Hickory Grove United Methodist Church

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FUNERAL POLICY

The following funeral services are available to any member of Hickory Grove UMC as well as any direct family member of a member of HGUMC. Direct family members are defined as parents, children, and siblings of a member of HGUMC.

Families of deceased persons who were not members of HGUMC can arrange for these funeral services to be provided for the deceased person upon approval of the Board of Trustees. If the Trustees grant this approval for a non-HGUMC member the following conditions will apply:

a) There will be fees associated with which facility that will be in use, a refundable cleanings deposit and payment to each church faculty involved in the service.(See Fees for Building Use)
b) Use of HGUMC facilities beyond the funeral itself (such as for a repass celebration) will also be subject to Board of Trustees approval, and the cost for this additional facility usage will be as defined in the HGUMC Facility Fees and Pricing Schedule.

FACILITIES:

- If you expect a group of more than 300, the Sanctuary or Family Worship Center can be used.
- If you expect a group of less than 300, the Sanctuary will be used.
- For groups of 50 or less, the Trinity Room in the Family Worship Center is recommended.
- If there will be a visitation prior to or following the service, it can take place in the Trinity Room, or in our Church Parlors.

SERVICES:

- Please fill out our Facility Request form and you will be contacted by the Office Administrator in a timely matter.
- Funeral stewards are provided to help coordinate the logistics of the service.
- Upon request, bulletins with limited information & graphics are provided by our Office Administrator.
- Upon request, a multimedia/video technician can be provided for funerals taking place in the Family Worship Center or in the Sanctuary.

- Upon request, the Caring & Sharing Committee can provide a meal for 25 that will be delivered to the family's home. Donations are welcomed and can be given to the Caring and Sharing Committee of HGUMC.

FEES:

- Organist - $150 Fee is required for members, $250 for nonmembers
- Pianist-$75 Fee is required for members, $100 for nonmembers
- Sound Technician- $75 Fee is required for members, $125 for nonmembers

HONORARIUMS:

On a voluntary basis, honorariums made payable to the following staff members are welcomed.

- Ministers
- Music Director
- Pianist
- Soloist
- Sound Technician

**Honorariums can also be made to Hickory Grove United Methodist Church.*

PROCESS:

The Office Administrator and the pastor of the venue associated with the deceased person should be notified about any death. The Office Administrator then sends out an email to all personnel who may have a responsibility in the service. The Office Administrator will reserve facilities and handle the bulletin, if requested. After the departments are made aware of the funeral, the family needs to coordinate the particulars with each of these groups.

The Pastor of the venue associated with the deceased person will plan and officiate most funerals. If this Pastor is unavailable, the Associate Pastor will plan and officiate. The Associate Pastor will assist the Senior Pastor with funerals for church members, if available. The Pastor of the venue associated with the deceased person should be contacted in regard to planning the funeral service. In planning the service, efforts are made not to deviate much from the order of service, unless a family member has a special request that can be accommodated easily. The Music Director approves all music to be used in the service. The Music Director should be contacted for musical requests. The music used in the service is expected to be sacred in nature. Exceptions may be made based on the Music Director's approval. Guest musicians are invited to provide piano accompaniment or solos. In order to preserve the instrument, guest musicians are not permitted to play the organ. The Music Director will coordinate with the Organist, guest musicians, soloists, choirs, bands, as well as the sound or multi-media technicians.

The Head of the Bereavement Committee should be contacted if there is to be a meal in the home.

The Office Administrator should be contacted for people wishing to commit the remains of their loved one to our Columbarium.

If there is a death among the African Ministry venue, the African Ministry pastor should be contacted concerning arrangements for the funeral.

If there is a death among the Latino Ministry venue, the Latino Ministry pastor should be contacted concerning arrangements for the funeral.

Revision History

Date	Who Made the Change	Change Made
5/6/18	Trustees and Admin Council	with draft edits for approval by Trustees and Admin Council
7/16/20	Kim Long	Updated the title of Facility Usage Policy to reflect as a schedule. Added reference to web page for forms. Added consistent template to document.
9/13/21	Rev. George Coates	Updated FACILITIES based on FWC capacity/chairs available
8/7/25	Kim Long	Removed venue from the policy. Updated the Fees Schedule name and added the cost on nonmember fee for the organist. Updated the name of the Caring and Sharing Team to Bereavement Team.
6/17/26	Elizabeth Stribling	Changed wording in Facilities category, took out custodian use, changed required fees.