

BURIAL/CREMATION PREFERENCES

Burial

Cemetery Name: _____

Interment Date: _____ Time: _____

Cremation

Columbarium _____ Time: _____

OR

Interment Location: _____ Time: _____

(burial or spreading)

Body Donated to Medical Science

Will there be any military or fraternal rites at the graveside? Yes No

First Presbyterian Church has three locations for cremains: (1) interment in the historic graveyard, (2) outdoor columbarium, and (3) indoor columbarium. For details, particularly if no pre-planned location is set, please contact the church office (546-2531).

CASKET/URN

Will the bodily remains be present at the service: Yes No Casket OR Urn

Pallbearers, if used _____

NUMBER OF PEWS RESERVED DURING THE SERVICE

For Family (left side): _____

For Pallbearers (right side): _____

THE PALL

Cloth Pall Casket OR Urn

American Flag

The church provides a pall for every Funeral Service—either a casket pall or urn pall. It represents the covering of the Christian by the righteousness of Christ, and alludes to the baptismal waters of death and new life in Jesus. When appropriate, the American Flag may be used in lieu of the pall. If the family chooses to use a flower pall, it will be removed when the casket enters the church. The church pall (or flag) will then cover the casket during the service. Following the benediction, as the casket is taken from the church, the flower pall may again be placed on the casket.

FOR SANCTUARY SERVICES

Will the family enter the sanctuary by processing down the center aisle or enter from the door closest to the Pulpit (south side of Sanctuary)? Center Aisle Door on Pulpit Side

FLOWERS AT THE SERVICE

Will the family provide two flower arrangements for the chancel: Yes No

The family may wish to provide flowers for the chancel of the Sanctuary or Chapel. In keeping with the simplicity and understanding of the Christian faith to avoid attention, flowers are limited to two arrangements in their typical chancel locations. The church's Flower Guild is also prepared to assist with these arrangements.

The service begins with scriptural sentences. It is appropriate to sing hymns, psalms, 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 saints. Other sacred music in the same vein—instrumental and vocal—is also appropriate. Scripture shall be read; a sermon or other exposition of the Word may be proclaimed; an affirmation of faith may be made by the people. Aspects of the life of the one who has died may be recalled. Prayers shall be offered, giving thanks to God. 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.

INFORMATION FOR WORSHIP BULLETIN

Full Name of Deceased: _____

Birth Date _____ Date of Death _____

Pastor (s) Requested to Officiate: _____

Scriptures Requested:

Old Testament: _____

New Testament _____

Hymns Requested: _____

Special Vocalist/Musicians: _____

Special Requests: _____

Will anyone else participate in the service (Eulogy or lay reader): Yes No

Name: _____ Part: _____

Name: _____ Part: _____

The purpose of services of worship is to glorify God, to affirm our belief in the resurrection to life everlasting and to comfort the bereaved. Although gratitude and honor are to be expressed to God for the life and witness of the deceased, the focus of worship is upon God. While attention to the life of the deceased is central to the service, the balance of the serviced is weighted toward glorifying and giving thanks to God.

To allow the family time to mourn and grieve, the pastor(s) will provide the primary worship leadership. If there is a desire for someone to offer personal reflections (a eulogy), it is recommended that only one person speak. First Presbyterian Church does set guidelines on eulogies. See the Eulogy addendum—to be shared with anyone leading worship in the capacity as a “eulogist.”

The Scriptures are a rich source to which Christians have turned for comfort and assurance in times of grief. The pastor will guide the selection of appropriate scripture passages, and would welcome suggestions of those with particular meaning for the family of the deceased.

Hymns should be chosen which affirm the goodness and grace of God, and which give comfort and support to those who grieve. The pastor will guide the selection of appropriate hymns. The church's organist will provide suitable sacred music. If additional instrumentalists or vocalists are desired, it is the responsibility of the family to contact the musicians and cover their compensation.

WISHES REGARDING MEMORIAL CONTRIBUTIONS

Memorial contributions may be made to:

First Presbyterian Church

□ Specific Charities: _____

COSTS AND FEES

There are no charges or fees for use of the church’s facilities or for the services of the church’s professional staff (Pastors and/or Organist/Music Director). Honorariums are not required, though many families wish to do so (see Additional Note below for some guidelines).

Extra Custodial work (when beyond regular work hours of custodial staff)	Payable to First Presbyterian Church
Flowers	Payable to Florist; if the church’s Flower Guild provides floral arrangements, a gift to the Flower Fund is greatly appreciated
Any non-standard item for the church reception (i.e., a time of visitation) beyond what is typically provided by the Kitchen/Reception Committee	While there is no charge for the typical reception—a time of greeting friends—there is a designated Funeral Reception Fund to which a gift may be made.
Additional musicians and/or vocalists (beyond the Church’s Organist/Music Director)	Payable to those who participate

Additional Note: Honorariums

The church professional staff views their work as part of their ministerial service. They count it both a great responsibility and a great privilege to be with families in their moment of need, offering through their words, work, and witness the life and love of Jesus Christ. They also acknowledge that some families wish to extend honorariums. **As many families are uncertain about an appropriate amount and often contact the church office to ask what is customary, 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: \$150–200. Depending on the extent to which the officiating pastor is involved in the planning, preparation and leading of the service.
- Additional Pastor(s): \$75–100. Depending on the extent to which the additional pastor(s) is/are involved in the planning, preparation and leading of the service.
- The Director of Music: \$150-\$200. This honorarium may increase if a rehearsal is required for soloists and/or special music requests.

Honorarium(s) may be given directly to church staff member. Alternatively, the family may provide a check to First Presbyterian Church, with instructions on disbursements.

Addendum 1: Eulogies in services at First Presbyterian Church

A eulogy in a funeral/memorial/graveside service is an optional (but not required) part of the service of worship. A close friend or family member may wish to offer a personal tribute. The eulogy needs to fit the atmosphere and context of worship—the focus of worship is the glory of God. At First Presbyterian Church, the following principles guide the preparation and delivery of eulogies:

1. Ordinarily, only one eulogy of less than five minutes will be included in the worship service. Long eulogies may tend to focus too much on the deceased and lessen the focus on the worship of God. Other gatherings (such as the time of visitation) are appropriate for more extended remembrances. Where there is a strong desire for two eulogists, each eulogy will be limited to 3-4 minutes.
2. The eulogy is not to be a “substitute obituary,” cataloguing extensive biographical details, career, and life-achievements.
3. The eulogy may briefly point to virtues and qualities for which thanks may be directed to God. However, the eulogy is best limited to one facet of the deceased’s life. The eulogist may say something to this effect: “There are many wonderful things we could remember today but I am focusing on _____.”
4. A short story, even humor, is appropriate...but not a series of stories and humor should not dominate the eulogy. Indeed, some humor that may be appropriate in other contexts is not appropriate in a eulogy. Seek the counsel of the officiating pastor if there is any doubt or question about content appropriate for the setting of worship.
5. Because this is a time of unpredictable and strong emotional expression, the eulogy may be written out and provided to the officiating pastor to be read in the service.