



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) a \$300 fee will be charged to the family of the deceased person. This fee will be in addition to any fees noted in the Policy below.
- 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 Life 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 Parlor.

SERVICES:

- A planning sheet for reserving facilities and personnel will be provided or facilities can be reserved on the website.
- 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

HONORARIUMS:

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

- Ministers
- Music Director
- Pianist
- Soloist
- Sound Technician
- Multimedia 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. Contact information will be provided in the brochure that the family is given. The Office Administrator will coordinate the cleaning and set-up needs with the custodians and/or trustees.

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 Caring and Sharing Committee should be contacted if there is to be a meal in the home.

The Head Funeral Steward 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.