



Funeral Manual & Policy

Revised 2019

First Presbyterian Church
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STAFF

Pastor: Jay Kim

Funeral Coordinator: Sherri Fry

Meaning of a Funeral at FPCA

A Funeral is the time for celebrating Christ's resurrection

Death is the time of remembering God's existence, and His unconditional love and grace.

So, the funeral is an opportunity to experience the Spirit of God and minister to the family and friends.

Hope and resurrection is acknowledged and expressed during the funeral ceremony.

Preparation

All the preparations should be filled with grace during this planning time.

The Pastor and the Funeral Coordinator work closely together and share all necessary information on the funeral and the family.

The Pastor meets the family and informs them of the funeral Service and its procedure.

The Funeral Coordinator meets the family, and discusses and explains the ceremonial preparations.

The Coordinator should contact the funeral committee and inform them of all required preparations.

Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the Pastor and the Funeral Coordinator.

Funeral Acceptance

FPCA member(s) can receive the funeral ceremony at the church.

Non-practicing FPCA member(s) is limited to the funeral. The decision is determined by the session's approval and the Pastor's agreement according to the non-members' relation to the church and their faith status.

Date and Time of Funerals

Dates and times for funerals are to be arranged in consultation with the Pastor based on availability and the preferences of the deceased's family. The Pastor must approve all funeral arrangements.

Fees

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is/was an active member of FPCA, 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 FPCA but now are considered inactive members will pay the same fees as non-members. Expenses : \$100.00 to the Pastor - \$75.00 to the Soloist – \$75.00 to the Organist, \$25.00 to Video person (**if using a funeral home that Director will cover this with you**)

Structure of the Funeral Service

A funeral service held at 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.

The family may suggest other items to be included in the service, with the approval of the pastor.

The Pastor of the church will conduct all funeral services held at FPCA unless the pastor consents any alternatives (inviting another pastor or lay person to officiate or share).

The casket should be closed during the service.

The time of the service is limited to 45 minutes at the longest.

Viewing Casket

Casket may be opened during the viewing, if desired. However, it should be closed during the service. Once it is closed, reopening is not allowed. - Hope and resurrection need to be focused during the time of the service.

Video

The funeral service is recorded digitally and can be on DVD format for the family.

Music

Only music appropriate to a worship service shall be used. FPCA does not have paid staff musicians. **All musical arrangements (pianist, soloist, etc.) must be arranged for and taken care of by the family or the funeral home.** (In some instances the Coordinator will suggest organists or soloists)

Nursery

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

Funeral Dinner

FPCA can offer funeral dinners. Since this is a volunteer activity we suggest that the family count all that will be attending and give that number to the Funeral Coordinator. If the family would like to make a donation to the church please make your check to First Presbyterian Church. The **maximum** amount of people that can be served by our Funeral dinner team is **100** due to the capacity of the fellowship hall.

The Presbyterian Church would be glad to serve coffee and cookies in the Parlor immediately following the funeral **in lieu of a family meal.**