

# *Memorial / Funeral Guidelines*

First Presbyterian Church, Glendale



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## **Introduction**

The loss of a loved one is a stressful and emotional time. The First Presbyterian Church of Glendale wants to help those who grieve as well as those who want to plan for their own services. The Session of the church hopes that these guidelines will be helpful.

## **Advanced Planning**

It is difficult when grieving to plan or know what is desirable. The issues to consider may include burial, cremation, or donation. There may be special scripture readings or music for the service. Family may want to participate in a reading or sharing of a memory. The service may be held in a funeral home or in the sanctuary. Most of these decisions may be discussed in advance. The Minister is prepared to discuss all of these concerns with you. We encourage all members to meet with the Minister to consider the arrangements they desire.

## **The Memorial/Funeral Service**

We encourage use of the sanctuary for memorial and funeral services. A memorial service usually describes a service at which the body is not present and which is held at a convenient time for the friends and relatives of the deceased. A funeral service is held shortly after death, with the body present. Most funeral directors are willing to cooperate in this decision. It is within the church that we most easily recognize and witness the power of the resurrection of Jesus Christ and celebrate life.

## **Ministerial Leadership**

*“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 participate as leaders in the service at the discretion of the minister of the Word and Sacrament.”*

(Book of Order W-4.0703)

## **Ushers**

In order to maintain the Presbyterian tradition of simplicity and order, the church will appoint ushers to act on its behalf. These men and women will distribute bulletins as guests arrive, and will assist with seating and directions as is necessary.

## **Arrangement for Use of the Church**

The Altar Guild members have experience and expertise in all services held within the church. Their knowledge of floral arrangements, special requirements, and decorative consultation have proven invaluable. Therefore, arrangements must be discussed with the Minister and the Altar Guild representative. The Minister will facilitate a meeting for discussion.

## **Added Use of Facilities**

The Church House is available for members and their immediate family for a reception following services. The family is responsible for providing the reception and making arrangements. We suggest a professional caterer. If a professional caterer is not employed, then the family will be responsible for clean-up and any damage that may be incurred. The church cannot provide a reception.

## **Music for the Service**

Some may wish to have special music for a service. All music should be approved by the Music Director or Minister to maintain the integrity of a Christian service. A soloist, either vocal or instrumental, will need to make arrangements with the church Organist who will provide accompaniment. Because of time restraints, usually the choir will not be available.

## **Fees**

For members and their immediate families, there is no fee for the use of the church. The cost of the Organist services is \$150.00.

The non-members fee is \$500.00, plus the Organist fee of \$150.00.

These fees should be paid to each participant on the day of the service. An usher or the Altar Guild representative can assist with distribution.

## **Memorial Gifts**

## **Wills and Bequests**

## **After Care**

Negotiating the sense of loss which accompanies the death of a loved one is different for each person. The Deacons provide four booklets over the course of the first year following the death of a spouse or immediate relative of a church member. The booklets address the feelings that are a part of the grief process.

## **Outline of Funeral Service**

Prelude

Welcome

Scriptural Sentences

Prayer

(Special Reading/Poem/Solo)

Hymn

Scripture Reading

Sermon

(Eulogy/Remembrances)

Prayer of Commendation

(The Lord's Prayer or Psalm 23)

Hymn

Benediction

Postlude

*\* ( ) parentheses denotes optional component of service. The service may also be modified by the family in consultation with the Minister.*

*\*\*Free street parking is available around the church. Free public parking is available 3-4 blocks from the church.*

revised 6/15/2017

revised 5/12/2021