Trinity Presbyterian Church – Pensacola, FL
Funeral & Memorial Service Policy

Trinity Presbyterian Church extends God's ministry to people at all significant times in their lives: at birth, baptism and marriage, in times of illness and trouble and, appropriately, at death. At your time of loss, we are here to grieve and pray with you.

We are also available to help members arrange for funerals or memorial services. To make funeral or memorial arrangements, please contact the church office at 850-432-3505.

Policies and Practices

Purpose

The Resurrection is a central doctrine of the Christian faith and shapes a Christian's attitude and responses to death. Death brings loss, sorrow, and grief to all. In the face of death, Christians do not bear bereavement in isolation but are sustained by Holy Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

Pastor:

The services shall be under the direction of one of the pastors of Trinity Presbyterian Church. The minister will want to visit with the family to share in prayer and to plan the funeral service together. [*A planning sheet is attached to this document*]. Requests for the participation of a "guest" pastor to assist in the service must be made to the officiating pastor, who, if it is appropriate, will extend an invitation.

Funeral Homes: Please note

It is very important that the ministers and funeral directors work as a team. If you have not contacted the church when you contact the funeral home, please ask the funeral director to call the church immediately. Please do not schedule a funeral without contacting the church and speaking with the minister. The ministers are willing to be present while families make arrangements with funeral homes.

Scheduling a Funeral at Trinity Presbyterian Church

1. Please contact one of the ministers (or the church office) as soon as possible. It is appropriate, when the family prefers a particular minister, to share this preference. It will be honored whenever possible.
2. The minister will visit with the family to offer pastoral care and guidance and to begin the process of planning the funeral service.

3. The minister will work with the family and funeral home to ensure your loved one's funeral is handled with the utmost dignity and respect.

Planning Ahead

Members are urged to contact a minister when it appears that death is imminent or as soon as possible following the death.

Service at the Church

Church members are encouraged to use the sanctuary for funeral/memorial services. Just as we are baptized in the church and are nourished by God through the church, so it is appropriate that thanksgiving to God for our lives should be offered in the church.

The funeral service may be observed before or after the committal of the body. In order that the attention in the service be directed to God, when a casket is present, it 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. (PCUSA *Book of Order* W-4.1005)

Graveside Service

Graveside committal services may be held before or after the funeral/ memorial service.

Service Music

A funeral or memorial service is a service of worship and a witness to the resurrection. All music sung or played before and during the service should be appropriate to Christian worship. Unless the family has specific requests, the organist will choose an appropriate program of organ music (15 minutes in length) to be played as a prelude to the service and a postlude at the end of the service.

The Organist of Trinity Presbyterian Church will ordinarily provide music for funerals.
Music Rehearsals: Any musical rehearsals must be scheduled at separate times. Additional rehearsals might impact the organist's and musicians' fees.

Flowers

It is appropriate to use flowers as an expression of sympathy and should be limited in order that they not distract from the purpose of the service, to worship God. Flowers on the

communion table and two free standing arrangements may be placed in the sanctuary. Additional flowers may be placed in the narthex and the parlor.

Casket/Cremains

The casket/cremains of the deceased may be present for the service and shall be closed prior to arrival at the church and during the funeral/memorial service.

Burial, interment, cremation, donation of organs and tissue, or donation of the body for medical purposes are acceptable practices in accord with Christian doctrines and practices.

Civil, Fraternal, and Military Ceremonies

An American flag may be used as a pal, or a folded American flag may be displayed and handled by a military honor guard (i.e, unfolded and draped on the casket or refolded and presented to the family), however full civil ceremonies, military honors ceremonies, and fraternal order rites will be conducted only outside the sanctuary, usually graveside.

Bulletin

The church office staff will ordinarily produce the bulletin (or printed order of worship) for funerals. Special requests should be made as early as possible.

Committals and Interments

Committals or interments may be held before or after a funeral upon arrangement with the minister.

Memorial Garden

Trinity's Memorial Garden, located outside the sanctuary, provides a special place for Christian burial where deceased loved ones can be remembered and celebrated. Interment of ashes in the memorial garden is open to all members and former members of Trinity Presbyterian Church and their families. See *Rules and Guidelines of Trinity Memorial Garden (2018).*

Nursery

Normally, a nursery is not provided, but if requested in advance by the family, arrangements may be made to provide a nursery at a fee. (See fees)

Ushers

Ushers for the service will be provided by the Worship Team upon request.

Honoraria And Fees

Honorariums for pastors are not expected, though they are allowable, especially when there are unusual circumstances and/or out of town services/burials. Fees for soloists or other musicians should be discussed with the organist or Director of Music. Some families choose to provide an honorarium as an expression of gratitude. Such honorariums for ministers usually range between $100-200.

The following ranges are suggested as general guidelines for those wishing to provide an honorarium. The ranges should not be interpreted as a fee-for-service arrangement:

Officiating Pastor(s)	$150-$200
Other Pastor(s)	$75-$100
Organist	$200. This fee may increase if a rehearsal is required.
Soloist(s)	$50.
Sound A/V Crew	$50
Nursery if possible	$50
Assist in slide show preparation	$50

Checks/payments should be given directly to the organist/soloist, may be given to the church office, or disbursed through a funeral home if previously arranged.

Planning End of Life Decisions and Funeral Plans at Trinity Presbyterian Church

Because it is difficult under emotional stress to plan wisely, we encourage you to discuss and plan in advance the arrangements which will be necessary at the time of death, including decisions about the Christian options of burial, cremation, or donation for medical purposes.

The ministers welcome opportunities to work with individuals and families to plan funerals before the time of death. The ministers encourage individuals to communicate their wishes and desires with family and friends. Whenever possible, these wishes and desires should be put in writing—preferably using the Trinity Funeral Planning Form (see attached) and filed with the church office, family, and/or responsible parties.

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Please contact one of the ministers (or the church office) as soon as possible. When the family prefers a particular minister, it is appropriate to share this preference. It will be honored whenever possible.

The minister will visit with the family to offer pastoral care and guidance and to begin the process of planning the funeral service.

The minister will work with the family and funeral home to ensure your loved one's funeral is handled with the utmost dignity and respect.

Other Information

Visitations: On occasion, families request that a visitation be held at the church. Ordinarily this type of event is held in the sanctuary We have had open- and closed-casket visitations the night before the memorial service. If an open-casket visitation takes place in the sanctuary, the casket will be closed before the day of the service.

Receptions and Meals: The Congregational Care Team offers a Parlor Reception after the memorial service with refreshments for family and guests.

Recording of the Service: At the family's request, a DVD recording of the service held in the TPC sanctuary will be made. When making service arrangements with the officiating pastor(s), please indicate your desire for a DVD recording.

A Digital slide show may be shown in the Parlor and Narthex, but not in the sanctuary. The slide show must be provided before the day of the funeral. It should be on a flash drive for use on a PC Microsoft computer system, preferably in MS PowerPoint program format.

If the staff is asked to help create, format, or produce the slide show, some fees may be appropriate. (See fees).

The congregation, officers, and staff offer this policy as a faithful way to proceed at the time of death. In the name of our Risen Savior, we stand with those who grieve the loss of their loved ones and who celebrate the resurrection of Christ Jesus our Lord. We hope this policy will guide us in honoring and respecting our loved one passing from this world to the next.

Adopted by the Session of Trinity Presbyterian Church on April 26, 2018.

|Funeral Policy – Trinity Presbyterian Church – Pensacola, FL 2018 revised August 2018

OUR WITNESS TO THE RESURRECTION
Planning Form for a Christian Funeral or Memorial Service

Name:_____ Phone (Home):_____
Other:_____
Address:_____
_____

In emergency or death, please notify:
1) _____ Phone: _____
Address: _____

2) _____Phone: _____
Address: _____

Funeral Director Preferred: _____
"Prearrangements" have been made □ yes □ no
Copy of the contract can be found_____
□ I wish a viewing □ I do not wish a viewing

As the final disposition of my body, I prefer (please circle one of the following):
(burial) (entombment) (interment of ashes) (scattering of ashes) (donation for medical research)

I desire donation of my body to _____

The type and quality of casket shall be:
□ Simple, fabric covered wood □ Simple, natural wood □ Metal
□ Other:_____

Church memorial, foundation or charity to which family and friends may contribute in lieu of flowers:
_____

□ I desire / □ I do not desire (check one) a lodge or organization to conduct a special service.

□ This service is to be held at another place and time than my Christian Memorial or Funeral Service.

My choice of cemetery is:_____
Lot is owned in the name of:_____
Section: _____ Lot: _____ Block:_____
Location of deed:
_____
The type of service will be:
□ Memorial Service at the Church (casket not present)
□ Funeral Service at the Church (casket present)
□ Funeral Service at the Mortuary
□ Memorial Service at the Mortuary
□ Private Burial Service (sometimes called "graveside service") followed by a Memorial Service
□ Private Burial Service only

Suggested Pallbearers

_____

_____

I would like the following hymns to be considered for my Memorial/Funeral Service:

_____

_____

As my friends and family recall God's faithfulness in my life, I want them to reflect on the following Bible passages which have been important to me:

_____

_____

Other special information or Memorial Requests:

_____

_____

PERSONAL DATA

Birth Date:_____ Birth Place:_____

□ Single □ Married □ Widowed □ Divorced

Name of Father:_____ Birth Place:_____
Address:_____ Phone:_____

Maiden Name of Mother:_____ Birth Place:_____
Address:_____ Phone:_____

Name Address Phone
Spouse:_____
Children:_____
_____

Social Security Number:_____
Armed Services veteran □ Yes □ No Branch_____ I wish Military Honors □ Yes □ No
Occupation (or retired from):_____
Employed by:_____

My will and other documents can be found: _____

(Optional) I have included Trinity Presbyterian Church in my will: □ Yes □ No

Although not meant to be a legal document, I hereby authorize Trinity Presbyterian Church – Pensacola, FL to use this information in order to assist my family and the clergy in the making funeral/memorial arrangements in the event of my death. (Copy: □ at home □ at church)

Signed:_____ Date:_____

Trinity Presbyterian Church ● 3400 Bayou Blvd ● Pensacola, FL 32503 ● 850-432-3505