



Lebanon First United Methodist Church

415 W. Main St. Lebanon, TN 37087 | 615-444-3315 | lebanonfumc.com

Funeral Policies and Practices

Even for Christians, the death of a loved one is a difficult experience. It is our privilege to minister to families in their time of need. This policy is provided to assist families in planning a Christian funeral or memorial service. A pastor must approve all arrangements. Details outside the scope of this policy shall be decided at the discretion of the pastors.

Contacting the Church

To make arrangements for a funeral or memorial service, please call the church office and speak with a pastor. The church offers a ministry of consolation by helping you plan the funeral/memorial worship service and by sharing words and acts of kindness and faith. The pastors will schedule a time to meet with your family members to plan the service.

Planning the Service

A funeral or memorial service held in the church building is by definition a worship service, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Consequently, a Lebanon FUMC pastor will be responsible for outlining and conducting the service – in consultation with the family – so as to ensure all elements are consistent with the worship practices of the church. Generally, the service outline will take on a traditional United Methodist format and will include specifically sacred elements. No secular or prerecorded music will be included in a funeral or memorial worship services.

One of our pastors will always officiate services, though we will work with the family to include others who have been important to you. The pastor is available to meet with the family to plan any worship arrangements and may also be available to go with the family to the funeral home, if desired.

We recognize our loved ones have served out their faith in their community and nation. We honor this service. Special ceremonies to honor the national or community contributions of the deceased may be included at the graveside or columbarium. (This includes services for veterans where a color guard/musician from the armed services is desired, as well as rites conducted by Eastern Star/Masons and other organizations.)

Scheduling the Service

Dates and times for services will be arranged with the pastor based on availability of the space and the preferences of the deceased's family. Services will be planned around already scheduled events.

Facility Use and Fees

All fees may be coordinated through the funeral home.

A minimum fee of \$500 is required for any service taking place in the Sanctuary; no fee is required for use of the Chapel unless an instrumentalist is needed (\$200). Fees for additional services may apply (see below). Both the Sanctuary and the Chapel are sacred spaces, dedicated to the glory of God, and are expected to be treated as such.

Lebanon FUMC provides worship service planning and related functions only; hospitality functions (providing a guest book, ushers, etc.) are performed by the funeral home.

Additional use and services of Lebanon FUMC facilities and personnel outside of normal church operating hours may require additional fees in order to honor the people providing them and respect their time. These include:

Streaming the service (Sanctuary only)	\$100	*Additional Instrumentalist	\$200
*Slideshow/Media Production	\$100	*Vocalist	\$100
Facility opening and closing	\$50/day	Use of outdoor facilities	\$50

Note: All media files must be submitted by no less than 24 hours before the event to ensure timely delivery. For best quality, submit images in PNG or JPEG format (not less than 300 dpi resolution), audio files in MP3 format, and video files in MP4 or MOV format.

**All instrumentalists, vocalists, and other providers must be approved/appointed by Lebanon FUMC. No secular or pre-recorded music will be included in funeral or memorial services.*

Planning the Visitation

Due to sound checks and other preparations, visitations will not take place in the Sanctuary (even if the service will be held there), and Sanctuary doors will open 30 minutes prior to the start of service. Families are encouraged to hold visitations in the Chapel or Courtyard.

Funeral/Memorial Service Programs

Lebanon FUMC is pleased to provide complimentary bulletins for your guests including a picture of your choosing (PNG or JPEG, no less than 300 dpi), the obituary, and the order of worship. We ask that families not distribute their own worship bulletins at the service.

Decorations

Families may wish to display the deceased's remains, as well as certain mementos or photographs of the deceased and his/her family. The following guidelines would be applicable in these situations:

- Any displays or pictures must be stand-alone and appropriate to a worship setting.
- All decorations must be removed within 3 hours of the conclusion of the service.
- No furniture shall be brought into or removed from the church building, or moved from its original location without consulting church staff.
- Only Lebanon FUMC church staff or authorized representatives may move the altar, cross, pulpit, lectern, chancel area furnishings, instruments, microphones, or other

church equipment. Please contact the office if you would like to make changes to the chancel area.

- A church pall (a large cloth with a cross and other Christian symbolism) is available to cover the casket. Alternatively, the coffin may be covered with a flag or flowers.

Family Meal Ministry

Lebanon FUMC is pleased to provide a complimentary take-home meal for the family of the deceased upon request, up to 25 people.

Memorials

It is entirely appropriate for friends and family to request donations in lieu of flowers to Lebanon FUMC or associated ministries in memory of the deceased, and we will gladly handle details for these as desired.