



THE FOUNDRY

FUNERAL/MEMORIAL SERVICE POLICIES AND GUIDE

The Foundry Methodist Church

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FUNERAL/MEMORIAL SERVICE POLICIES AND GUIDE

The death of a loved one is always a difficult experience. We grieve the loss of someone who has been close. However, in Christ we do not mourn alone or without hope. Instead, through the gathering of friends and family and through a Christian service of celebration of life, we experience a peace that just as Christ was raised, all who are in Christ have the assurance of eternal life in the presence of God.

It is our desire and privilege to minister to families in their time of need. This policy is provided to assist families in planning a Christian funeral or memorial service. Our desire is that the time of grief might also be a time when the peace of Christ brings healing and hope.

Although funeral services may be held in many places including a funeral home, we believe the best place for conducting a funeral service upon the death of a Christian is in the sanctuary of the church to which he or she belonged.

Funeral Service or Memorial Service?

What is the difference, and which one is right for your family?

Funeral Service

- The body of the deceased will be present at the Funeral Service.
- At the discretion of the family, a funeral may have either an open or closed casket prior to the service. The casket will be closed before the service begins.
- The Funeral will usually occur within a week of the individuals' death.
- Funeral Services tend to be more expensive since they involve the purchase and display of a casket, transportation of the body to the church and burial ground, as well as embalming (the dressing and preparing of the body for viewing).
- A Funeral Service involves a Funeral Director and a Funeral Home, which can be a source of comfort to the family as they are very experienced in the grieving process and handle the supplies and logistics of the funeral.

Memorial Service

- A Memorial Service also pays tribute to the life of the deceased; however, the body of the person that has died is not present. Since there is no body present, it allows the Memorial Service to be held at a variety of locations. The Memorial Service can occur days, weeks, even months after the person died.
- Memorial Services are becoming increasingly popular as people are looking for more unique and personal ways to celebrate the life of their loved ones.
- Memorial Services are more economical as they do not involve embalming, caskets, urns, or transportation.
- A Funeral Home can still handle either the cremation or burial of the body and can participate in any part of the Memorial Service deemed appropriate by the family.

Date and Time of Funerals/Memorials

Dates and times for funerals/memorials at The Foundry Methodist Church are to be arranged in consultation with the administrator based on facility/sanctuary availability and the preferences of the

deceased's family. Every attempt is made to schedule funerals/memorials M-Th, 9 am- 5pm, to minimize expense and provide maximum staff support for the family.

The Lead Pastor must approve all funeral arrangements at The Foundry Methodist Church. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the Lead Pastor. If you are working with a Funeral Home, please be sure the arrangements for the time and date of the service are confirmed with the church first.

Who Will Officiate?

All funeral services held at The Foundry Methodist Church must be approved by the Lead Pastor. Any request for a pastor to officiate or assist in the service must be approved by the Lead Pastor.

Structure of the Funeral/Memorial Service

A funeral/memorial service held at the church or officiated by a pastor of 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 interment services will take on the traditional form of The Foundry Methodist Church. The family may suggest other items to be included in the service with the approval of the pastor.

Funerals for All

Conducting funerals for people who have no connection with the church is normal and a way we extend the hope of Christ to our community. However, the decision to hold a funeral of a person who has no connection with The Foundry Methodist Church is left to the discretion of the Lead Pastor.

Funeral/Memorial Music

All musical arrangements (pianist, organist, soloist) must be confirmed on availability of date and time of the service. As with a wedding, a funeral/memorial is a service of Christian worship, and all elements must be consistent with the worship practices of Foundry. Taped instrumental and accompaniment music, soloists and solos, anthems and guest musicians must have the approval of the Lead Pastor.

Video Presentation

If a video is to be used during the service, it must be submitted to the AV team at least two (2) days prior to the funeral/memorial service for review. If AV team member services are needed, they will need to be compensated for their time.

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.
(a 6-ft table with black tablecloth will be provided.)
- All items must be removed within one (1) hour of the conclusion of the service.

- No furniture shall be removed from the church Sanctuary.
- No nails, tacks, staples, or screws shall be attached to the pews.

Flowers

Fresh cut flowers, silk flowers and planters may be used in the Sanctuary and Foyer for the service.

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.

Fees

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is a member or regular attendee of The Foundry Methodist Church, there is no facility use fee during regular church hours (Monday-Thursday). Please note other applicable fees below:

	Active Member/Attendee Monday-Thursday Services	Non-Member/Attendee (or) Friday-Sunday Services
Use of Sanctuary	Free	\$800
Pastor	Honorarium**	\$350
Musician/Organist/Soloist	Honorarium***	\$250 per person
A/V Sound	Honorarium****	\$250
Maintenance Cleaning	\$100	\$200

*Active Member/Regular Attendee: For the purposes of this policy, active members/regular attendees are defined as those members of The Foundry Methodist Church who regularly attend church services and contribute to the church as they generally provide regular financial support for the church. This designation is also extended to the following:

- Homebound members
- Those who have served as former pastors of The Foundry Methodist Church.

**There is no fixed fee for the service of the pastor; however, it is customary to give an honorarium to the officiating pastor. Typically, the honorarium is \$250-\$300. Checks should be made payable to the individual pastor.

***If the family has made arrangements with an available musician and/or soloist, typically the honorariums for them range from \$200-\$250 per person. Checks should be made payable to the individual musician(s) or soloist(s).

****A typical honorarium for the AV Sound person is \$200-\$250. Checks should be made payable to the individual.

WHAT TO DO WHEN YOUR LOVED ONE DIES

- Contact other family members and close friends.
- Contact your small group leader and the church office.
- Notify the 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. For a funeral, compile a list of individuals who might be available to serve as pallbearers
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INFORMATION NEEDED TO PLAN THE SERVICE

Please complete the form found at this link: <https://www.foundrychurch.org/caring>.

WHERE TO FIND HELP TO DEAL WITH YOUR GRIEF

Foundry has a network of recommended professional Christian Counselors as well as an active Grief Share Ministry where you can find support, encouragement, and practical resources to help you journey through a season of grief. These can be especially helpful for people in the months ahead after the loss of a loved one.

If you are interested, please contact the Lead Pastor's assistant, Paige Williams. She can be reached through the church office at 713.937.9388 or paige.williams@foundrychurch.org.