



HOUSE
OF
HOPE

GUIDELINES FOR MEMORIAL AND FUNERAL SERVICES

*If we live, we live for the Lord; and if we die, we die for the Lord.
So, whether we live or die, we belong to the Lord.*

– Romans 14:8

THE HOUSE OF HOPE PRESBYTERIAN CHURCH
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Pre-Planning

Because it is difficult to plan wisely under stress, we encourage people to discuss their funeral arrangements with loved ones well in advance of their own death. In our experience, it is especially helpful to answer at least three questions in preparation for your funeral/memorial service:

1. What would you like done with your physical body?
2. What would you like done with your personal belongings/assets?
3. What Scripture and/or other sacred wisdom would you like shared during your funeral service?

Answering these three questions before your own death is a blessing to those who will plan your funeral and mourn your physical absence.

Services on the Occasion of Death

Central to the gospel story of Jesus Christ is the resurrection, a cornerstone of the Christian faith that shapes Christians' lives. Christians celebrate the resurrection of Jesus Christ—and what it means for our lives—each time we come together for worship. This is especially true for a funeral/memorial service, which in the Presbyterian Church (U.S.A.) is referred to as a *Service of Witness to the Resurrection*.

While death brings loss, sorrow, and grief to all, Christians affirm with tears and joy the gifts of life, the sorrows of death, and the reality of life beyond death. Christians also affirm that such hope can and does transform those still living. We believe we are invited to live lives more fully reflective of the life and ministry of Jesus Christ: loving ourselves, loving others, and loving God.

As a community of faith, Christians are sustained by the power of the Holy Spirit as they move through seasons of grieving. The church offers a ministry of love and hope accompanying all who grieve.

In the Presbyterian Church (U.S.A.), the Session (governing body of the church) establishes general policies concerning the observance of services on the occasion of death. Typically, a Service of Witness to the Resurrection is held in the usual place of worship. The service is under the direction of the presiding pastor, and others may be invited to participate as leaders in the service at the discretion of the pastor.

Availability

The church facilities are available to members of the congregation and non-members. Services for non-members are permitted at the discretion of the clergy. Funeral services are typically held either in the Chapel (maximum capacity ~80 people) or in the Sanctuary (maximum capacity 700 people).

Scheduling

Funeral services are best scheduled between 10 a.m. and Noon on Mondays and Fridays. Other days and/or times may be requested under special circumstances; however, the building is not open for funeral services on Saturdays and Sundays. Finally, no service may begin later than 3 p.m.

Interment

Cremated remains may be interred in the church's Memorial Garden for a fee (see page 4). The church cannot store cremated remains elsewhere on the property; please arrange to keep these with you or at a funeral home/cemetery. Other burial arrangements can be made with a funeral home or cemetery. Families are welcome to invite House of Hope clergy to graveside/burial site services elsewhere, however if a service is not conducted at the church building, clergy participation is not guaranteed.

Caskets

If a casket is present during a service in the Sanctuary, it will be placed at the front of the Sanctuary. Families are encouraged to have the casket covered with either the church pall or a flower arrangement. The casket will be closed during the worship service.

If a visitation/viewing is requested prior to the worship service, all visitations will be done in the same room as the service (Sanctuary or Chapel), and the casket may be open in the Sanctuary or Chapel, before being closed for the service.

Urns

Cremated remains may be placed on a table in the Sanctuary or Chapel during the service.

Flowers

It is appropriate to have no more than 2-3 flower arrangements at the Chancel arch in the Sanctuary or at the head of the Chapel. Additional floral arrangements can be placed in the Narthex or Parlour, or at the entry to the Chapel. If a reception is planned in the Kirk Parlour, it is customary to bring arrangements in to the parlour for the reception. 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 will follow the service, families may gather in the Library or the Bridal Room before the service. If only a Memorial Garden interment is planned, families may 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 will be seated beginning toward the front of the Sanctuary or Chapel (behind the family).

Memorial Books / Envelopes

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

Order of Service

A simple 8.5 x 11 order of service will be provided by the church. Selections of Scripture and/or other sacred readings, as well as sacred music, are encouraged from family members. However, final decisions for readings and music will be determined by clergy and musicians. House of Hope is not able to play pre-recorded music during funeral services. The structure and approved order for funeral worship is included as reference for families on page 5 of this guide.

The order of service will not include pictures, poem texts, quotes, obituaries, or other selections. Should the family wish to provide those items, the family is encouraged to create a separate pamphlet containing these items for our ushers to hand out. Please note, these would need to be prepared and printed offsite and delivered or brought to the church. The church will only print the order of service.

Recommended Printer: Carlson Printing Company - (612) 874-8829 or susie@carlsonprinting.com

Photography / Recording

A live streaming of a service in the Sanctuary can be made—if arranged in advance—for an additional fee (see page 4). The Chapel is not equipped for live-streaming.

Outside photographers/videographers are not permitted at funeral services.

Reception

A reception following the service may be arranged. Receptions take place in the Kirk Parlour and are coordinated with the Executive Assistant. Receptions are set up and served by church volunteers. Refreshments include coffee, tea, lemonade, bars, cookies, and high-top/small standing tables. If additional food service is desired, it must be ordered by the family for delivery to the church. 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.

Fees

Clergy.....	\$350
Organist.....	\$250
Soloist.....	\$150 or soloist's fee
Carillon.....	\$200
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.....	\$500
Costs for the Memorial Garden*.....	\$1600 (one interment) \$3000 (two interments) (Payable prior to interment)
Live streaming.....	\$300

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.

Order of Service

The following is our standard order of worship for a *Service of Witness to the Resurrection*. Variations and adjustments will be made in consultation with clergy and the Director of Music.

A SERVICE OF WITNESS TO THE RESURRECTION
IN LOVING MEMORY OF

Name of Deceased

The House of Hope Presbyterian Church
Date • Time

Prelude

Opening Sentences and Prayer of Invocation

Hymn

Scripture Reading

Remembrances

Solo/Poem/Special Music

Scripture Reading

Meditation

Prayers of Thanksgiving and The Lord's Prayer

Our Father who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily, bread; and forgive us our debts, as we forgive our debtors; and lead us not into temptation, but deliver us from evil. For thine is the kingdom and the power and the glory, forever. Amen.

Hymn

Commendation

Benediction

Postlude