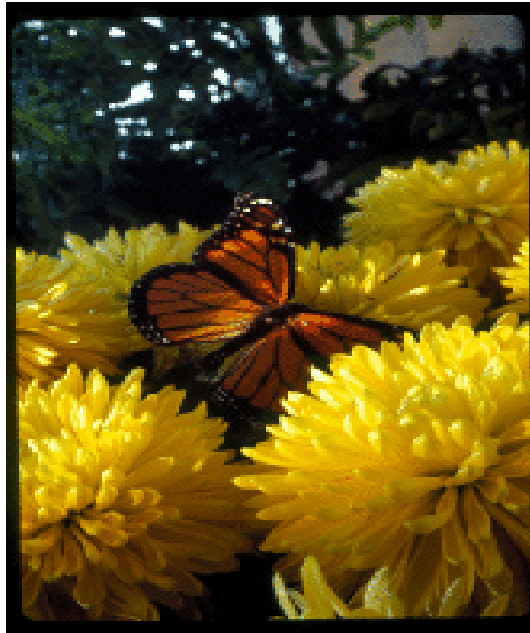


*FIRST PRESBYTERIAN CHURCH (U.S.A.)
240 Standish Street
Elgin, Illinois 60123
(847) 742-6365*



FUNERAL/MEMORIAL SERVICE HANDBOOK

Revision: 5/17/16

Funeral/Memorial Service Handbook

The resurrection is a central doctrine to the Christian faith. We believe that God's love and power are greater than the power of death, so that though we die, we are given new life, a new existence in God's eternity. However, death brings loss, sorrow and grief to all. In the face of death, Christians affirm with tears and joy the hope of the gospel. We do not have to bear bereavement in isolation but can be sustained by the power of the Spirit and the community of faith.

The pastor and staff of First Presbyterian Church (U.S.A.) are happy to provide pastoral care for you and your family. The funeral ritual is a basic heritage of the human community. This Handbook is intended to assist you with the service arrangements.

PLANNING FOR A FUNERAL OR MEMORIAL SERVICE

Please call the church and notify the pastor as soon as possible so the ministry and comfort of the church may be extended.

If you are working with a Funeral Home regarding arrangements, date and time for the service will need to be coordinated with the pastor. The pastor can be available to meet with you at the Funeral Home or later in the church office.

Generally the Funeral Home will submit the obituary to the newspapers. Please use this as the church's name and address:

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Whether the service is held at the Church or in the Funeral Home, it is intended to be a Service of Witness to the Resurrection. Prayer, scripture, music, and a brief homily are appropriate and expected.

The sanctuary of the church is a place which has been made holy by the prayers, the hymns, the thoughts, the stewardship, the decisions and commitments that have been made in this place. As you make your plans for the service, be aware of the rich heritage and strong spiritual community that will be with you in those sacred moments.

No matter where the service is held, the pastor will meet with you and guide you in the planning. Here are some questions that may help you:

- 1.) Has the deceased done any pre-planning for the service or expressed any wishes (verbal or written) about a service?
- 2.) Are you planning a visitation the evening before and/or just prior to the service?
If a casket is present, we recommend the casket be closed at the beginning of the worship service. Are there family pictures you want displayed?
- 3.) Do you know of particular scriptures that held special meaning for your loved one? What scriptures marked in the family Bible or readings/poems tucked away are you aware of? One of these may be appropriate for the service.
- 4.) Are there any family members or friends who wish to be part of the service: readers, special music, sharing brief remembrances?
- 5.) Do you wish to have the congregation sing hymns? If so, do you have any suggested favorites?
- 6.) Will there be a gravesite/committal at the cemetery after the service? If the casket is present at the funeral, are there family members or friends to serve as pallbearers?

What other questions do you have?

MUSIC:

Trust and hope in the resurrection which is proclaimed in the spoken parts of the liturgy, can be reinforced by the church’s music.

There are several options for music for the service. If the service is to be done at the Funeral Home, one may choose to have recorded music provided by the Funeral Home or one may opt for piano/organ music provided by someone from a recommended list. A soloist (vocal or instrumental) can also be provided. If the service is to be held at the church, an organist or pianist will be available. Again, a soloist may or may not be used depending on the family’s wishes. The cost for musicians is listed under “Fees”.

Another choice for the service is congregational singing. A discussion with the Pastor and/or Director of Music will help the family to choose appropriate hymns for the service. It is important that all music be chosen carefully to fit with scriptures selected and the wishes of the deceased and the family involved.

The baby grand piano will be available for use during the service at the church. Only trained organists may use the tracker organ with the permission of the Director of Music.

BULLETINS:

You may have the church office provide your bulletins. The office has a range of cover selections on hand; please talk with the Office Manager. Also let her know how many you may expect to attend.

FLOWERS:

Floral arrangements appropriate to a place of worship and in celebration of the life of the deceased may be used in the chancel area and other appropriate places. It is important that floral decorations be removed immediately after the service, unless by prearrangement, some of the floral decorations are to be left for the use of the church in another worship service. Wooden flower stands are available for use and funeral homes will provide additional stands as needed.

Be sure to check with the church office when making arrangements with your florist so someone is available to accept delivery.

MEMORIALS:

In appreciation for the life of the deceased, donations may be made at the time of the memorial or funeral service. It is good to decide while preparing your obituary where you would like these memorials to be given. If the church is designated as the recipient of these memorials, the church office will assume the responsibility for collecting and recording these gifts. It is not unusual for memorials to be received for several weeks after the service as extended family and friends become aware of your loss. An updated listing will be provided to the family at regular intervals to accommodate this situation. Thank you cards will be sent from the church and a list will be provided with necessary information for the family to send their own personal thanks.

Should the family wish to give a memorial to the church, please let the pastor know of your thoughts. There are several options available. Giving can be split among these options. The church will do everything possible to honor your wishes and will present them to the Board of Session.

Appreciation Fund: Giving to the Appreciation Fund provides a gift that is not designated for any specific use. Your gift is combined with others already in the fund. The Appreciation Committee supports a variety of important programs, projects, and missions as needs arise.

Designated Gift: There may be a specific program or mission of the church that was important to the deceased that you wish to support. Christian Education, Deacons, or music are examples. If there is a current fund campaign or need of the church, the Pastor can inform you of that as an option.

Endowment Fund: Giving to our church Endowment fund allows you to leave a legacy to the church that will last for generations. The intent of the Endowment fund is to maintain gifts given to it as the principal of the fund and use the earnings off that principal for programs, mission or other church needs.

RECEPTION OR LUNCHEON FOLLOWING THE SERVICE:

The Board of Deacons is happy to assist the family at this time by providing coffee and cookies following a Service of Witness to the Resurrection. This is often a time for family members to share stories and reconnect. Please let the pastor know if you wish to have a reception following the service and the approximate number of expected guests.

Should you wish to provide a luncheon, the Deacons will help serve and provide set-up and clean-up. The church and the pastor will be able to provide names of caterers and provide information to help make this possible.

SOUND SYSTEM/AUDIO/MICROPHONES:

These items will be available for use during the ceremony. Arrangements will be made for the operation of the sound system by a trained operator/church member.

FEES AND EXPENSES:

Pastor’s Honorarium	\$ 150
Church Organist/Pianist	\$ 150
(If church organist is unable to perform on the day of the funeral or memorial, the Director of Music will be able to provide the family with a list of other organists who are familiar with the church’s instruments.)	
Church Vocal Soloist’s Honorarium	\$ 75 (or as arranged)
Custodial Fee:	\$ 75

MEMORIAL PLAQUE:

Name of church members will be inscribed on the memorial plaque in the church vestibule at no charge to the family.

Notes:

CONTACT INFORMATION:

Church Office: 847-742-6365
 Pastor: Rev. Karen Schlack
 Director of Music: Deborah Walters
 Office Manager: Colette McDonough