

FUNERAL GUIDELINES

(Service In EPC Sanctuary)

- 1. The pastor shall be in charge, directing all parts of a service held in the EPC sanctuary.**
- 2. An assisting minister(s) is allowed (per understanding established between EPC's pastor and the Session).**
- 3. The Funeral Director in Charge will discharge his responsibilities in a manner that is consistent with EPC policies as interpreted by the pastor.**
- 4. Floral offerings displayed in the sanctuary shall neither block nor replace the symbolism of the sanctuary.**
- 5. Appropriate music is chosen with the assistance of the pastor and/or church musician.**
- 6. Music provided by a soloist must be approved in advance by the pastor and/or church musician. Contemporary and/or folk music is discouraged.**
- 7. In consultation with the Fellowship Committee, a post burial event may be held at the church. Events of this type must conform to policies governing all social events at the church.**
- 8. The attached fee schedule (adopted by the Session as a part of the Wedding Guidelines document - members/non-members) is applicable as appropriate. Fees cover the cost of utilities, janitorial staff involved and clean up prior to the next event.**
- 9. Funerals are a part of the normal responsibility of the pastor and no fee is charged to Emmanuel members for the pastor's service. Since funerals involve an initial call with the family and may require two to four hours of time on the day of the service, an honorarium of \$200.00 is suggested as a reasonable guideline for non-members.**
- 10. Finally, no funerals will be announced before dates are cleared with the pastor and the church musician.**

FEES

All fees shall be paid within seven days of the service.

Weddings	<u>Member</u>	<u>Non-member</u>
Cleaning/ Use Fee	\$100.00	\$100.00
Sanctuary/Support Space (R. Rooms, Classroom, Kitchen)		\$200.00
Pastor: Initial Call / Service Day Activities (1)		\$200.00
Approved Funeral Pianist or Soloist	Variable	Variable

Vocal soloists/instrumentalists may be engaged by the pastor or pianist, who will assist in finding the appropriate musicians.

An assessment of any damage to church property will be made following the Service. A determination of the cost to repair any damage to the church property or to replace any broken items will be calculated by the Building/Grounds Chairperson. This amount will be deducted from the security deposit, and the balance will be returned to the payers.

- ¹ Funerals are a part of the normal responsibility of the pastor, and no fee is charged to Emmanuel members for the pastor's service. However, funerals involve additional duties, including a consolation / service planning call, preparation of a homily, the Service (EPC/Graveside) and generally a post service call. Most families offer an honorarium to the pastor. The non-member fee for the pastor may be used as a guideline for the honorarium.

Reviewed/Modified
EPC Session _____

FB/Worship Committee