

Union Grove Congregational United Church of Christ
Funerals and Memorial Services

It is Union Grove Congregational’s sacred responsibility to host and witness the Christian rite of a funeral or memorial service on behalf of our members and active church participants. We hold with tender regard the grieving family members of our deceased and hope this policy answers questions specific to the preparation for your loved one’s funeral or memorial service. To make the process go smoothly, please designate ONE individual member of your family as a point of contact, especially if you are not involving a funeral home in making arrangements.

For all deceased persons who maintained active church membership (in worship attendance, acts of service, financial giving, or other forms of commitment at the discretion of the pastor), we offer the church and our preparation services free of charge, and request honorariums for certain people and positions to honor their work and services. *This includes members for whom physical limitations and geographical proximity limit in-person participation in the life of the community.*

| Position: | Suggested Honorariums: | Working with a Funeral Director: | Working without a Funeral Director: |
|------------------------|-------------------------------|---|--|
| Pastor | \$175 | Payment will be arranged through funeral home | Payment will be expected on or before the service* |
| Organist** | \$100 | “ ” | “ ” |
| Soloist/other musician | \$75 | “ ” | “ ” |
| Cleaning Fee | \$50 | “ ” | “ ” |

For all deceased persons who did not maintain active membership (see comments above) or **community members for whom our church was not their faith home**, we offer the church and our preparation services according to the fee schedule below, with expected honorariums for certain people and positions.

| Position: | Expected Honorariums: | Working with a Funeral Director: | Working without a Funeral Director: |
|------------------------|------------------------------|--|--|
| Pastor | \$250 | Will be arranged through funeral home | Will be expected on or before the service* |
| Organist** | \$100 | “ ” | “ ” |
| Soloist/other musician | \$75 | “ ” | “ ” |
| Facility Fee | \$200 | Will be expected on or before the service* | “ ” |
| Cleaning Fee | \$150 | Will be expected on or before the service* | “ ” |

**all checks should be made out to name of person (i.e. Rev. _____, name of organist, name of solo/musician, etc.), except for rental costs, which should be made out to the church.*

***If using the church’s musician, the couple or their coordinator should discuss any additional rehearsals/ meetings that may be required between the musician and the wedding couple, or with any other soloists and/or musicians are required. Please be aware that this may increase the musician’s fee. If you choose to use your own musician, it is the responsibility of the couple and/or their coordinator to negotiate their fees.*

PROCEDURES WHEN PLANNING WITH A FUNERAL HOME

1. The Funeral Director or staff will contact Pastor Kelsey to confirm date and time of the funeral/memorial service and all necessary arrangements, including if you would like a visitation beforehand and/or a graveside committal service.
 2. Pastor Kelsey requests an opportunity to sit with family members to gain a better understanding of the deceased individual's life and legacy, and create personalized plans for the service.
 3. Some questions to consider as family of the deceased:
 - a. Would you like a pianist/organist? Are there specific songs/hymns you'd like sung and/or played?
 - b. Any special music or soloist (to be coordinated by family and the pianist/organist)?
 - c. How long would you like music to be played prior to the service beginning? (i.e. 10minutes, 30minutes)
 - d. Did the deceased have any favorite scripture you'd like included?
 - e. Would a member of the family like to offer personal remarks?
 - f. Would you like the obituary (or some part of it) read aloud? By whom?
 - g. What aspects of your loved one's legacy would you like highlighted?
 - h. Would you like to designate memorial donations to a cause or two that were important to your loved one?
 4. We will coordinate an organist, host, and church volunteers at your request, all given expected honorariums as listed on the front page. Any further details for the service [Soloist (with suggested \$75 honorarium), flower arrangements, front display, slideshow, guest book and attendee, etc.] are the responsibility of family.
 5. Our congregation will provide and serve coffee and desserts at the request of the family. Any additional meal will be provided by the family with a caterer of your choice.
 6. A printed bulletin can be arranged if family provides the following information 5 days prior to service:
 - a. Photos, obituary, names of pallbearers, and selected scriptures and hymns.
 7. The church will be open 1.5 hours before the service begins, unless other arrangements are made in advance. If flowers will be delivered, the church needs to be made aware of this arrangement.
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PROCEDURES WHEN PLANNING WITHOUT A FUNERAL HOME

1. An initial request to reserve a date and time must be placed with the church office (262.835.2157) and approved by Pastor Kelsey, including if you would like a visitation beforehand and/or a graveside committal service.
2. Pastor Kelsey requests an opportunity to sit with family members to gain a better understanding of the deceased individual's life and legacy, and create personalized plans for the service.
3. Some questions to consider as family of the deceased:
 - a. Would you like a pianist/organist? Are there specific songs/hymns you'd like sung and/or played?
 - b. Any special music or soloist (to be coordinated by family and the pianist/organist)?
 - c. How long would you like music to be played prior to the service beginning? (i.e. 10minutes, 30minutes)
 - d. Did the deceased have any favorite scripture you'd like included?
 - e. Would a member of the family like to offer personal remarks?
 - f. Would you like the obituary (or some part of it) read aloud? By whom?
 - g. What aspects of your loved one's legacy would you like highlighted?
 - h. Would you like to designate memorial donations to a cause or two that were important to your loved one?
4. We will coordinate an organist, host, and church volunteers at your request, all given expected honorariums as listed on the front page. Any further details for the service [Soloist (with suggested \$75 honorarium), flower arrangements, front display, slideshow, guest book and attendee, etc.] are the responsibility of family.
5. Our church will provide and serve coffee and desserts at the request of the family. Any additional meal will be provided by the family with a caterer of your choice.
6. A printed bulletin can be arranged if family provides the following information 5 days prior to service:
 - a. Photos, obituary, names of pallbearers, and selected scriptures and hymns.

7. The church will be open 1.5 hours before the service begins, unless other arrangements are made in advance. If flowers will be delivered, the church needs to be made aware of this arrangement.

SCRIPTURE & HYMN SUGGESTIONS

Below are suggested scriptures and hymns. For scripture, we recommend choosing one Old Testament and one Gospel text. You may also include a reading from the Epistles. For hymns, please choose two or three.

Old Testament:

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|---------------|---------------|-----------------------------|
| Psalm 23 | Psalm 121 | Isaiah 43:1-3a |
| Psalm 27:7-14 | Psalm 130 | Isaiah 61:1-3 |
| Psalm 42:1-5 | Isaiah 25:6-9 | Lamentations 3:22-26, 31-33 |

New Testament: Gospels

| | | |
|------------------|---------------|---------------|
| Matthew 5:3-10 | John 6:37-40 | John 12:24-26 |
| Matthew 11:28-30 | John 11:17-27 | John 14:1-6 |

New Testament: Epistles

| | | |
|------------------------|--------------------------|-------------------------|
| Acts 10:34-43 | 1 Corinthians 15:35-49 | Ephesians 3:14-21 |
| 1 Corinthians 13 | 2 Corinthians 4:7-11, 16 | 1 Thessalonians 4:13-18 |
| 1 Corinthians 15:12-20 | 2 Corinthians 5:1-5 | Second Timothy 1:8-1 |

Hymns:

| | | |
|--------------------|--------------------------|-----------------------------|
| In the Garden | Hymn of Promise | Softly and Tenderly |
| Amazing Grace | On Eagles' Wings | Take My Hand, Precious Lord |
| How Great Thou Art | I Love to Tell the Story | Blessed Assurance |

You are welcome to use other scriptures or hymns as well. If there will be a soloist who needs accompaniment on the organ, practice time will need to be arranged with the organist. As soon as hymns are chosen, please notify the pastor. This should be done several days in advance so the organist has ample time to prepare.

A NOTE ON VISITATION

A time of visitation is often provided before the start of the service itself to give time for guests to pay their respects to the family. Depending on the number of guests expected and the time of day, this can be anywhere from 1-4 hours. (example: Visitation at 10 am, Service at 11 am, luncheon to follow). The family can arrive 20-30 minutes before the visitation time in order to arrange photo displays, urn, flowers, etc. as they would like.

A NOTE ON DESIGNATED MEMORIAL DONATIONS

You may wish to designate memorial donations to a cause or two that were important to your loved one. We will provide a basket or a box to receive the memorials. If the memorial is to our church, we will provide envelopes on the day of the memorial service. Otherwise, please have envelopes available for guests, with a simple label or inscription that says, "Memorial Gift in loving memory of _____." You may wish to provide a sign that explains where memorials are designated. We will have a table set up for memorial cards.

For further information and questions, please contact our church office (ugcrcc@gmail.com) or Pastor Kelsey Beebe (262.488.7020 or PastorKelseyB@gmail.com).

Many blessings as you navigate this difficult time. For pastoral care surrounding issues of grief, please be sure to reach out to Pastor Kelsey.