



# Jones United Methodist Church

Memorial Services  
and  
Funerals  
Planning Guide

Dear Family and Friends,

Grief over the loss of a loved one ushers a person into a new and often unwanted world of experiences. One enters, as it were, a forest full of uncharted trails. Each fresh realization of the loss, with its unsettling emotional dynamics, forces one to walk down yet another uncharted path. There are numerous decisions to be made; often responsibilities dictate that such decisions be made quickly...long before we feel ready to make them.

Emotions following a loss often are confusing and intense. There may be anger that shows itself in ways that are not usually a part of who we are; there may be guilt over the loss; there may be denial -- a feeling that this can't possibly be happening; there may be a preoccupation which makes it difficult to concentrate on matters at hand. In addition, sometimes the mind wants answers to the question "Why?" and the heart longs to communicate again with the loved one now gone.

The inherent belief in the risen Christ is the cornerstone of a United Methodist funeral or memorial service. Christ is our hope for eternal life and we offer this hope to surviving family members and friends: your beloved is now in God's eternal charge.

Planning a service can offer unexpected blessings to those in grief. It can be a time to laugh and to cry as we retell stories and share memories. It is a deep privilege and our pleasure to walk these uncharted paths with you and your family.

Blessings,  
Jones United Methodist Church

## **PLANNING FOR A SERVICE**

### **BEFORE DEATH OCCURS**

Planning your funeral is one of the most thoughtful things you can do for your family. Grief is confusing and difficult, and planning a funeral in the midst of these emotions can be overwhelming. Your decision to complete this guide lifts some of the burden off of your friends and family. The Senior Minister will be happy to visit with you and share your desires with a family member, trusted friend or your funeral home director.

When death is near, our Pastor is honored to come and pray with you. Please call the church at (405) 399-2926 and we will send someone to you.

### **SCHEDULING THE SERVICE**

When a death occurs, please contact the church office (405) 399-2926 so our Senior Minister can help you schedule the date, time and location of the service before contacting a funeral home. Services at the church may be scheduled Monday through Friday between 9:00 a.m. and 4:00 p.m. The Senior Minister meets with the family to plan the service before officiating at funeral services, memorial services and graveside services. **Services cannot be scheduled** on Sundays, on holidays or holiday weekends, or on the Saturday before or during Holy Week.

### **TYPES OF SERVICES**

You may choose to have one of several types of services: Memorial Service, Funeral Service or Graveside Service.

To celebrate life and resurrection during funeral services held at Jones UMC, the casket remains closed before, during and after the service. An exception may be made for family members to the body one hour prior to the service when arranged through the funeral home.

### **WHO WILL OFFICIATE THE SERVICE?**

Whether a memorial service, a funeral service or a graveside service, most services at Jones UMC, the Senior Pastor will officiate. All memorial/funeral services at Jones UMC will be conducted in accordance with the theology of the United Methodist Church. Clergy from other churches or denominations may officiate. If there is a question as to what may be done, however, the Senior Minister is to be consulted. If Holy Communion is served, it must be served to everyone in attendance.

### **PASTORAL CARE**

Your church wants to encourage and support you following your loss. We offer pastoral care to support grieving individuals, grief literature during the first year of loss and grief support. Please contact the Senior Minister for more information.

### **PREPARING A VIDEO TRIBUTE**

A video tribute is one way to share special photos of your loved one with those attending the funeral or memorial service. The video tribute may be shown during or prior to the worship service. If it is shown during the worship service, the suggested length for the video is five minutes or less. Any music chosen to accompany the video tribute should reflect an attitude of worship in its style and lyrics.

If you have chosen to use a funeral home, the director can arrange to make a video tribute with pictures you provide. Families that choose not to use a funeral home are responsible for making the

video tribute. Please consult with the pastoral assistant in advance of the service if you will be making your own video tribute.

### **MEMORABILIA**

The family may wish to arrange a memory table displaying photos, scrapbooks, awards, certificates of achievement or other personal items relating to their loved one. Such displays can be placed either in the sanctuary foyer or, if a reception is to be held following the service, in the Fellowship Hall. Jones UMC provides tables and cloths for such displays. To make arrangements for a memory table display, please advise the coordinator of your wishes prior to the day of the service.

### **FUNERAL HOME RESPONSIBILITIES**

Funeral homes do offer guidance and services to help honor your loved one's memory. Jones UMC does not endorse any business and we suggest that you interview a few and seek references before making your selection.

Services offered by funeral homes include:

Offering a selection of caskets and urns;  
Helping choose a cemetery, as well as purchasing a burial plot or urn niche; Displaying floral arrangements at the service and removing them afterward;  
Coordinating a processional to the cemetery;  
Hosting visitation at the funeral home;  
Drafting and placing an obituary in the local newspaper;  
Providing guest books;  
Compiling a video from materials you provide; and  
Printing the worship bulletins for the service.

### **WHEN A FUNERAL HOME IS NOT INVOLVED IN THE SERVICE**

When a body is not present during the service, as with cremations or donations of the body, a funeral home may not be involved in the memorial service. In such instances, the family is responsible for the following:

Informing the coordinator of the number of reserved seats needed for family members;  
If a memory table is desired;  
Publishing the worship bulletins;  
Providing guest books;  
If desired, creating a video to be displayed before, during or after the service and providing the video to the pastoral assistant at least one day prior to the service; and  
Removing floral arrangements after the service.

### **MEMORIAL GIFTS**

As an expression of love, friends and family may choose to make a memorial contribution to a charity. When such gifts are directed to Jones United Methodist Church, we mail an acknowledgement to the bereaved family and send a note of appreciation to the donor.

### **FUNERAL COORDINATOR**

Jones UMC utilizes a funeral coordinator. This person represents the church, and is also involved in the funeral. The funeral coordinator will consult with you prior to the service. If you haven't heard from your coordinator, please contact the church to get name and contact information. Your coordinator will work with the officiating minister and will be involved in the logistics of the service.

### **THE SERVICE**

- A. The Sanctuary is available for funerals.
- B. Nothing (candles, flowers, etc.) may be placed on the piano in the sanctuary.
- C. Cost for damages and breakage that occur to the Sanctuary, any part of the building or furnishings while making preparations, during the funeral service, afterward, or during the reception, etc. shall be the responsibility of the family.
- D. Because a service of death and resurrection is first and foremost a worship service, it is important that the ceremony be treated with the utmost dignity. Therefore, no flash photography is allowed during the service. This includes guests.
- E. Video cameras should remain stationary during the service. They shall not be placed around the altar or in the choir area behind the altar. Please let the coordinator know in advance if you will be using video.
- F. No nursery care or space for nursery care is available during funerals or receptions.
- G. If you are not personally responsible for decorating and flower placement, please give the name and contact information of the funeral home to your coordinator so they can meet with them and go over the Jones UMC policies.
- H. Please be sure to remove all personal decorations, flowers and belongings from the church after your service and before leaving church premises.

### **MUSIC**

Music is a vital part of any worship experience. So often, music can speak volumes when we are unable to speak ourselves. Jones UMC offers both traditional and contemporary styles of sacred music. The Senior Minister helps in the selection of appropriate music for the service. Secular and pre-recorded music are permitted with approval by the Senior Minister. Musical portions of the service usually include:

**Prelude:** Here, the musician plays for approximately 20 minutes prior to the service. This might include requested hymns or a selection of the musician's choice.

**Processional:** Music accompanies the family and the funeral director or pastoral assistant as they enter the sanctuary and are seated.

**Solos and congregational hymns:** These pieces complement the worship service and are chosen in consultation with the Senior Minister.

**Recessional:** As this music plays, the casket, if applicable, pastor and family exit the sanctuary and continues until everyone has left the room.

### **FAMILY MEALS & RECEPTIONS**

The Fellowship Hall is available for family meals before the service and receptions after the service. Family meals may also be taken to the member's home after the service. An appointment with

the funeral coordinator can be made for the purpose of looking at the facility. In the event a reception is scheduled, the church shall set up and have the clean-up completed within **two hours** of the service in order to have adequate time to set up for the church activities.

### STANDARDS FOR FACILITY USE

1. Smoking and alcohol are not permitted on the premises. Please convey this to the bereaved family. No food or drink is allowed in the sanctuary.
2. Candles for the candelabra will be of the dripless mechanical kind. Regular wax candles in containers are permitted, but the funeral coordinator must approve them. Votive candles with tea lights only may be used. No aisle candles are permitted.
3. No furniture in the Sanctuary is to be moved. This includes, but is not limited to Bibles, hymnals, the altar, chairs, cross, baptismal font, etc. Decorations for special seasons will not be removed or changed.
4. Please do not stand on our kneeling pads.

### FUNERAL FEES for NON-MEMBERS

Sanctuary (seats 200)	\$250
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This fee includes the pianist, one rehearsal, sound system and person to run it, family room for preparation, a funeral coordinator, custodial services and utility recovery.

### ADDITIONAL FEES

Minister Honorarium	\$200
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Pianist/ Each Soloist Rehearsal	\$25
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Funeral Coordinator - Additional meeting	\$25
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Fellowship Hall (seats 65 banquet style)	\$150
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These fees include some use of the kitchen, reception furniture, custodial services, funeral coordinator, and utility recovery.

We ask that you serve only light colored punches – **NO RED PUNCH** or any variation thereof!