

# Planning for a Funeral or Memorial Service

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**Christ United Methodist Church**  
*Creating committed Christ-followers for the transformation of the world.*

## HANDBOOK FOR FUNERAL OR MEMORIAL SERVICES

### Getting Started

If you have lost a loved one or are anticipating such a loss, please call our Director of Operations at 507-289-4019 to begin making arrangements for the service.

On the weekend you may call the church at 507-289-4019 and leave a message. If you need pastoral care on the weekend or after hours we always have a pastor on call. Their phone number will be on the answering machine.

For your information, a funeral refers to a service where there is a casket and a memorial refers to a service without one.

### Funeral/Memorial Plans

We recommend that members consider using one of our Funeral/Memorial Plans to write down important contact information and wishes for music, scripture, family history, etc. These documents are available in the church office or on our website. We keep the written document on file in the office for use as needed.

### Honoraria

Honoraria are to be paid the day of the service. When a funeral home is used, they will take care of this.

Pastor.....\$250.00 suggested

Organist/Pianist.....\$175.00 fee

Soloist.....\$125.00 fee

Tech Support (if using)..... \$100.00 video fee  
\$100.00 sound fee

Funeral Coordinator  
(if no Funeral Home used).....\$250

Food Service Staff by CUMC.....\$150.00 suggested  
Food/Beverage.....cost to be billed

Custodian.....(only if after hours) \$30.00 an hour

For those with more limited financial resources, we will make every effort to accommodate your situation. Please speak to the pastor about how we may assist you.

### **Bulletins (optional)**

The pastor and communications coordinator will work with the family to produce a bulletin for the funeral. The bulletin will be printed at the church.

### **Memorials**

If the family desires to have memorials given to Christ UMC, they may designate them for a particular ministry or leave them undesignated. The Memorials Committee will write a thank you to each person who gives a memorial. The family will receive a list of who has given memorials to the church. The Committee meets regularly to decide on the use of undesignated memorials.

### **When a Funeral Home Is Not Used**

The family will need to meet with the Christ UMC Funeral Coordinator to discuss ushers, a guestbook and attendant, setting up flowers, pictures and other details. The funeral coordinator is present during your visitation and service. The fee for this service is \$250.

We also recommend that members consider making a living will or health care directive making their wishes known to their doctor and to their family what medical care they would like to receive or not receive should they not be able to tell them their wishes. If you wish to meet with a pastor to talk about a living will please call the office.

### **Worship Services**

We feel that the church sanctuary or chapel is the best place for conducting a service of worship for church members, participants and guests. In this setting we are reminded of our hope in Jesus Christ and the promise of eternal life.

We recognize that sometimes people will choose to have a service at the funeral home or gravesite. We prefer that these decisions be made in consultation with the pastor.

### **Dates and Times of Services**

Dates and times of services are arranged in consultation with the presiding pastor. We make every effort to accommodate the family, though sometimes the church has another previously scheduled event.

### **Who Will Officiate?**

Normally services are conducted by one of Christ UMC's appointed pastors. United Methodist policies strongly discourage former pastors from officiating at a funeral or memorial service.

### **Structure of the Service**

The Service of Death and Resurrection is found in The United Methodist Hymnal on pages 870 and following. It consists of prayers, scriptures, music, a message and a sharing of memories. Family members or friends are welcomed to participate in the service. Tributes should be limited to three to five minutes and no more than two speakers.

### **Services for Non-Members**

Conducting funerals for non-members is an important part of our ministry. At Christ UMC we strive to create a place where all belong and all are welcome.

### **Service Music**

Normally the organist at Christ UMC will play for services at church or at the funeral home. If he is unavailable, he will find a replacement. In cases where an outside organist or pianist is desired, we ask that you get permission from the Director of Music.

Music that is requested needs to be appropriate for a service of worship. The pastor will consult with the family regarding special requests. The use of taped or pre-recorded music is not encouraged, but we will work with the family to accommodate requests.

If you would like a soloist, the officiating pastor will give you the request to the music director.

### **Use of Pall**

Our church has a pall that may be used to place over the casket during the service. It was hand stitched by a member of our congregation. Please let the pastor know if you would like to use it.

### **Reception**

A gathering time after the service is important for connecting with family and friends. Christ UMC has a Funeral luncheon team that makes this happen. They will contact the family to make arrangements for the reception. All food is catered. The family is responsible for the food costs which will be presented at the time of the reception.