

POLICY FOR FUNERALS AT FAIRVIEW PRESBYTERIAN CHURCH
FAIRVIEW PRESBYTERIAN CHURCH
4609 North Capitol Avenue
Indianapolis, IN 46208
317-251-2245
(Revised April 2007)

I. PRESBYTERIAN CHURCH (U.S.A.) POLICY FOR FUNERALS
(From the Book of Order §§ W-4.1000 3-4.10006, G14.0606)

The service on the occasion of death ordinarily should be held in the usual place of worship in order to join this service to the community's continuing life and witness to the resurrection. The service shall be under the direction of the pastor. Others may be invited to participate as leaders in the service at the discretion of the pastor. This service may be observed on any day. A request to observe such a service as a part of the Lord's Day service or to celebrate the Lord's Supper as a part of a service on the occasion of death requires the approval of the session.

The service begins with scriptural sentences. It is appropriate for worshipers to sing hymns, psalms, spirituals, or spiritual songs which affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of the saints. Scripture shall be read; a sermon or other exposition of the Word may be proclaimed; and affirmation of faith may be made by the people. Aspects of life of the one who has died may be recalled. Prayers shall be offered, giving thanks to God

- for life in Jesus Christ and the promise of the gospel,
- for the gift of the life of the one who has died,
- for the comfort of the Holy Spirit,
- for the community of faith; making intercessions
- for family members and loved ones who grieve,
- for those who minister to and support the bereaved,
- for all who suffer loss; lifting supplications
- for faith and grace for all who are present; concluding with the Lord's Prayer.

The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction.

This service may be observed before or after the committal of the body. In order that attention in the service be directed to God, when a casket is present it ordinarily is closed. It may be covered with a funeral pall. The service may include other actions common to the community of faith and its cultures when these actions do not detract from or diminish the Christian understanding of death and resurrection. The service shall be complete in itself, and any fraternal, civic, or military rites should be conducted separately. When there are important reasons not to hold the service in the usual place of worship, it may be held in another suitable place such as a home, a funeral home, a crematorium, or at graveside.

Members and friends of the family of the one who has died should gather at the graveside or crematorium for a service of farewell, which is to be conducted with simplicity, dignity, and brevity. The service includes readings from Scripture, prayers, words of committal, and a blessing, reflecting the reality of death, entrusting the one who has died to the care of God, and bearing witness to faith in the resurrection from the dead.

Former pastors, associate pastors, and assistant pastors may officiate at services for members of a particular church, or at services within its properties, only upon invitation from the moderator of the session or, in case of the inability to contact the moderator, from the clerk of session. This policy is requirement of the Presbytery of Whitewater Valley, and requires Presbytery permission for exceptions to this policy. All Presbyterian Ministers of Word and Sacrament are bound by this policy.

II. PLANNING THE FUNERAL

The family of the deceased may call the minister or have the funeral home call the minister to set a time and place for the calling, funeral service and burial. PLEASE CHECK WITH THE MINISTER BEFORE SETTING A TIME AND DATE WITH THE FUNERAL HOME AND BEFORE ANNOUNCING THE DATE AND TIME TO THE PUBLIC.

The rooms that may be used for funerals are the chapel, the parlor, the sanctuary and the fellowship hall. The sanctuary seats about 250 on the main floor, with seating for an additional 80 in the balcony. The minister will prepare a bulletin and the director of music will designate a musician and/or vocalists and choose the music in conjunction with specific requests you may have. The decorations for the service will remain the same as for a regular worship service.

The use of any alcoholic beverage is prohibited in the church building and in all adjacent parking areas. The church building is also a smoke-free environment. If you plan to offer a luncheon or other food after the service on church premises, please coordinate this with the Church Administer. The church does not automatically provide any food service in connection with a funeral and all arrangements for food service must be specially made.

There is no charge for use of the building by church members. A “member” means either the deceased or a family member of the deceased. Funerals involve many extra services and staff time, and these are costs which the church is unable to underwrite. Therefore, certain fees may be charged to both members and nonmembers. The minister and church administrator will provide assistance to you and others the day of the funeral, and will assist florists, caterers, and so on. If there is a special situation for requesting a waiver of these fees and costs, you may discuss it with the minister. Session approval may be required for any waiver. Full payment of the fees shall be made to the church office on or before the day of the funeral. When arranging for deliveries or other needs, if possible, please avoid times of heavy traffic in the building by calling and arranging for building use with the church office and by avoiding the 12-1 p.m. lunch hour.

Funeral Charges for Non Members

Use of the Sanctuary	\$250
Use of other church room	\$125
Use of the Fellowship Hall	\$125
Minister	\$200

Funeral Charges for Members and Non-Members

Organist	\$150
Soloist/musician	\$75.00 each musician/per musical selection; Additional selection \$25 each p
Custodian (if Sanctuary & one other room is used)	\$125 (up to 200 attendees); \$ 200 (more than 200 attendees)
Custodian (if calling or reception is desired) per hour	\$50.00 per hour