

Trinity Presbyterian Church Funeral Policy

INTRODUCTION

Grace and peace to you in the name of our Lord Jesus Christ. Whether you are looking ahead toward a distant funeral or have recently lost a loved one and are looking for sources, we hope that this Funeral Policy will be comforting and informative.

Our priorities when assisting you with the funeral process are the glory of God and the dignity of the deceased and their loved ones. Saying goodbye to loved ones is rarely easy, and it is our conviction that a caring, worshipful funeral is the church's offering of love.

We believe that a funeral is first and foremost a worship service in witness to the resurrection. The minister will work with you to ensure that the worship service glorifies God and speaks to the unique Christian witness of your loved one. Music, readings, and speakers should all uphold this spirit of worship.

Upon the death of a loved one, the minister should be notified as soon as possible. Our minister also desires to know of those who need comfort and counsel as they face death, before it actually occurs. By being involved early in situations of death or impending death, the minister can help with the necessary decisions regarding service arrangements, as well as caring for the spiritual needs of those involved.

Trinity Presbyterian Church
1400 West Sheley Road
Independence, Missouri 64052
816-252-5893
www.trinityofindependence.org

Rev. Elizabeth Meador Strobel	trinitypresbypastor@gmail.com
Jack Palmer, Organist/Pianist	palmer9141@sbcglobal.net
Barbara Ploeger, Secretary	trinitypresby@att.net

PLANNING A FUNERAL

A good funeral home will be able to guide you through most of the funeral planning process, and Trinity's minister will guide you through the planning of the actual service(s). Here is our guide for what first steps to take and what to expect.

1. At the time of death, please call your minister as soon as possible, even if you do not wish to receive a pastoral visit. Trinity's minister is ready at all times to visit and accompany member families during loss, no matter the time of day or season. If the minister is out of town, one of Trinity's Elders will be available to you.
2. Determine funeral home to contact and make a call.
3. Decide the day and time of the funeral/memorial service.
 - a. When can all family and friends arrive?
 - b. Is the funeral home and or/ church calendar(s) open for that time?
 - c. Is the minister available at that time?
 - d. Set time and date with funeral home and officiating pastor.
4. Where will the service be held?
 - a. Sanctuary at church
 - b. Graveside (take into consideration weather conditions)
 - c. Funeral home chapel
5. What kind of service?
 - a. Funeral = body of deceased is present.
 - b. Memorial Service = no body present, and sometimes several weeks after death.
 - c. You will need to choose if your loved one is to be embalmed, cremated, or both.
6. Funeral Home:
 - a. Call to set up time for family to meet with director.
 - b. Take obituary materials – director will lead family through details, compile, type, and deliver to newspaper. Be aware that many funeral homes will publish lengthy obituaries on their website free of charge; obituaries published in newspapers are often quite expensive.
 - c. Think about pall bearers – take a list if possible
7. Time to talk with family and minister about the service:
 - a. Service is witness to the resurrection of Jesus Christ and worship directed to God.
 - b. Make use of the Service Worksheet at the back of this packet to help choose hymns, Scripture, and other service pieces.
 - c. Should family members wish to speak at the funeral, be sure that everyone is organized and practiced before the service; this will make the family and those gathered far more comfortable.
 - d. You will need to meet with the minister at least once before the day of the funeral to plan the service.
8. Stewardship
 - a. Funerals can be very expensive. We recommend discussing budget, formality, etc. with the family before options are presented whenever possible
 - b. Funeral homes and the minister will be happy to discuss and work with you on your financial needs.

REQUIRED PROCEDURES

The Service

- The family must **meet with the minister** at least once in the days prior to the funeral in order to plan and discuss the service.
- There is a **Service Worksheet** at the end of this packet that will help you think ahead about planning your funeral service. We highly recommend that you fill it out before meeting with the pastor to plan your service.
- **Under no circumstances** should the minister be contacted about a death after the funeral has been scheduled and/or published in an obituary. You must contact the minister before finalizing funeral times to ensure that she is available.
- We understand that funerals are not conveniently planned, and we are very willing to accommodate the timing of your funeral as much as possible. At times, the church may have a very full calendar, including other funerals. As such, please communicate with us about your needs as far ahead of time as possible.
- Funerals **shall not be scheduled that conflict with regular or special church services**. All seasonal decor and liturgical symbols in the church shall remain in place. There will be no exceptions to this.
- The Independence area is blessed with a number of professional, compassionate funeral homes. While the minister welcomes collaboration with funeral directors, the decision of the minister in reference to the conduct of the funeral held at Trinity will be final.
- The participation of organizational leaders such as Masons, the military, Boy Scouts, etc., should be made known to the pastor before the day of the funeral so that they may be scheduled appropriately. All participants in the service are subject to the minister's approval.
- Trinity volunteers or staff will be available to open the building up to two hours prior to the scheduled time of the ceremony and/or visitation.
- All funerals at Trinity will be **closed casket**, in keeping with the *Book of Order*.
- Trinity Presbyterian Church will provide **funeral bulletins** upon request. So that the bulletins may be of the quality your loved one deserves, we request that all bulletin information be submitted at least 48 hours prior to the funeral.

Music

- A funeral is, first and foremost, a Christian worship service. With this in mind, the church's request is that music be in good taste to create a worshipful atmosphere for the ceremony.
- It is customary to use our church organist to play the organ. If the family wishes to invite a guest organist/pianist or other musicians to play, this may be done at no charge for the equipment. The family and the organist, if playing, may decide on the music to be used in consultation with the minister. Our sound system may also be used to play prerecorded music. **However, the Minister will have final approval of all music.**
- If desired, you may select a vocalist for your ceremony. If you need assistance with a selection, the Pastor or Organist may be contacted for a list of musicians.

Flowers & Candles

- Select the florist of your choice and confer with them about decorating the church. Please advise your florist that no decorations may be fastened to pews, chairs, or walls that could cause defacing. Flowers may be fresh or silk in the colors of your choice.
- The church has standing candelabras which you may use. Please use dripless candles. Most florists can provide dripless candles along with additional candelabras. Protective covering for the floor must be provided if additional candles/candelabra are used.
- If you wish, you may donate flowers after the service to Trinity for use in worship or to be distributed to homebound members; in either case, please provide us with the name and correct spelling so that we may thank you in our bulletin.

Miscellaneous Information

- Both your funeral home and church are here to help. There are no wrong questions.
- Trinity is pleased to offer a **Funeral Dinner for up to 40 people** in our Fellowship Hall following **member funerals**. Trinity must receive 48 hours notice of your desire for a funeral dinner in order to accommodate your family and loved ones.
- **No smoking or drinking alcoholic beverages is allowed on Trinity's campus.**
- If you choose to request monetary gifts in memory of your loved one, Trinity is honored to accept memorial gifts in either cash or check. **Memorial Gifts may not be designated for a specific purpose, and under no circumstances can Trinity collect or hold memorial gifts for other persons or organizations.**

SCHEDULE OF FEES FOR FUNERALS

MEMBERS

When the deceased is an active member on the rolls of Trinity Presbyterian Church, or the spouse, parent, or child of a member, the fees are as follows:

Facility Use Fee	\$ 0
Cleaning Crew	\$0
Minister's Optional Honorarium	\$100-250
Organist	\$75-150
Soloist	\$75-150
Funeral Dinner	\$ 0

NON-MEMBERS

When the deceased is not an active member of Trinity Presbyterian Church, the fees are as follows:

Facility Use Fee	\$100
Cleaning Crew	\$75
Minister	\$150-300
Organist	\$100-200
Soloist	\$100-200

FUNERAL SERVICE WORKSHEET

For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord. Romans 8:38-39

Full Name: _____

Date and Place of Birth: _____

Date and Place of Death: _____

Type(s) of Service: Funeral Memorial Graveside Visitation

Location of Service: Trinity Funeral Home Other: _____

Scripture (1-3 Selections)

1. _____
2. _____
3. _____

Hymns (1-3 Selections)

1. _____
2. _____
3. _____

Special Music: _____

Ordinarily, a Funeral Service consists of Scripture, Music, Prayer, and a Brief Homily. You may also choose to include:

- | | |
|--|--|
| <input type="checkbox"/> Prayer of Confession and Pardon | <input type="checkbox"/> The Lord's Prayer |
| <input type="checkbox"/> Affirmation of Faith | <input type="checkbox"/> The Lord's Supper |

Fraternal, civic, or military rites requested: _____

The funeral or memorial service at the church should be considered complete in itself, and any additional fraternal, civic, or military rites should be conducted separately (Book of Order W-4.10005), usually immediately before or after the service.

Special Requests: _____

Memorial Gifts should be made to: Trinity Other: _____

Memorial Gifts to Trinity may not be designated for a specific purpose. While we are happy to communicate memorial gifts to other organizations, under no circumstances can Trinity collect or hold memorial gifts for other persons or organizations.

Flowers donated to: Trinity Homebound Members N/A

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