







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 FUMC Enid 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 business administrator.

### **Fees**

If the deceased or a member of his/her immediate family (spouse, parents, children, siblings) is an **active member**\* of FUMC Enid, there is no fee for the use of the facilities. For all other individuals, additional fees will be assessed. Those who have been members of FUMC Enid but now are considered **inactive members** will pay the same fees as **non-members**. Fees are payable (by cash or check made payable to "First United Methodist Church Enid") on or prior to the day of the funeral. Normally, honorariums for the pastor, pianist, or musicians and sound techs are paid following the service or through the funeral director.

\***active member** (defined on page 5)

The following fees apply:

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

\*For the purposes of this policy, active members are defined as those members of First United Methodist Church Enid who regularly attend church services and contribute to the church, as they generally provide regular financial and personal support for the church. These privileges are also extended to the following:

1. Homebound members.
2. Faithful attendees of the church who attend regularly but who have not officially joined the church as an official member and...
3. Those who have served as former pastors of the church.

\*\*There is no fixed fee for the services of the FUMC Enid minister; however, it is customary to give an honorarium to the officiating minister. Checks should be made payable to the individual minister.

\*\*\*If the family has made arrangement with an available musician and/or soloist, typical honorariums for them range from \$75 - \$150 per person. Checks should be made payable to the individual musician(s) or soloist(s).

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

- Contact Other Family Members and Close Friends
- Contact Your Church
- Notify 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 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 church, professional organizations, clubs and other organizations in which membership was held\_\_\_\_\_
- \_\_\_\_\_

8. If you wish, indicate memorial to be designated in 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 precaution 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: First United Methodist Church Enid, 401 W Randolph, Enid, OK 73701 or \_\_\_\_\_

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