

**MEMORIAL SERVICE POLICIES AND GUIDELINES**  
**First Presbyterian Church**  
**Topeka, KS**  
August 26, 2017

In the Presbyterian Church USA, a memorial service or funeral is always a Service of Witness to the Resurrection of our Lord Jesus Christ. Therefore, before making any plans for a memorial service or funeral at the church, the family of the deceased should contact the church and set up a time to meet with the pastor. The pastor's role is to provide spiritual support to the family and to offer guidance and direction to make sure that the service is the worshipful experience it is meant to be. The guidelines preserve the integrity of the service while still allowing for plenty of warmth, creativity, and personal touches.

Please note that the ceremonies and rites of fraternal, civic, or military organizations, if any, should occur at some other time and place.

A funeral is a Service of Witness to the Resurrection in which a casket or urn is present. Please note that these may not be left at the church overnight. Removal of these is the responsibility of the Funeral Home or family. In a memorial service, there is no casket or urn.

Who may officiate and participate in a memorial service?

When a memorial service is held at the church, the pastor or the parish associate of the church will officiate. The pastor will ensure that the order of worship is consistent with our Presbyterian Book of Common Worship. Participants such as family members or friends may be invited to assist, at the pastor's discretion. Clergy from other churches ordinarily do not participate, except at the invitation of the pastor.

What about music?

Please discuss music with the pastor when you meet with him or her. Our organist is available to provide music for the service. It is our policy to invite the assistant organist or one of our substitutes only if our lead organist is not available. Recorded music is an option, with the approval of the pastor. With approval of the pastor, outside musicians may also be invited to participate.

We have a list of excellent vocal soloists who are often available to sing for memorial services. We will be happy to contact them for you.

Video Recording of Service

Since our sanctuary is large, we use our sound system for memorial services. With enough notice, and if technicians are available, we can also provide one DVD of the service for the family. Only church-approved persons may operate our sound and video equipment. The fee for the sound person is \$50.

If a service is held in the chapel, no sound is needed, and DVDs are not available.

### Service Times

Whenever possible, please try to schedule the memorial service for a weekday morning or afternoon. Because of the short turnaround time between Saturday services and Sunday worship, there will be a \$75 custodial fee for services held on Saturdays. Please be advised that if many guests are expected, our parking lot has limited parking spaces. Street parking is available, but is metered on weekdays. We do not hold memorial services on Sundays.

Please note that due to limited staffing, **we are not able to open the church for memorial services until two hours before the service** is scheduled to begin.

### Receptions

Our deacons will be pleased to host a reception for family and attendees immediately following a memorial service at the church. **AS SOON AS POSSIBLE, please let the church know the approximate number of people expected to attend.** The reception will include coffee, water, and simple refreshments. We do not offer a lunch at this time. Friends of the family who would like to help provide cookies or other items for the reception should contact the church office administrator, who will connect them with our deacons. We do accept donations to cover the cost of the reception. Leftover refreshments will be saved for Sunday morning hospitality or given away at the discretion of the deacons.

### Flowers

To encourage a spirit of worship and to protect the wood floors of our historic sanctuary, floral arrangements are limited to 3 to 5 arrangements (depending on their size and placement) in the sanctuary. Other arrangements will be placed in Disciples Hall.

### Memorial Contributions

If you are requesting contributions to the church in lieu of flowers, we will provide envelopes for your use. If requesting contributions to another organization, please contact that organization so they can provide envelopes at the service.

We will place a basket next to the guest book where guests may leave cards and/or memorial contributions.

### Services for Non-Members

Ordinarily, we do not host memorial services for someone who is not a member nor related to a member. Should the pastor and/or session make an exception, there will be a \$500 church facility usage fee (\$200 if only the chapel is used). Fees for other services (sound, organist, etc.) are not included in this facility fee (see page 3). All fees need to be paid prior to the day of the service. At this time, we are unable to provide a bulletin or a reception for non-member services.

### Services in the Chapel

For smaller services, our chapel will comfortably hold 50 to 75 people. No sound or video is available for these services.

### List of Memorial Service Options and Fees

<u>BUILDING USE</u>	<u>Member</u>	<u>Non-Member</u>
Use of the church	No cost	\$500
Use of the chapel	No cost	\$200
Saturday Memorial Service	\$75 custodial fee	not available
Guest Book	\$20	\$20
Reception	No cost (donation accepted)	not available

### Fees and Honoraria

**Please note: checks should be made out to each individual participating in the service. Members may give these directly to the individuals on the day of the service, or give them to the church office administrator, who will ensure they receive them. Non-members, please provide these checks to the church office administrator the day before the service.**

It is the pastor's privilege to plan and lead a service for our members and their loved ones during a time of grief and loss. If members would like to provide a honorarium, a suggested amount would be \$150-\$175 for a service, whether at the church or a cemetery. If the pastor is present at both a memorial service at the church and a brief graveside or inenrment, \$200 is suggested.

For non-members, please be advised that pastors are not able to travel outside of Topeka for graveside services, and the honorarium is required.

Organist/Pianist Fee: \$125

Soloist: \$75

Sound Technician (includes a DVD of the service) \$50

### Guest Books

It is the responsibility of the family to provide a guest book for their guests to sign. If preferred, the church can provide a very basic guestbook at a cost of \$20.

### Displays/Slideshows

You are welcome to bring pictures of your loved one to display on a table on Disciples' Hall. Although we can provide a large TV on a cart with a DVD player, we do not currently provide a screen or projector for power point. You are welcome to bring these items, but be advised that slideshows and videos can be difficult to view because of all the windows in Disciples' Hall.