



# Funeral Policy and Guide

## **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 First United Methodist Church in Enid, Oklahoma.

All members of First United Methodist Church Enid are encouraged to use the church building for funeral services. The sanctuary is also offered for the funeral services of Christians whose membership is in another church.

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 FUMC Enid are to be arranged in consultation with the pastor based on availability and the preferences of the deceased's family.

Services can be arranged during the week Monday through Friday. Saturday and Sunday are reserved for worship and preparation.

## **Who Will Officiate?**

Pastoral ethics require the FUMC Enid pastor 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 FUMC Enid. Any requests for another pastor or lay person to officiate or assist in the service must be approved by FUMC Enid'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 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. Generally, the outline for the funeral and burial service will take on a traditional form. 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 FUMC Enid 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. FUMC Enid music staff will participate unless otherwise arranged between the pastor and family. Sacred or Christian music are appropriate. Taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have the FUMC Enid pastors 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.

## 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.

## Closed Casket

All caskets must be closed for the burial service, but may be open during the viewing (or preceding the viewing, for the family only), if desired. When closed, the flower blanket, flag or coverlet covers the casket. The casket remains closed throughout the service. The funeral director in concert with the pastor will have direction over such matters as timing, closed caskets, music, flowers, etc.

## Nursery

The church does not provide a nursery for funeral services. If needed, the family is responsible for securing and paying an attendant.

## Parking / Traffic Assistance

Parking assistance is generally provided by the funeral home.

## Family Meal

The church will do everything reasonably possible to accommodate a member's request for a family meal for up to 50 people before or after a funeral service. The meal is prepared under the direction of the church's funeral meal team. Only **active members**\* of the church and their immediate family (spouse, parents, children, siblings) will be eligible for this ministry.

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 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).

All checks should be given to the FUMC Enid 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 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