

10/25/2021

Policies & Fees for Funerals and Memorial Services at First Presbyterian Church

11 Washington Street
Cumberland, MD 21502

Phone: 301-777-3700
Email: firstpresbyteriansecretary@gmail.com

The members of the First Presbyterian Church Family offer our condolences to you upon the loss of your loved one. We have developed these guidelines to familiarize you with the process of planning and conducting a funeral in our church. This is also a guide for our Session and staff.

1. Requests for funerals and memorial services should be directed to the church administrator as soon as possible. Our administrator will inform the pastor of the request for a funeral, check the church calendar, and give the current funeral policy to the family requesting a funeral. The church administrator will also inform the chairs of the Worship and Music Committee that a funeral has been requested. After a date is agreed on and the availability of staff and funeral coordinator have been confirmed, the service will be placed on the church's calendar of events.
2. Our funeral coordinator and/or the pastor will make arrangements to meet with the family to plan the service. Understanding that the service takes place in the context of Divine Worship, it is structured according to the theology and liturgy of the Presbyterian Church (USA) (W-6.3006/ G-2.0905), including the music, readings and other aspects of the service. Our coordinator can provide examples from former funerals that have taken place in our church.
3. The Session of First Presbyterian Church sets the fee schedule for funerals taking place in our sanctuary as follows:

Sexton (if not already working that day)	\$100.00
Organist/Director of Music Ministries	\$175.00
Sound Technician	\$100.00
Video Technician (If livestreaming or a video are requested)	\$100.00

Pastor: It is the pastoral privilege of ministers of the church to participate in the funeral worship service. No fee is expected.

It would be best to pay these fees through our church office prior to the funeral service.

If the family wishes to provide additional compensation to the church, contributions may be made to First Presbyterian Church and noted for the Wills and Memorials Fund.

10/25/2021

Note:

Normally the Director of Music Ministries (DMM) provides the music at all funerals requiring music. If the DMM is unavailable, the DMM will provide a list of appropriate substitutes from which the family may choose.

If the family plans to employ an organist/musician in lieu of the DMM, the guest musician may be invited to play under the following conditions:

- The DMM needs to approve the selected music and then make arrangements to provide access to our sanctuary and piano or pipe organ. It is expected that any music selected be liturgically appropriate for a worship service.
- The DMM fee is \$75.00 as compensation for coordinating the guest organist/musician process.

Vocal, instrumental, piano and organ music are all appropriate for a funeral/memorial service, since the Psalms call for us to worship God with all kinds of instruments. If desired, the DMM will make arrangements for additional musicians such as vocal soloists and/or instrumentalists. An additional fee of \$75 may be charged for coordination with each additional musician.

The DMM will work with families concerning the selection of music, however the final decision as to what is and is not appropriate for the service will be left to the discretion of the DMM. (W-4.1005)

4. The service shall be complete in itself. Any fraternal, civic, or military rites should be conducted separately. (W-4.1005)

The service may include other components common to the community of faith as long as they do not detract from or diminish the Christian understanding of death and resurrection.

5. When a casket is present, it is ordinarily closed. It may be covered with a funeral pall.
6. Flowers for the service are generally limited to two arrangements placed in the chancel. Deliveries should be coordinated with the church office. Additional flower arrangements can be used for the visitation and/or reception/luncheon.

Revised 07/30/2021