

FUNERALS AT LAUREL HEIGHTS UNITED METHODIST CHURCH

I. Members of Laurel Heights United Methodist Church

The Laurel Heights UMC pastor provides an order of worship and other helpful guidelines in “*The Service of Death and Resurrection*”, for funerals and memorial services. The service should be held in the church if at all possible and at a time when members of the congregation may be present. The Laurel Heights UMC pastor is responsible for the service. Any other visiting pastor comes at the invitation of the pastor of Laurel Heights United Methodist Church.

Services may be held in the Sanctuary or Scott Chapel. The Laurel Heights UMC funeral stewards prepare for the service by preparing the space. The paraments will be changed to white, symbolizing both death and resurrection. The Paschal candle is properly placed at the head of the casket or near the baptismal font. The candle symbolizes Christ leading the baptized through the exodus of death. All candles will be lit before the service begins.

The LHUMC funeral stewards also provide a pall for the service when requested by the family. A funeral pall is available for a casket or a smaller one is available for an urn. The pall, a cloth parament embellished with a cross, is used to cover the casket or urn during the service. Covering the casket or urn, is an act whose meaning is declared during the service with the following words : ”As in baptism (name) put on Christ, so in Christ may (name) be clothed in glory.” It is a witness that everyone is equal before the table of the Lord. Inurnment in the Laurel Heights Columbarium is available for those members who have purchased niches.

On the day of the Service, the family is requested to gather in the parlor 30 minutes prior to the service. The Pastor will meet with the family and lead them in a procession to the Sanctuary or Chapel.

During the worship service photography is inappropriate. Also inappropriate is the ringing of a cell phone or the use of text messaging.

A reception is available for the family by prior arrangement with the Care and Concern Committee of Laurel Heights. The hostesses provide refreshments after the service in the Fellowship Hall or in the home as requested.

The only fees required from members are the following:

Organist: *	\$150
Soloist:	\$150 (if provided by LHUMC)

II. Non-members of Laurel Heights United Methodist Church

The procedures for the service of worship for a funeral or memorial service for a Non-Member are the same as shown above. (See I.)

The Pastor of Laurel Heights UMC must be involved in the planning and conducting of worship in the church. A Designated Clergy or a Visiting Pastor may serve at the invitation of the Pastor of LHUMC.

The LHUMC Pastor's honorarium is \$200.00, or more if additional clergy are requested.

Building Use Fees are listed below:

Description	First Hour	Each Hour Thereafter
Sanctuary Up to 375 people	\$475.00	+ \$75.00
Scott Chapel Up to 85 people	\$200.00	+ \$40.00
Fellowship Hall church providing reception	\$300.00	+ \$25.00
Custodial Service	\$50.00	+ \$18.00
Organist*	\$150.00	
Soloist	\$150.00 (if provided by Laurel Heights)	

The Pastor of LHUMC has the discretion to waive or reduce the Building Use fees.

** In keeping with Rule 4 of the Code of Ethics of the American Guild of Organists, guest organists, if desired, should be approved by the LHUMC incumbent organist. In such case, a bench fee of \$150.00 is payable to the incumbent, who may waive this fee.*

Policy recommended by Property Committee - March 2010

Policy approved by Trustees - May 2010

Policy approved by Board of Stewards - May 2010