

Funeral and Memorial Services Policy

The purpose of the funeral and memorial services policy is to create an easy to understand, logical, smoothly flowing process in the midst of grief and loss. The loss of a loved one is never easy. Therefore, the process of bearing witness to the resurrection and celebrating the life of a loved one should be as easy and smooth as possible.

1. Contact the pastor. There is no service until the pastor confirms that there is a service. The pastor may be contacted via the church phone at 308-324-5507.
 - a. This coincides with our previous brochure from 2020 in which it says the following: “The first, **and most important step**, is to visit with the Pastor to arrange a date and time for the funeral or memorial service”.
 - b. This also coincides with the Presbyterian Book of Order *W-4.0703*: “The service is under the direction of the minister of the Word and Sacrament of the congregation in which it is held. Others may be invited to share in leadership at the discretion of the minister of the Word and Sacrament.”
 - c. In the event that the pastor is out of town for personal reasons or for continuing education, the loss of a loved one constitutes a **pastoral emergency**. In a pastoral emergency the pastor may be reached via cell phone: 757-777-5808.
2. The pastor and the funeral home will work collaboratively with the family to determine date and time for the service, burial, and funeral dinner, if the family so desires.
 - a. The pastor is happy to provide additional grief counseling should the family desire it.
 - b. The pastor will work with the family to create an order of worship that bears appropriate witness to the resurrection and honors both the deceased and the family's wishes for the service.
 - c. Music for the service may be live musicians or pre-recorded. The pastor has final approval as to the appropriateness of the music used in the service.
 - d. The service itself will always be recorded to the church's YouTube channel. It is at the family's discretion whether or not that recording is a) live streamed or b) made public after the fact for loved ones to view at a later time.
 - e. The pastor will reach out to the co-chairs of the appropriate service committee to inform them of the date and time of the funeral and the family's desire for a funeral dinner, should the family desire it.

3. The First Presbyterian Church is happy to offer a dinner following the funeral service if the family so desires.
 - a. The service committee(s) is pleased to offer the following menu items:
 - i. Sloppy joes
 - ii. Pulled pork sandwiches
 - iii. A variety of soups, depending on the season
 - iv. BBQ chicken sliders
 - v. Funeral dinners **always include** a chip and a variety of salads and desserts, as well as coffee, iced tea, and water
 - vi. If the family desires to provide their own meat, that can be arranged with the service committee co-chairs
 - b. A donation to the Presbyterian Women of \$5 per plate for the dinner is kindly suggested.
 - i. In addition, according to the church's Building Use Policy (approved by Session 05/28/2019), a remittance to the First Presbyterian Church of \$100 each for use of the Fellowship Hall and Kitchen is kindly suggested.
4. The First Presbyterian Church humbly and graciously accepts memorials donated to the church in memory of your loved one.
 - a. Memorials may be specifically designated by the family for a particular project or cause. Knowledge of existing projects and causes, that your loved ones' memorials may supplement, may be requested from the pastor.
 - b. Memorials may be undesignated and their use left to the discretion of the church.
 - c. A list of donors' names shall be sent to the family in whose name the gifts were given by the Endowment and Gifts Committee. Acknowledgment of appreciation to individual donors is the responsibility of the family.

5.