

## **Lakeview Lutheran Church-March 2011-Funeral Planning and Policy**

**Overview:** The Christian funeral at Lakeview is a service of worship. It is a resurrection celebration of the life of the deceased. Because the service is worship, congregational participation should be included. The funerals of practicing Christians may be held in their parish church, the place where their worship lives have centered. Involving family members in the service is encouraged. Communion may be offered and servers may be members of the family or from the congregation.

The death of a member of the church should be reported as soon as possible to the Pastor who can then assist in making arrangements in the way that the family/friends are comfortable. Both the experience and the presence of the Pastor can assist the bereaved. The Pastor's ministry is to lead the bereaved through the rites of the church where the voice of the Gospel can be heard with healing, power and clarity. In an effort to be positive and to emphasize the victory of the resurrection, the pain and loss of death must not be minimized or ignored. There must be balance and sensitivity on behalf of the Pastor and the church staff.

The Pastor at Lakeview will periodically conduct funerals for people who have no connection with the church. It is appropriate to conduct this service at the funeral home of choice.

The Lakeview Music Director, or designee, may be called upon to provide music for a funeral at the church or at a site away from the church.

### **Guidelines for the service:**

- The Pastor will work closely with the family and the funeral home to prepare and plan the Service for Burial. Timing will be a factor for the Pastor to be able to participate in out of town burials. This cannot be guaranteed.
- Members of the congregation or their family members, who are not members of the congregation, may have their funeral service in the church sanctuary, the historic chapel or another room within the facility.
- Other non-members of this congregation may have the Lakeview Pastor conduct their funeral at another location such as the funeral home of choice, the family home, a cemetery chapel erected for that purpose or graveside.
- The funeral service at Lakeview will be conducted by the Lakeview Pastor with other pastors, at the request of the family, assisting. In the absence of the Lakeview Pastor, a supply pastor will be arranged by the Lakeview Office Administrator to provide this service.
- The Pastor at Lakeview will use the Service for the Burial of the Dead as found in ELCA publications, for the outline of the service.
- The Music Director may be the musician at the service. If the Director is unavailable, the Lakeview Office Administrator will locate a supply musician for the service. The Pastor must approve any use of outside musicians.

- At the request of the family, the Pastor may seek a member of the church to provide solo music or may engage the church choir to provide music. The Pastor cannot guarantee a musician.
- It is appropriate for members of the deceased's family and friends to provide worship music during the service and to offer a eulogy about the deceased.
- All caskets entering either of the sanctuaries for the funeral service will be covered with the white pall as a reminder that the deceased was made a child of God in their baptisms and that we celebrate this good news at the time of death. Although flowers, flags, quilts and other memorabilia are acceptable for covering the casket during the visitation at the church or prior to worship or at the cemetery, only the pall is acceptable during the service. Therefore, the casket is closed for the worship service.
- An urn, containing the cremains of the deceased, may be placed at the front of the sanctuary with a picture.
- There may be a visitation at the church. The casket will be placed in the narthex in the main building or at the front of the chapel during this time.
- Communion, served by intinction, may be a part of the burial service.
- Pre-recorded music is discouraged and may only be used with the approval of the Pastor.
- Families will be asked to remove all flowers, pictures and other memorabilia from the church after the event. The funeral home will usually assist with this request.
- When a funeral is held at Lakeview Lutheran Church with a casket or urn, it is expected that a funeral director will be present. The Pastor of the congregation is not able to provide the services typically provided by a funeral director.

#### **Guidelines for fellowship:**

- The family of the deceased, when the deceased is a member of the congregation, may hold a lunch or time of fellowship in the East Hall, West Hall, Fellowship Room or other appropriate room of the church approved by the Office Administrator.
- This time of fellowship may include a meal that will be served by members of the WELCA group and other members of the congregation. The church will purchase the standard meal of cold sandwiches, salads, fruit platter, cheese tray, cake, coffee, milk and water and disposable plates, cups, and napkins. The family of the deceased will pay for the food, through the funeral home, and be able to take any leftovers with them. The family of the deceased will be asked to provide an additional gift of \$100 to the group serving. Set up and clean up for a funeral lunch is the responsibility of the church. Families will not provide their own food when being served by members of the congregation.
- The family of a non-member may use an appropriate room in the church for a time of fellowship and food based on the availability of rooms. The Office Administrator will approve and assign the room. The family is responsible for their own set up, clean up, provision of food, beverages, table service and for serving the food. A building use fee may be assessed and the family would be asked to complete a building use form.

**Fees:**

- Pastor accepts the fee provided by the funeral home.
- Music Director accepts the fee provided by the funeral home.
- Soloist of the congregation receives \$100, reimbursed by the funeral home.
- Choir/Praise group, family is encouraged to make an honorarium to the Lakeview music fund.
- Servers receive a gift of \$100, reimbursed by the funeral home.

**Follow-up:**

- The Pastor will invite the family and friends of non-members to contact him/her in the future if the need arises.
- For members of the congregation, the Pastor will be available for ongoing grief counseling and service.
- The Pastor may assist with referrals to area bereavement services.
- The Pastor will provide some types of annual grieving opportunities such as the All Saint's Eve Worship Service.