operator. Arrangements for this must be made with the Director of Music and Worship Arts.

12. Columbarium services are held in the sanctuary. The interment service outside at the Columbarium may be a part of the service or a private time for the family. The details of this are to be planned by the minister and the family. A pall for the box or urn of ashes will be provided by the church. (See #1)

Recommended

Lead Clergy	\$200
Assistant Clergy (if also officiating)	\$100
Organist	\$100
Director of Music & Worship Arts (if directing)	\$100
Custodian	\$50
Communications Coordinator (bulletin production)	\$50