

**HIGHLAND PRESBYTERIAN CHURCH**  
**POLICY FOR FUNERALS, RECEPTIONS, LUNCHESES COINCIDING WITH DEATH OF**  
**A MEMBER**

The funeral/memorial service is a service of worship and remembrance of the deceased person. The service should bear witness to the hope of the resurrection and convey the centrality of Christian community and should be planned in accordance with the doctrines, beliefs, and policies of Highland Presbyterian Church. The service is under the direction of the minister of Highland Presbyterian Church. The Crisis Committee coordinates care through the ministry of providing a reception or a lunch in conjunction with the service.

**HPC Minister**

Contact the minister of the church who will guide you through the grieving and preparing for the service of witness to the resurrection.

- The service is under the direction of the minister of the Word and Sacrament of the congregation in which it is held. Others may be invited to share in leadership at the discretion of the minister of the Word and Sacrament. (*Book of Order W\_4.0703*)
- The Lord's Supper may be celebrated with the approval of the session. (*Book of Order W\_4.0704*)

The minister and family (or family's designee) will plan the service. The Director of Music might be included in the planning of music.

After meeting (or talking) with the family, the minister will contact the chair (or member) of the Crisis Committee.

## Crisis Committee

At the time of death, a member of the Crisis Committee will contact the family to take a basket of disposable wares to be used in the home during the period of grieving.

The basket will include the following items:

- 50 plates
- 50 coffee cups
- 50 16-ounce beverage cups
- 50 knives, forks, spoons
- 2 rolls paper towels
- 2 rolls toilet tissue
- 2 large zip lock bags
- 2 quart zip lock bags
- 1 box saran wrap
- 1 box foil
- 2 tall garbage bags
- 2 large black garbage bags

The Crisis Committee will review the two options that are offered in conjunction with the service if the minister has not already received a commitment.

1. Sit-down lunch served for the family
2. Reception and visitation for all attending the service

The family may choose one of the options offered but not both. These options would be available only to members of our congregation.

### **Sit-down lunch for family**

- Provided in the church side dining room (can do meal in home in lieu of church)
- Limited to 64 or under
- Use round tables with church tablecloths
- Served buffet style
- Menu – chicken (provided by the church), potato or pasta salad, green vegetable, vegetable casserole, congealed or other green salad, variety of desserts, tea, coffee, and water provided by members of the church

### **Reception for all funeral/memorial service attendees**

- Provided in the church fellowship hall (alternate places could be side dining room or welcome area and parlor)
- All those attending the service are invited to attend
- Rectangle food table and water table with church Battenburg tablecloths
- 3 round tables for seating with church tablecloths
- Table for pictures with tablecloth if requested

- Chairs from parlor may be brought in for family as needed
- No outside furniture is allowed
- White and glass serving pieces belonging to the church will be used for food
- No outside serving pieces are allowed
- Menu – chicken salad sandwiches, pimento cheese sandwiches, brownies, pecan shortbread cookies, cheese straws, mixed nuts, punch, and water. This set menu will allow all families to be treated equally. Church members will be contacted to provide the food.

### **Flowers**

- Flowers may be placed in the sanctuary or food table by family members or friends.
- Flowers for the sanctuary and food table will not be provided by the church.
- Flowers for the round tables and water table will be provided by the Crisis Committee.

## **Suggested Honorariums for Personnel**

It is Highland Presbyterian Church's honor to serve those persons who are grieving for a loved one. However, families continually ask what the fees are for the minister and other personnel assisting.

**Below are suggested honorariums for the different personnel responsible for the different services they provide.** (These are only suggested honorariums not requirements.)

<b>Minister:</b>	<b>\$250</b>
<b>Additional Minister:</b>	<b>\$250</b>
<b>Organist:</b>	<b>\$150</b>
<b>Custodian:</b>	<b>\$100 if service is on the weekend – \$0 during the workweek</b>
<b>Sound Technician:</b>	<b>\$75 if person stays with it – \$0 if just set it up and leaves (Sometimes it is a volunteer that donates their time.)</b>

**All honorariums, cash or check, are to be made directly to the individual.**