

### *Photography / Recording*

It is inappropriate to have distracting camera, video or sound recording activity during the service. A sound recording or live streaming of a service in the Sanctuary can be made if arranged in advance with the presiding minister. Video camera operators or other photographers must not at any time interpose themselves between the congregation and the service in progress. The balcony is the recommended location.

### *Reception*

A reception following the service may be arranged for House of Hope members. All receptions take place in the Kirk Parlour and are coordinated through the executive assistant. Receptions are set up and served by church volunteers. The family may designate a family member or friend to pour coffee. Customary reception refreshments include coffee, tea, lemonade, bars, cookies and nuts. If additional food service is desired, it must be ordered by the family for delivery to the church in consultation with the executive assistant. All food must fit on luncheon-sized plates and be served as "finger food." Sit-down meals are not permitted. Photographs, videos, and other memorabilia may be displayed at the reception. Please advise the executive assistant of the need for easels or audio-visual equipment. Call 651-227-6311 to speak with the executive assistant.

### *Fees*

The suggested honorarium for the Clergy.....	\$200
Organist.....	\$150
Soloist.....	\$100
Carillon.....	\$150
Suggested honorarium for clergy conducting a brief service in the Memorial Garden.....	\$50

**Please make separate checks payable to the pastor, organist, soloist and carillonneur.**

**For all other fees,** make checks payable to The House of Hope Presbyterian Church:

Fee for the Reception.....	\$300
Costs for the Memorial Garden*.....	\$1500 (one interment) \$2800 (two interments) <i>(Payable prior to interment)</i>
Live streaming.....	\$100

All fees are due the day of the service, except for the cost of interment in the Memorial Garden, which is payable in advance.

\*Please call the church office, 651-227-6311, to speak with the Director of Administration regarding interment in the Memorial Garden.

# Guidelines for Memorial and Funeral Services



## **The House of Hope Presbyterian Church**

797 Summit Avenue, St. Paul, MN 55105

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## *Services on the Occasion of Death*

In the Presbyterian Church, the resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

Because it is difficult under emotional stress to plan wisely, the session should encourage members to discuss and plan in advance the arrangements which will be necessary at the time of death, including decisions about the Christian options of burial, cremation, or donation for medical purposes. These plans should provide for arrangements which are simple, which bear witness to resurrection hope, and in which the Christian community is central. The session is responsible for establishing general policies concerning the observance of services on the occasion of death.

The service on the occasion of death ordinarily should be held in the usual place of worship in order to join this service to the community's continued life and witness to the resurrection. The service shall be under the direction of the pastor. Others may be invited to participate as leaders in the service at the discretion of the pastor.

—From *The Book of Order* of the Presbyterian Church (U.S.A.)

### *Availability*

The church facilities are available to all members of the congregation. Services for non-members may be permitted within the church property at the discretion of the clergy.

### *Scheduling*

Normal service times or other scheduled programs and clergy availability must be considered prior to scheduling a memorial or funeral service. Pastors of The House of Hope will preside. The building is not ordinarily open for Saturday memorial or funeral services. No service can begin later than 4 p.m.

### *Interment*

Cremated remains may be interred in the Memorial Garden. (Request a Memorial Garden brochure.) Other burial arrangements are to be made with a funeral director or cemetery. The cost of interment in the Memorial Garden can be found on page 4 of these guidelines.

## *Casket / Urn*

Ordinarily, if a casket is to be present during a service in the Sanctuary, it will be placed in the front of the Sanctuary. Families are encouraged to have the casket covered with the church pall. The casket may be open for visitation before placement in the Sanctuary. Such a viewing can be accommodated in the Chapel. (The casket may not be open during the service.) If the Kirk Parlour is utilized for an open casket before the service, it will be closed and moved to the Sanctuary or Chapel no later than ½ hour before the service. Cremated remains may be placed on a table in the Sanctuary or Chapel during the service. Ordinarily, photographs are not displayed during a memorial service.

### *Flowers*

Flowers in the Sanctuary and Chapel should be limited in number of arrangements because the church stands decorated and needs little else to beautify it. It is appropriate to have 3-4 arrangements at the Chancel arch in the Sanctuary or at the head of the Chapel. Additional arrangements will be placed in the Narthex or Parlour, or at the entry of the Chapel. If a reception is planned in the Kirk Parlour, it is customary to designate one arrangement as a centerpiece for the main table.

Flowers may be disposed of at the discretion of the family. If left at the church, flowers will be used for other church purposes.

### *Family*

If a reception is being prepared to follow the service, families may gather in the Church Library or the Bridal Room before the service. If there is no reception planned for after the service, families may choose to gather in the Kirk Parlour.

Seating for the family is reserved by the ushers in the front pews of the Sanctuary or Chapel. All others who attend are urged to be seated beginning toward the front of the sanctuary (behind the family).

### *Memorial Books / Envelopes*

It is the custom for funeral homes to supply memorial books and envelopes. If none is provided, the church can make these items available to the family at cost. Families may set up memorial items in the Kirk Parlour or hallway prior to the service.

### *Program / Order of Service*

A simple program/order of service will be provided by the church. Musical selections are made under the advisement of the clergy and organist.