

January 30, 2023

FIRST METHODIST CHURCH WASHINGTON FUNERAL POLICY

One of the important ministries of FMCW is to support those who are experiencing loss in their lives through the death of a loved one. In offering this ministry we believe it is important to have a general policy in place for those who are in need of the church's services. Herein is our policy for both members and non-members of our congregation for funeral services.

First Methodist Church Washington Members

There is no charge for the use of the church sanctuary or Wesley Hall for members of the church and constituents of the congregation. Fee required for funeral support are as follows:

- Organist/pianist- \$200 (Check should be made out to church or organist if not church employee.)
- Sound system- \$35 (Check should be made out to church.)
- Custodian - \$100 (Check should be made out to church.)

Suggested stipends for staff support:

- Bereavement Meal Coordinator- \$30 (Check should be made out to Bereavement Coordinator.)
- Pastor- \$200 (Check should be made out to the pastor.)

If desired, a bereavement meal may be held in Wesley Hall, Fellowship Hall, or the family home for the family, friends and invited church members. Bereavement Team volunteers will be called to provide and serve the meal. A suggested donation from the family is \$2 per person to defer the cost of the meal and paper products.

The Office Administrator, when notified by the Pastor of a funeral, will:

- Contact the organist, sound person, altar guild, Bereavement Team Coordinator and "lead" ushers regarding the time and date of the funeral.
- Make sure the custodians know when to set up/clean up for the funeral service and bereavement meal.
- As appropriate, notify the custodian if cremains are to be placed in the Prayer Garden. If desired by the family, order a bronze name plaque for the Prayer Garden Memorial Plaque. (NOTE: Name plaques (approx. \$75) are available from Wood Graphics, 2101 Harrod Street, Raleigh NC 919 875-4234)
- Coordinate, as appropriate, collection of payment(s) from the family for the organist, sound person, and the custodian.

The Bereavement Team Coordinator will contact the family to determine if family meal (lunch or dinner) is desired. As needed the Coordinator will establish the time and location for the meal and notify the appropriate Bereavement Team to prepare and serve the meal.

Visitation with the family may be held in the Parlor, Wesley Hall or the Fellowship hall as desired. The Alter Guild will contact the family and notify the custodian of the support needed for visitation.

The “lead” Usher will coordinate with Funeral Home attendants to:

- Open and close the outside access church doors for the funeral. Make sure the doors are closed during the service.
- Make sure the candles are lighted and that lights are on in the narthex and sanctuary. Make sure the temperature of the sanctuary is comfortable.
- Make sure the flowers that arrive are put in order around the chancel area and if appropriate bring the plants to Wesley Hall/Fellowship Hall if there is a bereavement meal.
- Set up the casket and memorial items as needed.
- Coordinate with the Alter Guild to use a pall if desired by the family. (NOTE: the church pall shall not be taken out of the sanctuary)
- Greet people with any brochures at the sanctuary doors.

Non-Members of First Methodist Church Washington

The Senior Pastor will approve funeral use of FMCW facilities by non-members of the church. When approved the procedures above are applicable modified as follows:

Required staff payments:

- Organist/pianist- \$200 (Check should be made out to approved organist.)
- Sound system- \$50 (Check should be made out to the Audio Technician.)
- Custodian - \$100 (Check should be made out to church.)
- Pastor- \$250 (Check should be made out to the pastor.)

Bereavement meals for non-members are not provided. If a catered meal is desired in Wesley Hall or the Fellowship Hall, the policy and fees for Facility Use should be referred to.