

Funeral and Memorial Service Planning Guide

Lord, now you are letting your servant depart in peace, according to your word; for my eyes have seen your salvation that you have prepared in the presence of all peoples, a light for revelation to the Gentiles, and for glory to your people Israel. ~Luke 2:25-32

First United Methodist Church
930 North Boulevard
Baton Rouge, Louisiana
(225) 383-4777 • www.firstmethodist.org

Funerals & Memorial Services

First United Methodist Church offers its deepest condolences to you in this time of grief and loss. As Christians, we live in the hope and reality that nothing can separate us from the love of God in Jesus Christ – nothing in life; nothing in death. While we rejoice that your loved one has entered into the peace and presence of our Lord, we sorrow in sympathy with you.

Our clergy, staff, and community offer their caring support and expertise to you and your family through these first difficult days. This care begins with the planning of the service to both celebrate the life of your loved one, and leaving space for you to grieve. First United Methodist Church of Baton Rouge has been conducting liturgy and rites of the Methodist church since 1834. While special requests may be considered, the time-honored traditions of our funeral services are designed to reflect God's grace as refracted through the life of the deceased, and provide peace and comfort in this time of grief.

Steps for Planning A Service

At the time of death, please contact Donna Robin, *Executive Assistant to the Senior Pastor,* by calling (225) 383-4777, ext. 210. If you are calling during non-business hours, please call the church office at (225) 383-4777 and press 4 when prompted. Provide your name, phone number, and the name of your deceased loved one on the voicemail.

A pastor will guide you through the process of planning a service. After contact is made with the church, please follow these steps for planning purposes:

1. Funeral and Memorial Service Policies (link)
2. Required Information Form to be completed when meeting with the officiant. (printable and fillable PDF)
3. Service Planning Resources (PDF) (Scripture recommendations, music recommendations, and a sample order of worship)

Service Location Options

First United Methodist Church offers Aldrich Chapel for smaller services or the Sanctuary for larger services. If your loved one will be inurned in a niche in the church's Columbarium, a small service of up to 30 people may be held in the Columbarium courtyard.



Aldrich Chapel
For expected attendance under 60 people



Sanctuary
For expected attendance between 60 and 750 people

Scheduling
Funeral and memorial services may be scheduled Monday through Saturday between the hours of 10:00 a.m. and 2:00 p.m. We make every effort to accommodate requested dates and times, subject to the availability of the pastor, musicians, and church facilities. Funeral and memorial services take precedence over most previously scheduled events.

The church staff will prepare and conduct the service as well as provide experienced greeters, freeing your friends and extended family to support you in other ways.

Considering the Columbarium
If you are looking for an alternative to burial in a cemetery and are exploring cremation, we invite you to consider First United Methodist's Columbarium as your loved one's final resting place. Niches are available for individuals and couples. For more information about purchasing a niche, email Melissa Feigley at melissa@firstmethodist.org.


Columbarium

Officiating Pastor
A pastor of First United Methodist Church will officiate the service. You may request a particular pastor to officiate. If they are not available or you do not have a preference, a pastor will be selected for you. Upon advance request and approval, an outside pastor may be allowed to participate in the service. The FUMC pastor will provide words of faith (homily) and other spiritual content and coordinate the roles of other participants, including a guest pastor.

Visitation and Reception
Visitation will take place in the Ory Parish Hall and typically begins 60-90 minutes prior to the service. The time of visitation will be determined during the planning session with the officiating pastor. Refreshments will be arranged by the Epworth Guild, a bereavement ministry of the church. If desired, you may bring a DVD or PowerPoint (on a thumb drive) of photos or video that you have created, with or without sound. Please allow at least one business day before the service for FUMC testing and setup. Framed photos and memorabilia may be arranged on a table in the Ory Parish Hall immediately preceding the visitation. We suggest all items be arranged in the Ory Parish Hall 30 minutes before the visitation begins. Food and beverage will not be allowed in the Sanctuary or Aldrich Chapel. Childcare is not provided.

If a reception is requested following the service, a suitable space at the church will be provided if available. Food and drink at receptions following the service are to be provided by the family.

Flowers (optional)
Flower arrangements may be placed in the two urns flanking the pulpit at your expense. Billy Heroman's Florist provides arrangements every Sunday morning and is familiar with urn dimensions and scale. Their information is listed below. Please instruct the arrangements to be delivered at least one hour prior to the service time. Sanctuary flower urns receive 7.5" diameter inserts. Aldrich Chapel flower urns receive 5.5" diameter inserts. Flowers and plants sent by your guests will be displayed in the foyers and Ory Parish Hall and will not be used in the Sanctuary or Aldrich Chapel. If you wish to keep flowers and plants gifted by others, please take them with you when you leave the church following the service.

You may place a small flower arrangement on the table where the cremains are placed.

Billy Heroman's Florist
10812 N Harrells Ferry Road
Baton Rouge, LA 70816
(225) 272-7673

Service Content
Content for the service will be selected when you meet with the officiating pastor. The elements of the service include scripture readings, music, prayers, words of remembrance from family or friends, and words of faith from the pastor. We recommend words of remembrance be offered by one or two speakers not to exceed five minutes each. Speakers may be required to submit what they plan to share at least one business day in advance by emailing a copy to the officiating pastor. Since this is a worship service, all content must be appropriate for this purpose.

Bulletins
The church prepares and prints all bulletins for services. We will provide a draft of the bulletin before printing.

Music
The Director of Music will secure an organist for the service. Any additional musicians (optional) will be secured by the Director of Music. Secular and/or recorded music may be played at the reception, but not in the funeral or memorial service.

Organist	$200
Soloist	$125

Please have cash or check payable directly to the organist and soloist (name of soloist will be provided to the family).

Honorarium (optional)
First United Methodist Church considers every case of bereavement a ministerial duty. However, many people like to provide a gift to the Officiant leading the funeral or memorial service.

Officiant	$225

Live Streaming
Live streaming is available for sanctuary services for $100. The service will be live streamed at www.firstmethodist.org/live. Services are archived via a private link upon request.

Miscellaneous
It is the custom of First United Methodist for the casket to remain closed during services.

A pall (optional) is available to drape over the casket, which eliminates the need for a floral casket spray. The use of a pall (a large cloth with a cross and other Christian symbolism), is an act whose meaning is declared by the words: "As in baptism *Name* put on Christ, so in Christ may *Name* be clothed with glory." The same pall is used for all funerals and is a witness that everyone is equal before God. Alternatively, the casket may be covered with either a flag or floral spray.





A small pall will be used to cover cremains during the service. A framed photo (no larger than an 8"x10") may be placed on the table with the cremains.

Three rows of pews will be reserved for family members.