

Planning a Funeral or Memorial Service is often one of the most difficult times in a family's life. As Pastors of Portage Chapel Hill United Methodist Church, it is our desire to make the planning as meaningful as possible, while making the necessary details clear. This brochure is designed to help you move through the process of working with pastors and funeral directors in planning a church service in celebration of a life passed. We hope you will find the information useful in creating a holy and meaningful time of remembrance.

Know that we are available to you as you move through the process of loss and grief. With God's blessings, we are:



Barry Petrucci
Senior Pastor

COSTS FOR THE FAMILY?

The Chapel Hill faith community defers only direct costs to the families for funerals or memorial services. There is never a cost for the use of space for a "Celebration of Life" service. Below is a list of potential fees to be paid to "Portage Chapel Hill United Methodist Church". The pastor planning the service with you will highlight costs applicable to you.

	<u>Members</u>	<u>Non-Members</u>
Building Use (sanctuary)	No charge	No charge
Building Use (chapel)	No charge	No charge
Building Use (fellowship)	No charge	No charge
Candelabra Candles	No charge	No charge
Bulletin Preparation	\$30	\$65
Pastor	Honorarium	Honorarium
Organist/Pianist	\$150	\$150
Custodian	\$110	\$110
Sound Technician	\$50	\$50
Video Technician	\$50	\$50

Should you be in a financial situation which would require a negotiation of any of these fees, please make the pastor aware of that situation.

GENERAL POLICIES

1. *Visitation is normally done at the funeral home. Exceptions to this shall be agreed upon with the pastor.*
2. *The service bulletin is normally prepared by the pastor and produced by the office staff. Memorial inserts and envelopes are welcomed.*
3. *It is in the interest of the family to submit applicable fees either before the day of the service or immediately after the service itself.*
4. *No smoking in the church or on the church grounds.*
5. *Alcoholic beverages in the church or on the church grounds are not permitted.*

PREPARATION FOR THE SERVICE

Preparation for the service is done by the pastor in careful consultation with the family. The pastors write the entirety of the service with the specific personality of the deceased and the needs of the family in mind. The pastor in charge will meet with the family at least once to hear stories of the loved one's life, to plan out specifics of the service, and to make decisions about persons other than the pastor the family might want to have involved. When appropriate, the pastor may meet together with the family and the funeral director to do detail planning for larger services.

Families are asked to consider meaningful pictures, video, artwork, readings, etc. that would help to make the service as personal as possible. The pastor will often attend a visitation time in order to hear stories from friends and family. Generally, the pastors do not recommend a time of "open testimony" during the service when anyone may stand and speak. Three or four persons selected by the family is always a better way to proceed. The visitation sessions or a meal time following the service is an appropriate place for open storytelling.

ADVANCED PLANNING

Chapel Hill pastors agree with funeral directors and other professionals that advanced planning for death is always appropriate. The pastors are happy to meet with individuals, couples and families to do advanced planning for services. We do remind you, though, that the service is not, strictly speaking, for the deceased, but is to aid the process of grieving. Thus, planning should never simply be about "what s/he wanted".

IN THE EVENT OF THE DEATH OF A LOVED ONE

Step 1:

Work with hospice, hospital, nursing home, or other authorities to secure death certification and release of the body to a funeral home. Call the Chapel Hill office at 327-6643 in order to notify the congregation and involve the pastors in care and planning as soon as possible.

Step 2:

Work with the funeral director and pastors to secure an agreed upon process for the remains of the body and a date for the funeral or memorial service. Within the tradition of The United Methodist Church, both burial and cremation are acceptable and appropriate ways to lovingly and respectfully give final rites to the body. Cremation usually allows for greater freedom in planning for the Memorial Service. As you work with pastors and funeral directors, remember that your love for the one you have lost is not measured in the cost of the funeral.

Step 3:

Make an appointment with the pastor who will be officiating at the service to plan the details of the "Celebration of Life". The pastor will bring materials for all planning, including the possibility of a luncheon or coffee following the service. So that you may be fully present of mind and spirit at the service, we encourage pre-payment of any church related fees.

PASTORAL AFTER-CARE

Death comes to us all and is the inevitable shock that binds us as human beings. The process of loss and grief is generally "short-changed" in western culture. The people and pastors of Chapel Hill encourage you to seek "pastoral after-care" and grief counseling as a way to move back into vital life where the memories are not lost, but the spirit of the deceased is held in a healthy and celebratory way. The pastors will be glad to speak with you about a number of resources available in the church and community for grief and healing.

A CONSIDERATION FOR YOUR SPIRIT

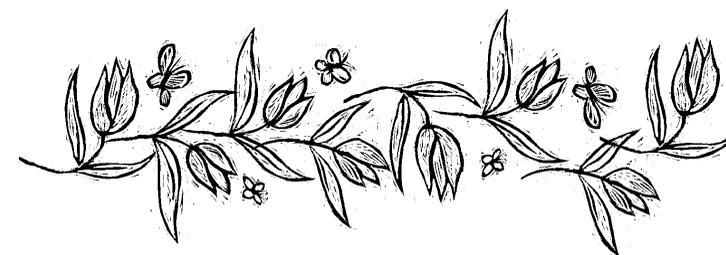
Portage Chapel Hill United Methodist Church has been strengthening the faith of folks in Kalamazoo County for almost 50 years. If you are not a part of the congregation, or if your connection could be deepened, we encourage you to take this opportunity to "go deeper", to know God in vital ways, to come to see the remainder of your life as a vessel God has yet to fill. We invite you to "come and see" what God might have for you in this community of faith.

MEMORIAL GIFTS TO CHAPEL HILL

Gifts to Portage Chapel Hill United Methodist Church in memory of your loved one and to the Glory of God are most appropriate. General memorial gifts in the name of the deceased can simply be sent to the church. Memorial Gifts to a specific project within Chapel Hill must be discussed with a pastor.

“A CELEBRATION OF LIFE”

Planning Funerals and Memorial Services
at
Portage Chapel Hill United Methodist Church



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