

## **FUNERAL/MEMORIAL SERVICE POLICY AND FEES FIRST CONGREGATIONAL CHURCH OF HADLEY**

**Funeral/Memorial Services.** The death of a loved one is a difficult experience. We grieve the loss of one who has been close, but because of our faith in Christ, hope is kept alive in the midst of sorrow. It is our desire and privilege to minister to families in this time of need. This policy is provided to help families plan a funeral/memorial worship service for their loved one at First Congregational Church of Hadley (FCCH). The pastor is available to accompany the family to the funeral home to assist in making arrangements if desired.

**Date and Time.** The dates and time of the funeral/memorial are to be arranged on the availability and the preferences of the deceased's family, and in coordination with the church and the pastor. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the pastor.

**Who Will Officiate.** The pastor conducts all funeral services held at FCCH, and assists in planning the service. In agreement with the family, the FCCH pastor may invite another pastor to share in the funeral or act on behalf of the FCCH pastor. Any requests by the family for another pastor or lay person to officiate or assist in the service must be approved by the FCCH pastor.

**Structure of the Funeral Service.** A funeral service held at FCCH is a service of worship, celebrating the deceased's life, and the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the church. Generally, the funeral and burial service take on a traditional form at FCCH. The family is welcome to suggest other items to be included in the service, but they will be subject to the approval of the pastor.

**Funerals for Non-members and Inactive Members.** Conducting funerals for people with no connection to FCCH is a normal part of the ministerial obligation. However, it is at the discretion of the pastor if he/she and the church will participate.

**Funeral Music.** Toni Wilcox, [tonilbses@live.com](mailto:tonilbses@live.com), the FCCH music director, provides the music for all funerals held at FCCH. If the music director is unavailable, you will be assisted in finding an outside organist/pianist. Taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have the approval of the music director and the pastor. The use of congregational hymns is encouraged and may be selected with the pastor in consultation with the family during the service planning process.

**Decorations.** Families may wish to display some of the deceased's 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 appropriate to a worship setting. No nails, tacks, tape, staples, or screws shall be put in the walls or attached to the pews. All decorations must be removed within three hours of the conclusion of the service.

**Flowers.** Fresh flowers and planters are preferred for use in the sanctuary. If it is desired to leave some flowers behind to bring to the hospitalized or shut-ins, please contact the church office at 413-584-4117.

**Nursery Care.** The church does not provide nursery care for funeral services. If you would like to provide your own nursery care, a nursery room is available.

**Parking/Traffic Assistance.** The funeral home generally provides parking assistance. Because the church is located at a busy intersection and parking is a challenge, please check with the funeral home to be sure they make the necessary arrangements with the Hadley Police Department. The church does not have the resources to assist in traffic control.

**OTHER DETAILS**

**Capacity:** The sanctuary seats approximately 250.

**Accessibility:** The FCCH is a handicap accessible facility. The sanctuary, on the second floor, is accessible by an elevator. The first floor and the bathrooms are accessible by a ramp at the rear of the church. The only barriers are the steps up to the pulpit and altar.

**Sound:** A sound system is available and the organist is in charge of turning it on and off.

**FEE SCHEDULE FOR ACTIVE MEMBERS AND NON-MEMBERS**

**Active Member Fee:** \$450 **Non-member Fee:** \$700

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is an active member\* of FCCH there is a reduced fee for the use of the facilities. These fees include the pastor, the custodian, the organist, bulletins, and the use of the sanctuary and the bathrooms. If you choose to create your own bulletin, it must be reviewed with the pastor. For details on holding a catered reception in the church's dining room, please contact our office administrator, Cathy Samson, at [rooster@firstchurchhadley.com](mailto:rooster@firstchurchhadley.com) or 413-584-4117.

**Payment.** If the funeral home is not taking care of the payment, please make out a check to First Congregational Church of Hadley.

*\*For the purposes of this policy, an active member is defined as a member of the First Congregational Church of Hadley who regularly attends church services and contributes to the church by providing regular financial and personal support. These privileges extend to the following: homebound members, faithful attendees of the church who attend regularly but who have not officially joined the church, and former pastors who have served the church.*

**I (we) have read and agree to the above policy and fees.**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date & time of funeral: \_\_\_\_\_