

FUNERAL POLICY

*Fayette Presbyterian Church
791 Forrest Avenue
Fayetteville, Georgia 30214*

Updated May 11, 2010

FAYETTE PRESBYTERIAN CHURCH
791 Forrest Avenue (Hwy. 92 North)
Fayetteville, GA 30214
770-461-7147

The pastor, elders and members of Fayette Presbyterian Church are committed to extending sympathy, Christian love and service to church families and others at the death of a loved one.

Talking about death and dying is not easy. We are comforted that our faith is based on Jesus' own death and resurrection and that he has shown us that God's love for us extends beyond death to eternal life.

Church members are encouraged to talk with the pastor about their wishes for their own funeral, such as, favorite hymns or scripture. Individuals are also encouraged to have conversations with family members as well as other professionals, such as doctors, lawyers, financial planners and a funeral home director. There is always comfort to those left behind knowing the wishes of their loved one.

What follows gives a sense of the procedures that commonly occur in the church's effort to accommodate a family's wishes for a funeral or memorial service.

FUNERAL GUIDELINES

- (1) Please contact the Fayette Presbyterian Church office manager as soon as possible to schedule the service. The Funeral Director from the Funeral Home will talk to the family about newspaper announcements, burial arrangements, transportation and most details. It is not unusual for the Funeral Home to contact the church to provide this information.
- (2) You may contact the minister at the church to conduct the funeral or you may ask the church office to contact the pastor. The minister of Fayette Presbyterian Church shall be the officiating minister when the service is held at the church and/or is for a member of the congregation. Others may be invited to participate as leaders in the service at the discretion of the pastor. Honorariums are to be paid directly to the individual.
- (3) If the services of the organist and/or pianist are needed for a service in the church sanctuary, the church secretary will contact the church musicians. If the Church Organist or Pianist is unavailable, the family will need to secure an approved musician from a list provided by the church Organist when the service is in the church sanctuary. If the service is to be held in the Funeral Home Chapel, the Funeral Home will indicate whether or not they can provide an organist. Honorariums are to be paid directly to the individual.
- (4) If the services of a soloist or special musician are desired, or if you have your own soloist or musician, please notify the church. Because soloists/musicians may have employment responsibilities, it may not be possible for them to be present. If rehearsal time is needed by the musician and soloist, this needs to occur no later than 30 minutes prior to the start at the service.
- (5) A sound technician must be used when the service is in the church sanctuary. Please notify the church as soon as possible so that a technician may be obtained. (The fee for a sound system operator is \$50.00 and may be paid directly to Fayette Presbyterian Church.)
- (6) A member of the worship committee will be present before and during the service to help with the preparations for the service.

MEALS OR REFRESHMENTS - Served before or after funeral services

The Church Fellowship Hall and Kitchen is available to church members and their immediate families unless an event is already scheduled and accommodation is not possible. Use is coordinated through the PW Nurture Committee by the church office.

No full cooking is to be done. Stoves and warming tables may be used to keep food warm and to reheat. All food is to be removed from the premises, garbage placed in the containers at the rear of the Fellowship Hall and the Kitchen left clean. The kitchen floor must be swept clean. Leave the counters clean, sinks cleaned out, the cabinet fronts and handles clean.

The Church China, Silver and Table Clothes may be used by church members. All dishes and silverware are to be counted so that none are lost. Cleaning of the table clothes is to be done in a timely fashion and the cloths returned to the church on hangers.

It is understood that the church cannot be responsible for valuables left unattended in the kitchen, Fellowship Hall or other areas of the church.

The church cannot be held responsible for any injury incurred while on the premises and/or using the church equipment.

A janitorial fee of \$50.00 is required to be paid to Fayette Presbyterian for additional cleaning services for the Fellowship Hall if no coordination is done through the PW Nurture Committee.

PLACEMENT OF FLORAL ARRANGEMENTS

The Chancel furniture shall not be moved.

Floral arrangements shall not be placed on the Communion Table. An arrangement may be placed on the floor at the base of the Communion Table.

Arrangements may be placed on the two flower stands on the Chancel. Any arrangements placed in the Choir Loft area must have heavy waterproof material under them to prevent water damage/scratching to the wood floor. Heavy waterproof material must be put under all fresh flower arrangements or live plants – to protect furniture and carpets.

The church's decorations are not to be removed from their present locations. This includes all floral decorations, silk greenery, furniture, flags, accessories and musical instruments. Church Seasonal decorations, such as Christmas and Easter, in place in the Sanctuary, are not to be removed for funerals.

PARTICIPATION BY OTHER ORGANIZATIONS DURING SERVICE

The funeral service is a service of Christian worship. Representatives of organizations that the deceased may have been a part of (e.g. Military, Shriners, other civic organizations, etc) may serve as pallbearers, but any ceremonial/ritualistic actions must be done at another time and place, perhaps at the committal service at the cemetery.

Fayette Presbyterian Church Office (place on Pastor's desk at end of day)

Coordination for Death of _____ on _____
mm/dd/yy

___ Member of Fayette Presbyterian Church

___ Not a member/friend because _____

Spouse / Family _____

Contact person/tele # _____

Initial office contact to: ___ Minister ___ Clerk ___ PW Nurture Committee

Full Information about Arrangements:

Funeral Home in charge _____

Receiving at _____ day/time _____

Funeral / Memorial Service at _____ day/time _____

Organist/Pianist _____ Soloist _____ Sound Tech _____

Other Minister(s) _____

Family request regarding flowers or memorials? _____

Address for memorials _____

Burial at _____ day/time _____

Food: ___ at church ___ in home of _____

Coordination with PW Nurture and _____

Contact person for group: SS class / etc.

After full information about arrangements known, call/contact:

___ Clerk – who will call Session chain? _____

___ Daytime Prayer Chain

___ Evening Prayer Chain

___ PW Moderator or _____ in PW

___ Contact person _____ in SS Class/ESP/Choir/Small Group/etc.