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## **2021 MANUAL OF OPERATIONS**

### **LAKE MURRAY PRESBYTERIAN CHURCH**

**Church Office: 803-345-5140**

**Office Fax: 8036-345-8928**

**Day School: 803-345-1152**

## FUNERAL AND MEMORIAL POLICY

The congregation of Lake Murray Presbyterian extends its prayers and condolences to you upon your loss. This policy has been adopted by the Session and is designed to give direction in the midst of difficult circumstances. It is our prayer that this policy will assist you in planning a funeral or memorial service bringing comfort to you and your family. Though death is never easy to face, as Christians, we know there is eternal life through the resurrection of Christ Jesus. Jesus said, *"I am the resurrection and the life."*

### Purpose of a Funeral or Memorial Service

A service of witness to our certain resurrection hope in Jesus Christ  
Provide comfort, care, and support to the family  
Celebrate the faithful witness of the deceased

### Making Arrangements

#### ➤ Contact the Pastor

It is helpful and important to contact the pastor when a loved one is near death or as soon as possible after death. The Pastor will assist the family in responding to the death, in making decisions and in preparing for the funeral, graveside service and/or memorial service.

#### ➤ Make arrangements with a Funeral Home, if one is involved

Please confirm the availability of the pastor and the sanctuary before setting a time and day for the service. You can contact the church office at 803-345-5140.

The following decisions are made by the family or friends of the deceased:

- selection of a casket or urn,
- arrangements for interment
- cremation, preparation of an obituary and placement in requested newspapers

#### ➤ The service

The emphasis of a service is the hope of a resurrected life with Christ and the celebration of the Christian life of the deceased. It is our prayer that the service will offer healing and hope to the family and friends.

Sample Order of Worship:

Organ Prelude  
Call to Worship  
Hymn or Special Music (optional)  
Prayer of Invocation and Lord's Prayer  
Readings from the Old Testament  
Organ Interlude or Special Music (optional)  
Readings from the New Testament  
Memorial Meditation and or Eulogy  
Prayer of Thanksgiving  
Hymn or Special Music (optional)  
Benediction  
Organ Postlude

**Eulogy** ~ The family may request a person to give the eulogy. Any participant must be approved by the pastor and/or Session. It is important to remember as one speaks of the deceased that the focus of the service be on Jesus Christ. Remarks are best received when they are brief and respectful.

**Flowers** ~ Only **two** arrangements are displayed in the sanctuary. There is room for more flowers to be displayed in the Fellowship Hall.

**Pictures of the Deceased** ~ Ordinarily, only one picture is placed in the sanctuary if any. The Fellowship Hall has monitors that can be used to show slide shows and videos. Easels can be made available in the Fellowship Hall to mount pictures and picture boards.

#### Additional Concerns

##### ➤ **Fees and Honorariums**

Any member of LMPC is welcome to have a funeral service in the Church. Honorariums from members are not necessary for the church staff, but many families wish to make such gifts in gratitude for the ministry they have received. Honorariums are appropriate for non-members. Suggested honorariums are \$150.00 for the organist, \$150.00 for the sexton, and \$200.00 minimum for the pastor. If a member uses a guest organist, with the approval of the pastor, that person should receive an honorarium.

Non-members, upon approval of the Session, are also welcomed to use the church. There is a fee of \$500.00 for the use of the church and a fee of \$200.00 for the sexton services. Any fee may be waived at the discretion of the pastor.

##### ➤ **The Family Before and After the Service**

The family usually gathers in the Fellowship Hall before the service where they can care for one another before the service. The congregation will provide beverages. The pastor will escort them to the sanctuary at the appropriate time. After the service, the family follows the pastor out of the sanctuary.

##### ➤ **Nursery**

LMPC usually does not provide a nursery for the funeral. If it is imperative that a family have childcare, the church can make such arrangements with at least a 24-hour notice. In order to ensure the safety of all children, childcare must be provided by persons certified by LMPC to provide such care.

## **Ministries of the Deacons to the Family**

##### ➤ **Funeral Committee of LMPC**

Deacons are ordained laypersons who are elected by the congregation of LMPC to provide ministries of caring. The Deacons of the church will respond quickly when there is a death. They work with the pastors in making preparations for the service of your loved ones. This is a list of ministries the deacons perform for the families having a funeral at this church:

- Prepare the sanctuary for the service
- Place the flowers that you have requested in the sanctuary
- Place any guest book, provided by the funeral home or the family, in the Narthex
- Provide beverages for the family in the Fellowship Hall before the service
- Greet and Usher at the service
- Distribute the order of worship to guests
- Reserve pews for family members
- Provide tissues and water for the family in the pews
- Direct parking

In addition, The Helping Hands, a committee of the deacons, may provide a light reception in the Fellowship Hall after the service or a meal for up to 50 people in the home. This is a gift from the church to the member's family.

In order to make certain that LMPC meets the specific needs of your family, please assign one person from the family to convey the family's wishes to the deacons. This prevents confusion during a difficult time. The deacons may be reached by calling the church office.

More information about funerals at LMPC may be found in the Addendum to this policy which is located on the church's website. Lake Murray Presbyterian Church counts it a privilege to minister to you during this difficult time. May the Lord comfort you and fill you with peace.