FUNERAL MANUAL
FIRST PRESBYTERIAN CHURCH
CONCORD, NORTH CAROLINA

In Baptism each Christian shares in Christ's dying and rising, and receives the promise of eternal and abundant life in him. A Christian funeral rests upon the promises of Baptism and affirms that, in death, a Christian's Baptism is complete. In the face of death, we affirm with tears and joy the good news of the gospel and the hope of the resurrection. We do not grieve in isolation, but are sustained by the power of the Holy Spirit and the community of faith.
(Directory for Worship, W-4.0701)

A Christian funeral is a service of worship held on the occasion of a person's death. In this service we give thanks and praise to God for the gift of life, seek God's help in time of need, witness to the hope of the gospel anchored in the resurrection of Christ, remember the life of the deceased, and offer support and comfort to the grieving.

In the Presbyterian church, this service is called a Service of Witness to the Resurrection and is characterized by simplicity, dignity, and gratitude. Proclamation, music, and prayers bear witness to the gracious acts of God, to whom we give glory and praise. The focus of the funeral is on God and the promises of the gospel.

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 occurs, please notify the church office as soon as possible. Should death occur outside regular office hours, please contact one of the pastors directly.

The pastor(s) 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 the deceased has completed the Funeral and Memorial Service Arrangements form at the end 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 are encouraged to fill out this form to help the family and the pastors in planning the service. They are encouraged to keep a copy of the completed form to share directly with loved ones as well.

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 ordinarily 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 in 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 or Davis Hall may be used for receiving friends and family before or after the service.

Memorial Garden Columbarium

First Presbyterian Church provides the Memorial Garden Columbarium for interment or scattering of cremated remains. 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 will officiate all funerals and memorial services conducted in the church. 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, ordinarily offered by the church's Director of Music or church organist, adds to the reverence and dignity of the funeral service. A list of suggested 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. 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 the service should focus on God, the Giver and Preserver of life, and express the hope of the resurrection.

A list of suggested hymns may be found at the end of this manual.

Instrumental, Choral Music, and Solos

Organ Music may be selected in consultation with the Director of Music and shall be approved by the Director of Music. Other musicians may be invited to play and other vocalists may be invited to sing in consultation with the Director of Music. The cost for all musicians is borne by the family and paid directly to the musicians. Because our Director of Music and Choirmaster are part-time employees, it is expected that they will be paid honorariums for funeral services.

Suggested honorariums:

Organist: $200

Soloist: $200

Other musicians: Varies, please consult with the Director of Music for fees

The Sanctuary Choir has an appropriate repertoire for the funeral service. The choir is available to sing, 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. Flowers should not obscure the cross. A simple arrangement will be provided by the church at no cost to the family to be used in the chancel or placed in the narthex. Should the family wish to provide additional flowers for the chancel, arrangements should be made through the church office.

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.

Other Rites

Per the Presbyterian Church (USA) *Book of Order*, when fraternal or civic rites are held, they should be conducted separately from the funeral service, preferably in a location other than the congregation's place of worship. Such ceremonies may occur before or after the funeral. Military ceremonies (including the folding and presenting of the flag) should take place apart from the service itself, either before the service begins or after the benediction.

Live Streaming

If a volunteer is available and the family desires, services in the Sanctuary may be live streamed to the church's YouTube channel.

Family Meal or Reception

As a witness of compassion and comfort, the Presbyterian Women of First Presbyterian Church will provide a funeral meal (for up to 30 family members and friends) ***or*** a simple reception. One of the circles of the Presbyterian Women will 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's meal coordinator 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.

If the family chooses a reception, the Presbyterian Women will provide light refreshments and punch or water in the Fellowship House or in Davis Hall following the service.

Family meals and receptions are offered by the Presbyterian Women free of charge as an expression of love and compassion for those in time of loss, their relatives, and friends.

Memorials

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

Benevolence Endowment

Sanctuary Beautification

Music

Library

Families in Need

Fellowship House

Children's Library

First Kids Scholarship

Conclusion

This manual was prepared to assist you in preparing for funerals and memorial services for yourself and loved ones and to make clear the policies and procedures of First Presbyterian Church relating to such services. Please contact the church office or one of the pastors with any questions.

The Lord will keep
your going out and your coming in
from this time on and forevermore.

Psalm 121:8

FUNERAL AND MEMORIAL SERVICE ARRANGEMENTS

A fillable version of this form is also available online.

Personal wishes of _____

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 ensure 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.

FUNERAL ARRANGEMENTS

____ CREMATION

Dispose of cremated remains:	Name and Location
Niche	Columbarium _____
Burial	Cemetery _____
Entombment	Mausoleum _____
Scatter (where permitted)	_____
Other	_____

____ BURIAL

Body to receive:	Name and Location
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.

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)

LOCATION:

____ First Presbyterian Church sanctuary

____ First Presbyterian Church Fellowship House chapel

____ Funeral Home

____ Other Location:

_____

_____

1) ELEMENTS OF THE SERVICE:

Hymns to be sung by congregation:

Music for organ/piano:

Solo or ensemble music:

NOTE: The family is responsible for all costs associated with music.

Scripture Readings (book, chapter, verses):

Other readings:

2) INTERMENT SERVICE:

Location (cemetery or columbarium)

Scripture readings

Other

3) MEMORIALS: Gifts to the church in my memory should directed to the following memorial fund(s). (Please refer to the list of memorial fund accounts listed in this manual.)

Gifts in my memory may also be directed to the following organizations or charities:

4) Please list the names and contact information for individuals you would like to be contacted before the service. This will assist family in notifying them.

6) 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:

7) REMARKS/OTHER INSTRUCTIONS:

Signed (by church member): _____

Name: _____

Date: _____

A copy of the completed form will be kept on file in the church office.

APPROPRIATE SCRIPTURE READINGS

Old Testament

Job 19:23–27 I know that my redeemer lives
Isa. 25:6–9 God will swallow up death forever
Isa. 26:1–4, 19 God will keep them in peace
Isa. 40:1–11 Comfort my people
Isa. 40:28–31 Those who wait for the Lord
Isa. 43:1–3a, 18–19, 25 Through the waters, I will be with you
Isa. 44:6–8 I am the first and the last
Isa. 55:1–3, 6–13 Ho, everyone who thirsts
Isa. 61:1–4, 10–11 The spirit of the Lord is upon me
Isa. 65:17–25 I create new heavens and a new earth
Lam. 3:19–26, 31–33 The Lord's steadfast love
Dan. 12:1–3 Many of those who sleep in the dust shall awake
Joel 2:12–13, 23–24, Return to the Lord with all your heart

Psalms

Ps. 16:5–11 The Lord is my chosen portion
Ps. 23 The Lord is my shepherd
Ps. 27:1, 4–9a, 13–14 The Lord is my light and my salvation
Ps. 39: 4–5, 12 Lord, let me know my end
Ps. 42:1–6a As a deer longs for flowing streams
Ps. 43 Give judgment for me, O God
Ps. 46:1–5, 10–11 A very present help in trouble
Ps. 90:1–10, 12 Teach us to number our days
Ps. 91 In the shelter of the Most High
Ps. 103 Bless the Lord, O my soul
Ps. 106:1–5 O give thanks to the Lord
Ps. 116:1–9, 15 The Lord has heard my voice
Ps. 118 Open the gates of righteousness
Ps. 121 I lift up my eyes to the hills
Ps. 130 Out of the depths I cry to the Lord
Ps. 139:1–12 Where shall I go from your spirit?
Ps. 145 I will extol you, O God my King
Ps. 146 Hallelujah! Praise the Lord, O my soul

Epistles

Acts 2:22–28 God raised him up, having freed him from death
Rom. 5:1–11 Hope does not disappoint
Rom. 6:3–9 Baptized into Christ's death, raised with him
Rom. 8:14–23, 31–39 Nothing can separate us from the love of God
Rom. 14:7–9, 10b–12 Whether we live or die, we are the Lord's
1 Cor. 15:3–8, 12–20a Christ raised from the dead
1 Cor. 15:20–24a In Christ shall all be made alive
1 Cor. 15:20–26, 35–38, 42–44, 50, 53–58 Death is swallowed in victory
1 Cor. 15:35–44 The natural body and the spiritual body
1 Cor. 15:50–57 We shall all be changed
2 Cor. 4:16–5:1 Visible things and invisible things
2 Cor. 5:1–10 We have a house not made with hands
Eph. 1:11–2:1, 4–10 Saved by grace through faith
Phil. 3:7–11 Knowing him and the power of his resurrection
Phil. 3:20–21 Our citizenship is in heaven
Col. 3:1–17 Set your minds on the things that are above
1 Thess. 4:13–18 The comfort of Christ's coming
2 Tim. 2:8–13 If we died with him, we shall also live with him
Heb. 2:14–18 Christ was tested in every way
Heb. 11:1–3, 13–16; 12:1–2 Faith, the pilgrimage, the cloud of witnesses
1 Pet. 1:3–9 Without seeing Christ, you love him
1 Pet. 3:18–22; 4:6 Christ's ministry to the spirits in prison
1 John 3:1–3 We are children of God
Rev. 7:2–3, 9–17 They have come out of the great ordeal
Rev. 14:1–3, 6–7, 12–13 Rest for the saints
Rev. 21:1–4, 22–25; 22:3–5 A new heaven and a new earth
Rev. 22:1–5 The Lord God will be their light

Gospels

Matt. 5:1–12a The Beatitudes
Matt. 11:25–30 Hidden from the wise, revealed to infants
Matt. 25:1–13 Wise and foolish bridesmaids
Matt. 25:31–46 The Last Judgment
Matt. 28:1–10 Go quickly and tell his disciples

Luke 7:11–17 Jesus raises the son of the widow of Nain
Luke 18:15–17 We enter the kingdom only as children
Luke 23:33, 39–43 Today you will be with me in Paradise
Luke 24:5–9 He is not here, but has risen
Luke 24:13–23 A vision of angels said he was alive
John 3:16–21 God so loved the world
John 5:24–29 Whoever hears and believes has eternal life
John 6:37–40 Those who come to me I will not drive away
John 6:47–58 Whoever believes in me has eternal life
John 11:17–27 I am the resurrection and the life
John 11:38–44 Lazarus raised from the dead
John 14:1–6, 25–27 Let not your hearts be troubled

Appropriate Hymns, Arranged By Season

Glory to God, 2013

Advent

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

Christmas

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

Ascension

Crown Him with Many Crowns
O For a Thousand Tongues to Sing

Pentecost

Christ Is Made the Sure Foundation
How Firm a Foundation

General

Near to the Heart of God
Lord of the Dance
Amazing Grace
Great Is Thy Faithfulness
Our God, Our Help in Ages Past
A Mighty Fortress Is Our God
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
In the Bulb There Is a Flower