

## Funeral Policy for The United Methodist Church in Stow

One of the important ministries of Christ's church is to support those who are experiencing loss in their lives through the death of a loved one. In offering this ministry we believe it is important to have a general policy in place for those who are in need of the church's services. Below you will find our policy for both members and non-members of our congregation:

### Members

1. There is no charge for the use of the church for members of the church and constituents of the congregation. Suggested stipends for staff are as follows:

- \* Organist/pianist- \$80 (Check should be made out to approved organist.)
- \* Sound system- \$30 (Check should be made out to Audio Technician.)
- \* Funeral Coordinator- \$30 (See description below. Check should be made out to Funeral Coordinator.)
- \* Luncheon Coordinator- \$30 (See description below. Check should be made out to the Luncheon Coordinator.)
- \* Pastor- \$200 (Check should be made out to the pastor.)

2. If desired, a funeral luncheon may be held in Fellowship Hall in the church for church members. Volunteers will be called from the church to bring the sides for a meal if the deceased was a church member. A suggested donation from the family is \$2 per person to cover the cost of the meat and paper products.

3. The Funeral Coordinator will:

- a. Contact the organist, sound person, and pastor regarding the time and date of the funeral.
- b. Make sure the custodians know when to set up for the luncheon and to clean for the service.
- c. Open and close the outside church doors for the funeral. Make sure the sanctuary doors are closed during the service.
- d. Make sure the candles are lighted and that lights are on in the narthex and sanctuary.
- e. Make sure the temperature of the sanctuary is comfortable.
- f. Make sure the flowers that arrive are put in order around the chancel area and then bring the plants to Fellowship Hall if there is a luncheon.
- g. Greet people with any brochures at the sanctuary doors.
- h. Collect payment from the family for the pastor, organist, sound person, coordinator, and the main course for the funeral luncheon if it takes place at the church.
- i. Direct families with children who need to use the Paz Room (Cry Room).

4. The Luncheon Coordinator will:

- a. Get an estimate of the number of people who will attend the luncheon in Fellowship Hall.
- b. Collect a check for \$2/person of people attending before the luncheon.
  1. Order lunch meat to be delivered beforehand from a grocery or caterer.
- c. Get volunteers from church to make sides (salad, rolls, fruit, veggies, dessert) for the meal.
- d. Call these volunteers to bring in sides for the funeral luncheon.
- e. Get volunteers to help set up and clean up.
- f. Have the custodians clean and set up the tables and chairs before the funeral and luncheon.
- g. Make sure that beverages and food are set up for the funeral meal.
  1. Make sure that there are enough napkins and utensils for each meal.
- h. Make sure the kitchen and Fellowship Hall are cleaned after the luncheon. Take out the trash to the church waste bin. Sweep the floors.
- i. Lock up the doors leading to Fellowship Hall after the luncheon.

4. Cost of Memorial or funeral at Funeral Home only: Pastor: \$200

a. If luncheon is served in Fellowship Hall at UMC in Stow, then there will also be a payment of \$30 made to the Funeral Coordinator.

5. If the family would like to use their own musicians, they must have the music approved by the pastor.

#### **Non-Members**

\* Organist/pianist- \$100 (Check should be made out to approved organist.)

\* Sound system- \$50 (Check should be made out to the Audio Technician.)

\* Funeral Coordinator- \$50 (See description above. Check should be made out to the Funeral Coordinator.)

\* Luncheon Coordinator- \$50 (See description above. Check should be made out to the Luncheon Coordinator who will oversee the catered meal and guidelines of our church.)

\* Pastor- \$250 (Check should be made out to the pastor.)

We do not provide meals for non-members, but if a catered meal is desired in Fellowship Hall, there is a \$150 fee for the use of the hall. In addition, at the Fellowship Hall all rules and guidelines of the church must be observed.