

**FUNERAL MANUAL**  
**FIRST PRESBYTERIAN CHURCH**  
**CONCORD, NORTH CAROLINA**

The funeral is a service of worship and praise to God who is the Author and Giver of life. It is an affirmation of the Church's faith in the power of the resurrection of Jesus Christ which has overcome the finality of death. Through the reconciling work of Jesus Christ and the hope of life with Him beyond death, we gather to worship at a funeral service to witness to the steadfast love of God even in times of our deep loss and sorrow. The funeral is also a service of thanksgiving for the life of the person who has died, and can be a celebration recognizing and giving thanks for the particular gifts and qualities of that loved one.

The Church, represented by the pastor and members of the local congregation, seeks to give the family and friends the support they need, the comfort of companionship in faith and a reminder of the hope which is set before us in the Gospel.

The procedures set forth in this manual have been established by the Session of First Presbyterian Church to assist in planning the funeral or memorial service. The pastors and church staff are also ready to assist with arrangements for the funeral service.

### **Arrangements**

When a death has occurred, please notify the church office as soon as possible. The office will notify the pastors immediately. Should death occur after regular office hours, you should contact one of the pastors at home directly.

The pastors will help the family make decisions concerning the kind of funeral services desired, make arrangements for use of the church facilities, and help set the time for the service in coordination with the funeral director.

### **Funeral and Memorial Service Arrangements Form**

If prior to death the deceased has completed the Funeral and Memorial Service Arrangements form at the back of this manual and filed the form with the church, it will be consulted in planning the services. Church members who know their wishes concerning their own funeral arrangements should fill out this form to help the family and the pastors in planning the service. Once a member has completed this form, copies of the form not only will be kept on file at the church, but also sent by the church to family members as directed on the form.

### **Types of Services**

The surviving family has the responsibility to choose the form of worship service to be used. A **funeral** service includes the presence of the closed casket. A **memorial** service is the same but without the presence of the casket. **Graveside** services may be held either in addition to or in lieu of the funeral or memorial service. Where cremation is used a memorial service is normally conducted. In addition, a service of interment or strewal of ashes may be conducted much like the graveside service.

### **Facilities**

The Sanctuary is available for funerals and memorial services large or small. The chapel of the Fellowship House is available for small services (less than 60 participants). The most familiar form of worship makes use of the sanctuary, open to all friends. If the family elects to have a private service for the immediate family the chapel will normally be used.

Families may wish the service to take place using funeral home facilities. These arrangements should be made with the funeral director in coordination with the pastor for scheduling and order of service.

The Fellowship House parlor may be used for receiving of friends in lieu of the home or funeral home facilities.

### **Memorial Garden Columbarium**

First Presbyterian Church provides the Memorial Garden Columbarium as an area for interment or scattering of cremated remains. In addition, a Remembrance Tablet is available at Memorial Garden which may be inscribed with the names of eligible persons whose remains are interred or strewn elsewhere. The pastors can provide further information on the use of Memorial Garden Columbarium facilities.

### **Pastors**

The policy of First Presbyterian Church is that one of the pastors is to have charge of all funerals and memorial services conducted in the church. If so desired, another ordained minister may be invited to assist in the service, after consultation with the pastor in charge. There is no fee or honorarium due to pastors for officiating at a funeral or memorial service.

### **Music**

Music, normally performed by the church's Director of Music Ministries or church organist, adds to the reverence and dignity of the funeral service. A list of appropriate music selections is included below. If the family has a particular desire for special music or instruments, it must be arranged in coordination with the pastor in charge and the Director of Music Ministries. A general guideline for special music is that only music of a style normally appropriate for Sunday morning worship at First Presbyterian Church will be used.

Music for a Church Funeral Service should focus on God, the Giver and Preserver of life, and express the hope of the resurrection.

### **Appropriate Hymns, Arranged By Season, For Funeral Service Presbyterian Hymnal, 1990**

#### **Advent**

Christ, Whose Glory Fills the Skies  
\*Come, Thou Almighty King  
Come, Thou Long-Expected Jesus  
\*Come, You Thankful People Come  
\*O Come, O Come, Emmanuel

#### **Christmas**

\*All My Heart Today Rejoices  
\*Good Christian Friends, Rejoice  
\*Hark! The Herald Angels Sing  
Once in Royal David's City

#### **Epiphany**

Christ, Whose Glory Fills the Skies  
O Morning Star, How Fair and Bright  
Once in Royal, David's City

#### **Lent**

\*Hosanna, Loud Hosanna (Palm Sunday)  
O Love, How Deep, How Broad, How High  
O Love That Wilt Not Let Me Go

#### **Easter**

\*Jesus Christ Is Risen Today  
Morning Has Broken  
\*O Sons and Daughters, Let Us Sing  
\*The Strife Is O'er the Battle Done

#### **Ascension**

\*Crown Him with Many Crowns  
\*O For a Thousand Tongues to Sing  
The Head That Once Was Crowned  
With Thorns

### **Pentecost**

Christ Is Made the Sure Foundation  
How Firm a Foundation

### **General**

Near to the Heart of God  
Give Thanks For Life  
Lord of the Living  
O Lord of Life Where'er They Be

Our God, Our Help in Ages Past  
A Mighty Fortress Is Our God  
For All the Saints

Joyful, Joyful, We Adore Thee  
Give to the Winds Your Fears  
God of Our Life

\*Holy God, We Praise Your Name

\*I Greet Thee, Who My Sure Redeemer Art

\*Praise My Soul, The King of Heaven

\*indicates use as opening hymn

### **Psalms**

Included in the Presbyterian Hymnal, 1990 are Psalms appropriate for congregational singing at the funeral service. These Psalms are 23, 27, 42, 46, 90, 91, 103, 116, 121, 130, 139, 145 and 146.

Organ Music may be selected in consultation with the Director of Music Ministries or the church organist, and shall be approved by the Director of Music Ministries. Both musicians have an extensive repertoire for music appropriate to the funeral service.

The Sanctuary Choir has an appropriate repertoire for the funeral service. The choir is available to sing directly dependent on their availability.

### **Flowers**

The Sanctuary and Fellowship House Chapel are both places of reverence and dignified beauty and require no other decoration and embellishment for the funeral. Flowers may be used, but ostentation and excessive size or number of arrangements are not permitted. Chancel flowers will be provided by the church at no cost to the family.

### **Pall**

First Presbyterian Church offers and encourages the use of a white pall to be placed over the casket in the sanctuary or chapel in lieu of flower sprays. The pall is a symbol of Christ's victory over death and the Christian hope in God. Its use is not intended in any way to hide the casket, but rather to draw attention to the Author and Finisher of life who is Lord over both life and death.

### **Pallbearers**

The funeral director marks with small "Reserved" pew signs the areas for family, pallbearers, and special groups that may have been invited by the family to sit together during the service. Because funeral directors are aware of these groups and anticipate them, they prefer to take care of seating.

The funeral home personnel will contact relatives or friends invited by the family to serve as active or honorary pallbearers. Keep in mind that active pallbearers should be physically able to carry a casket.

### **The Family Meal**

The Presbyterian Women of First Presbyterian Church offer a funeral meal as a witness of compassion and comfort to the family of church members or immediate family members who have died (non-member wife, husband, child, parent). One of the circles of the Presbyterian Women is always on call to prepare and serve the meal. The meal is for the family, relatives and close friends (generally, anyone invited by the immediate family) and may be served at the Fellowship House prior to or following the

service, or at the home, depending on the wishes of the family. If so desired, the Presbyterian Women will deliver the meal to the home and allow the family to serve it when convenient.

The church office will contact the Presbyterian Women Special Service Committee representative, who will call the family and make arrangements for the meal. From the family she will need to know the approximate number of people to prepare for, as well as the desired place and time for the meal.

The meal is without charge, and is reverently offered by the Presbyterian Women as an expression of love and compassion for those in time of loss, their relatives, and friends.

### **Memorials**

Many times it is the wish of the family or of the deceased to designate the church as an institution where monetary memorial gifts may be made by persons wishing to show respect and honor the name of the deceased. First Presbyterian Church has several established Memorial Funds which may be designated by the family. If no particular memorial fund is designated and the church does receive memorials, they will be credited to the memorial fund most in need of replenishment as determined by the pastors. The following is a list of First Presbyterian Church Designated Memorial Funds:

Building Endowment	Community Service
Benevolence Endowment	Fellowship House
Sanctuary Beautification	Children's Library
Music	First Kids Scholarship
Families in Need	Library

### **Other Things to Consider**

We advise having someone in the home during the hour of the funeral or until the family returns.

USAIR offers special fares to persons attending the funeral of a family member (parent, grandparent, mother- or father-in-law, child, grandchild, daughter- or son-in-law). Passengers must depart within five days of making the reservation and must provide USAIR with one of the following: name of funeral home handling arrangements, attending physician's name and phone number, or name of hospital where family member died. Return reservations must be made, but may be changed without penalty. Other airlines may have similar programs.

### **Conclusion**

This manual was prepared to assist you in preparing for funerals and memorial services for loved ones and to make clear the policies and procedures of First Presbyterian Church relating to such services. Whether you have read it "before the fact" or are in the midst of planning a service for a loved one newly departed, please remember that First Presbyterian Church strives to conduct its ministry and worship, including funerals and memorial services, ad majorem gloriam Dei – TO THE GREATER GLORY OF GOD. Praise be to God!

*The Lord will keep you going out and your coming in from this time forth, and for evermore.  
-- Psalm 121, verse 8*

## FUNERAL AND MEMORIAL SERVICE ARRANGEMENTS

Personal wishes of \_\_\_\_\_  
 (use separate form for each individual)

This form is for use by members of First Presbyterian Church, Concord, N.C. who are interested in providing a record of any special instructions or requests relating to their own funeral or memorial service (to include interment). Use of this form is voluntary and not required by the church.

This form is intended to assist church staff and surviving family members with the planning of the service or services and to insure that the wishes of the church member are on record and honored within the limits of Presbyterian Church USA worship guidelines and the traditions of this congregation.

This form is simply for informational purposes, and in no way is legally binding on the church or the surviving family. It may be revised at any time by the church member. Naturally the church and the family will want to know of and plan for the service(s) with the express wishes of the church member in mind.

### 1) FUNERAL ARRANGEMENTS

#### CREMATION \_\_\_\_\_

<u>Method</u>	<u>Type</u>	<u>Place</u>	<u>Name &amp; Location</u>
Dispose of cremated remains:	Urn in niche	Columbarium	_____
			_____
	Urn burial	Cemetery	_____
			_____
	Urn entombment	Mausoleum	_____
			_____
	Scatter (where permitted)		_____
			_____

#### BURIAL \_\_\_\_\_

<u>Method</u>	<u>Type</u>	<u>Place</u>	<u>Name &amp; Location</u>
Body to receive:	Earth burial	Cemetery	_____
			_____
	Entombment	Mausoleum	_____
			_____

NOTE: It remains the responsibility of the member or the member's family to secure the plot for burial or interment which is desired.

**2) TYPE OF SERVICE:**

**Memorial** (remains are not present) \_\_\_\_\_

**Conventional funeral** (remains are present) \_\_\_\_\_

(NOTE: Presbyterian practice does not allow open caskets in the sanctuary or during services)

**Conducted For:** \_\_\_\_\_ Friends and relatives  
\_\_\_\_\_ Private  
\_\_\_\_\_ Open to church and community  
\_\_\_\_\_ If different at graveside/interment, please state: \_\_\_\_\_

**Location:** \_\_\_\_\_ Church  
\_\_\_\_\_ Funeral Home  
\_\_\_\_\_ Family Home  
\_\_\_\_\_ Other Name and address of service location: \_\_\_\_\_

Denomination, if church: \_\_\_\_\_

NOTE: First Presbyterian Church clergy are responsible for all services conducted in the church. Additional clergy may be invited to assist in accordance with family wishes in consultation with and approval of the clergy staff of First Presbyterian Church.

**3) ELEMENTS OF THE SERVICE:**

Hymns to be sung by congregation: \_\_\_\_\_

Special music for organ/piano: \_\_\_\_\_

Special solo or ensemble music: \_\_\_\_\_

NOTE: The family is responsible for all costs associated with special solo or ensemble music.

Scripture Readings (book, chapter, verses): \_\_\_\_\_

Other readings: \_\_\_\_\_

**4) INTERMENT SERVICE:**

Location (cemetery or columbarium) \_\_\_\_\_

\_\_\_\_\_

Scripture readings \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

**5) MEMORIALS:** If the member wishes that memorials in his/her name be contributed, please list the names and addresses of each memorial recipient. Memorials to the special memorial fund of First Presbyterian Church should include a designation of the fund or funds among the list found in this Funeral Manual.

\_\_\_\_\_

\_\_\_\_\_

Memorial Agencies (Name and Address):

\_\_\_\_\_

\_\_\_\_\_

**6)** Many persons request that expressions of sympathy take a form OTHER than flowers, such as contributions to worthy causes. If you desire, an "In lieu of flowers" request can be made. Please list the agency or agencies you designate for the "In lieu of flowers" request (if same as above, please list the name of the agency again below).

\_\_\_\_\_

\_\_\_\_\_

**7)** Please list any special persons you wish contacted before the service. This will assist family in notifying them.

Name

Phone

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8) It may be helpful to family members or others handling your affairs to include here the location of a copy of your current and valid will. My will is located:

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9) REMARKS/OTHER INSTRUCTIONS: \_\_\_\_\_

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Signed (by church member):

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*Name*

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*Date*

Witnesses: \_\_\_\_\_

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I would like copies sent to: \_\_\_\_\_

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