

# FUNERAL POLICY

Adopted 9/21/03

# GUIDELINES FOR PLANNING A FUNERAL OR MEMORIAL SERVICE

## *Seven Oaks Presbyterian Church – Columbia, South Carolina*

### *SESSION STATEMENT*

The Session of Seven Oaks Presbyterian Church has adopted these guidelines:

- Members of the church family are encouraged to hold services in the sanctuary. If the family chooses, the ministers are available to conduct services in a funeral home chapel or at the graveside.
- Leadership of the service will be conducted by the minister(s) of Seven Oaks. If desired, a minister from another church may be invited to co-officiate with a Seven Oaks minister.
- The church's facilities are available for a member's funeral or memorial service at no charge. The ministers do not expect an honorarium for conducting services for members of our church family. This is part of their pastoral responsibility. Contributions may be made instead to the Building Fund of the church in memory of the deceased. You may also designate specific areas of ministry, such as, Missions, Worship, Christian Education, Congregational Care, Administration.
- If the casket is present, it is normally closed.
- All chancel furnishings will remain in place. Two floral arrangements may be placed near the casket in the sanctuary. A flag may cover the casket or be displayed on a stand during the service for a military funeral.

### *TYPES OF SERVICES*

A funeral or memorial service serves three purposes. First, it is a worship service. We gather to honor God, who is Lord of Life and the giver of all that is good. Second, it is a celebration of the resurrection from the dead of Christ and all those who belong to Christ. Third, it is an opportunity to minister as a pastor to the bereaved.

Keeping these purposes in mind and depending on the needs and wishes of the family, several types of services can be planned and conducted:

- Graveside service
- Funeral service at the funeral home, followed by a service of interment.
- Funeral service at the church with the casket or cremains present, followed by a brief service of interment at the cemetery.
- Memorial service at the church followed by the interment.
- Memorial service at the church after the casket or cremains have been interred. This service is becoming most widely preferred. The day of saying goodbye concludes triumphantly in worship of God and in celebration of our victory in Christ.

## *DATE AND TIME*

The date and time for a service at the church should take into consideration whether interment, cremation, or donation of the body to medical science will occur before or after the service.

The decision should be made as early as possible whether the family will receive friends in the Fellowship Hall so preparations may begin.

## *THE ORDER OF WORSHIP*

The minister(s) conducting the service will meet with the family to plan the particulars of the service, and will encourage suggestions about music and scripture passages with this structure:

Organ Prelude

Call to Worship

Hymn or Special Music (optional)

Prayer of Invocation and the Lord's Prayer

Readings from the Old Testament

Organ Interlude or Special Music (optional)

Readings from the New Testament

Memorial Meditation

Prayer of Thanksgiving

Hymn or Special Music (optional)

Benediction

Organ Postlude

## *THE FUNERAL GUILD*

Seven Oaks is a church that cares and will be there to support the family. When a member dies, the church quickly responds with a full range of services for the family.

The Funeral Guild is a group of trained volunteers who are familiar with the facilities. Their service is a gift to the church. They work with the ministers to see that all necessary preparations are made prior to the service of your loved ones. This is part of what they do:

- Place flowers in the sanctuary according to your desires and see that they are disposed of as you wish.
- Place the Guest Book, supplied by your funeral home, in the Narthex for guests to sign and give it to the family afterwards.
- Guild members will be available in the Library and Sanctuary to look after your needs before or after the service.
- Assist with preparing programs of the service, if desired.
- Arrange for ushers to be on hand to pass out orders of worship.
- Reserve pews for family members.
- Place pew banners, if family desires.
- Record service, if desired.
- Direct parking, if needed.
- Set up Fellowship Hall to receive guests after the service, if desired.

## *MEAL OR RECEPTION FOR THE FAMILY*

Seven Oaks will be happy to provide a meal in the home, or under special circumstances in the Fellowship Hall, for the deceased's family, or a reception for family and friends in the Fellowship Hall. The reception usually includes light refreshments such as cookies and a beverage. The Presbyterian Women with the help of the Congregational Care Committee will be responsible for either the meal or the reception. This is a gift to the family.

## FUNERAL/MEMORIAL GUIDELINES

Seven Oaks Presbyterian Church  
530 St. Andrews Road  
Columbia, SC 29210  
(803) 772-1761 Fax: (803) 772-  
email: [SOPC@mindspring.com](mailto:SOPC@mindspring.com)

Full Name of Deceased \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Church of Membership \_\_\_\_\_

### Please indicate areas of participation at Seven Oaks

Adult Church School Class: Fellowship \_\_\_\_ Roads & Anchors \_\_\_\_ Crossroads \_\_\_\_

Choir Member: Chancel \_\_\_\_ Chancel Handbells \_\_\_\_

Principal Survivor \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

Other Family Members \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service Arrangements: Funeral Service \_\_\_\_ Memorial Service \_\_\_\_ Graveside Service \_\_\_\_

Day and Date of Service \_\_\_\_\_ Time of Service \_\_\_\_\_

Location: Church \_\_\_\_\_ Funeral Home \_\_\_\_\_

Interment \_\_\_\_\_ Time of Interment \_\_\_\_\_

Seven Oaks Pastor(s) to officiate: \_\_\_\_\_

Co-officiating Pastor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Music: Arrangements for the music will be made through the minister in consultation with the director of music and organist.

Organist \_\_\_\_\_ Soloist (if desired) \_\_\_\_\_

Suggested Fee: \$75.00 - \$100.00

Suggested Fee: \$50.00 - \$75.00

Special Music \_\_\_\_\_

Programs: Yes \_\_\_ No \_\_\_ Quantity \_\_\_\_\_ Tape Service? Yes \_\_\_ No \_\_\_

Reception at Seven Oaks: Yes \_\_\_ No \_\_\_ Contact PW \_\_\_\_\_ Contact Care \_\_\_\_\_

Disposition of Flowers: Save for Family \_\_\_\_\_ Deliver to Shut-Ins \_\_\_\_\_ Leave for Sunday Service \_\_\_\_\_

Other (please specify) \_\_\_\_\_

In lieu of flowers, memorial contributions may be sent to Seven Oaks Presbyterian Church

Building Fund: Yes \_\_\_ No \_\_\_

These memorial funds are used at the discretion of the Session, or may be designated for specific needs, i.e. Missions, Congregational Care, Worship, Christian Education.

Other contributions: Name & Address: \_\_\_\_\_

House-sitting needed? Yes \_\_\_ No \_\_\_ Contact \_\_\_\_\_

Location \_\_\_\_\_ Time \_\_\_\_\_

**PALL BEARERS**

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

**“HONORARY” PALL BEARERS**

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Family Arrives: Date & Time \_\_\_\_\_

- CC: Clerk of Session
- Funeral Guild
- Congregational Care Committee
- Presbyterian Women Moderator
- Adult Church School Teacher

