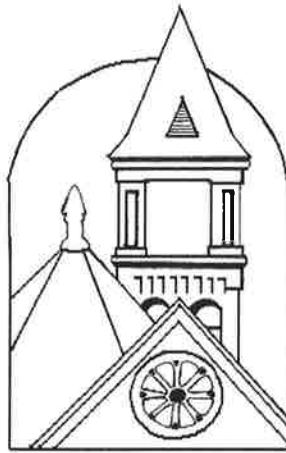


FUNERAL GUIDELINES
FIRST PRESBYTERIAN CHURCH
ROCK HILL, SOUTH CAROLINA



WITNESS TO THE RESURRECTION

Services on the Occasion of Death

FIRST PRESBYTERIAN CHURCH (U.S.A.)

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Introduction

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the fact of death Christians affirm with tears and joy the hope of the Gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The Church offers a ministry of love and hope to all who grieve." (Directory for Worship, W-4, 100000).

At the Time of Death

When death occurs to a member or within the congregation of First Presbyterian Church, a member of the family should immediately notify the Pastor or one of the Elders of the Church.

The Pastor will offer spiritual support to the family and assist the family, if requested, in making preliminary arrangements for the services of a funeral director and in making plans for an appropriate service of worship.

If the Pastor is not available and immediate pastoral assistance is needed, the Elder will consult with the family, and then contact the Providence Presbytery or a pre-determined local pastor.

The Service of Worship

"The service of worship on the occasion of death ordinarily should be held in the Sanctuary 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." (Directory for Worship, W-4.10003)

The Sanctuary

The Sanctuary is a place of reverence and worship.

No items of furnishings should be moved without the permission of the Pastor or Session.

No articles or personal items should be placed on the Communion Table. Space may be made available in the Sanctuary entryway or other areas to display remembrance items (e.g., photographs, etc.), if requested.

Music

Together with the Director of Music or the Church Organist, the Pastor will be responsible for the provision of appropriate music for the service, which may include hymns or other music in keeping with our Christian beliefs and the Good News of the resurrection.

As this is a service of worship, secular music is not appropriate.

If special music, vocal or instrumental, or a guest musician is requested, the Pastor, Director of Music, or Church Organist should be consulted for approval at least 24 hours prior to the service.

Below is a listing of some appropriate hymns for the service of worship. Many others are also appropriate. These are taken from the *Glory to God* (the new purple Presbyterian Hymnal):

2	Come Thou, Almighty King	305	Come Sing, O Church, in Joy
263	All Hail the Power of Jesus' Name	321	The Church's One Foundation
268	Crown Him with Many Crowns	269	Lead On, O King Eternal
39	Great Is Thy Faithfulness	610	O For a Thousand Tongues
649	Amazing Grace	611	Joyful, Joyful, We Adore Thee
839	Blessed Assurance	625	How Great Thou Art
450	Be Thou My Vision	41	O Worship the King
394	Christ Is Made the Sure Foundation	634	To God Be the Glory
307	God of Grace and God of Glory	667	When Morning Guilds the Skies
803	My Shepherd Will Supply My Need Psalm 23	326	For All the Saints
802	The King of Love, My Shepherd Is	824	Near to the Heart of God
801	The Lord's My Shepherd		

Whenever possible, we try to provide some singers in the choir to help lead the congregational singing. A choir anthem(s) and benediction may be possible if enough singers are available.

Arrangements

Before the arrangements for the service are announced, the date and time should be cleared with the Pastor who will confirm the plans with the Church Office.

The Church will always seek to give preference on the Church calendar to services on the occasion of death.

If there are unalterable prior commitments, an alternative date and time may be suggested.

Pallbearers

It is the responsibility of the family of the deceased to contact persons to serve as active pallbearers, if needed, unless arrangements are made with the funeral home to do so.

Elders or Deacons from the Church may be asked to serve as active pallbearers, if the family requests.

The Session, the Board of Deacons, or a Sunday School class may serve as honorary pallbearers, if the family requests. The Pastor, or a member of the Church Staff, may be able to assist in contacting Church members or officers to serve as pallbearers.

The Casket

Normally, the casket shall be in place before the beginning of the service if the committal follows. It is also acceptable for the family to follow the casket into the Sanctuary at the beginning of the service. In order that attention in the service be directed to God in the Sanctuary, the casket is to remain closed.

The Urn

When the body of the deceased is cremated, the urn containing the ashes may be placed at the front of the Sanctuary on a table beside or in front of the Communion Table before the beginning of the service.

The Service of Committal

The service of committal at the graveside may be conducted before or after the service of worship in the Sanctuary. It is appropriate for the family and close friends to gather at the graveside for the service of committal prior to joining the congregation in the service of worship in the Sanctuary. The service of committal includes brief readings from Scripture, prayers, and words of committal, entrusting the one who has died to the care of God and bearing witness to faith in the resurrection from the dead.

Flowers

The furnishing and simplicity of our Sanctuary make it a place of dignity and reverence. It is fitting, therefore, that a minimum of floral decorations be placed in the Sanctuary. It is suggested that flowers be limited to a floral spray or an arrangement on each side of the casket, in addition to the casket spray, if needed.

A floral arrangement in memory of the deceased may be placed in the Narthex on the Sunday morning following the service. An arrangement may be placed in the Sanctuary if no one has previously arranged to give flowers for that Sunday.

Fees for Members

There is no fee for the use of the Sanctuary for the service at the time of death for a member of the church. There is no prescribed fee for the Pastor, although an honorarium is acceptable. Other fees:

Organist – \$100

Soloist, instrumentalist – \$75 (fee may vary based upon available, travel, etc.)

Sound/Video Technician (if applicable) – \$50

Non-Members

If the use of the Sanctuary is requested for a service at the time of death for a person who is not a member or who is not the spouse, parent, or child of a member of First Presbyterian Church, the request must be approved by the Pastor.

Following are building usage fees for funerals for non-members:

Use of the Sanctuary – \$150
Use of the Chapel – \$100

Fees for personnel:

Custodian – \$75
Church Organist – \$100
Sound/Video Technician (if applicable) – \$50
Pastor (honorarium)

Additionally, a fee of \$50 is charged for the preparation and printing of funeral bulletins, if not furnished by the Funeral Home.

Other Rites

The service of worship in the Sanctuary at the time of death shall be complete in itself. Any fraternal, civic, or military rites should be conducted separately. Such rites may be held at the graveside following the service of committal.

Church Staff

Rev. Richard W. Carr, III Pastor (rcarr1024@gmail.com) 803.818.1863
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Dr. Donald M. Rogers, Director of Music (rogersdm@comporium.net) 803.366.8480
Ms. Janet Miller, Church Organist (nljemiller@carolina.rr.com) 704.542.5976

BASIC INFORMATION FORM
(To be completed by the FAMILY)

1. Name of the deceased _____
2. Family Contact Person _____
Address _____
Phone _____ E-mail _____
3. Date of Funeral _____ Time _____ Location _____
4. Funeral Home _____
5. Address _____
Phone _____ E-Mail _____
6. Officiating Pastor _____ Other Speakers _____

OTHER INFORMATION
(to be completed by the PASTOR)

7. Ushers provided by FPC: Yes No Usher Contact _____
 HVAC on in the Sanctuary and Ministry Center (if applicable)
 Lights on and doors open in Sanctuary, Narthex, and Parlor
 Turn sound system on
8. Graveside Committal Service: Yes No
9. Cemetery _____ Time _____
Address _____
Military or Fraternal Rites: Yes No
 Casket or Urn in Sanctuary: Yes No
10. Family Visitation: Yes No
Where _____ When _____
11. Scripture Requests: _____, _____,
_____, _____

12 Music: Congregational Hymns: _____, _____,

Choir Requested: Yes No Anthem(s) Requested: Yes No

Anthem(s): _____, _____

12. Flowers: to remain in Sanctuary for Sunday Service or placed in Narthex

13. Bulletin Information provided to Church Office: Number of bulletins _____

14. Reception immediately following the service in the Ministry Center

Hostess contacted: Name _____

15. Church Receptionist:

Notify officers by e-mail

Notify staff by e-mail

E-mail blast to the congregation

16. Officers on duty: Elder Name _____

Deacon Name _____