



PRESBYTERIAN CHURCH OF BARRINGTON

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FUNERAL AND MEMORIAL PLANNING

We, the members and staff of the Presbyterian Church of Barrington, express to you our deepest sympathies on the passing of your loved one. When you are comfortable, please contact the church office about scheduling a funeral or memorial service. (You may wish to have the funeral home make the call on your behalf). One of the Ministers will contact you to arrange a meeting with the family to discuss with you the organization of the service. The Minister also would like to hear personal and beloved stories of your loved one in the hopes that some material may be incorporated into the funeral message.

At the time of meeting with the Minister, we will go over the details and set a tentative date for the service. Generally, the availability on the church calendar is known, but we need to verify with the office and coordinate with others who may participate in the service.

It is our prayerful hope and desire to be a supportive family of faith during this difficult time. When a death occurs, families are often left with the difficult task of tending to the details of funeral/memorial arrangements in a time when shock, grief, and sorrow make thinking most difficult. The Presbyterian Church of Barrington provides this booklet to make it easier to work through those details during your time of loss and sorrow.

OUR CHRISTIAN APPROACH TO DEATH

For those who may not be as familiar with the Presbyterian Church of Barrington, we would like to provide some background on our approach to honoring those who have passed.

The resurrection of Jesus Christ ... The resurrection of Jesus Christ is at the heart of 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 death and loss 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.

The funeral/memorial service, also called a Service of Witness to the Resurrection, is a service of worship in which we give thanks to God for the gift of the life of the one who

has died. It is also a service in which we give witness to our faith in God's continuing gift of life through Jesus Christ. Both the reality of death, and the reality of our hope in Jesus Christ are at the heart of the funeral/memorial service.

Music in the funeral/memorial service may serve to present, respond to, and interpret scripture. It may also be a form of prayer. It is appropriate that all music selected for the funeral/memorial service affirm God's power over death, provide a belief in the resurrection of life everlasting, and the assurance of the communion of saints.

The service of committal is that which takes place either at the graveside during burial, or at the disposition of the ashes if cremation is chosen. This service may be conducted either before or after the Service of Witness to the Resurrection.

GUIDELINES FOR THE FUNERAL/MEMORIAL SERVICE

The pastors and staff at the Presbyterian Church of Barrington (PCB) are honored to work with the family during this time. The funeral/memorial service generally has priority over other events in the church's life. However, PCB funeral/memorial services will not be conducted in conflict with scheduled worship services or events.

Also, please take note that in this church, the funeral/memorial service is primarily focused on the aspects of faith and the resurrection.

Seating Capacity – The sanctuary of our church can seat up to 250 persons for a service on the main floor. The balcony can accommodate overflow capacity.

Flowers & Decorations – These are a welcome addition to the service. A florist can assist you with the selection of arrangements, remembrance books, urns, and pictorial displays.

Please note: During seasons of the church, the church decorates the sanctuary and chancel with flowers/greenery/banners and other arrangements that cannot be moved.

Audio/Visual

Currently, the church does not have someone who is available on a regular basis to run slide shows and do livestreaming of the funeral service. Additionally, the church is not able to provide tech support.

Caskets / Urns – During the service, caskets will remain closed. For a memorial service, PCB has three containers – a brass urn and 2 cherry boxes – that may be utilized at the church to represent/symbolize the ashes of the departed.

Interment of Ashes – The church has a lovely Memorial Garden for the interment of the ashes of your loved one. Ashes may be scattered on the grounds or deposited directly into the earth thereby fully actualizing the statement of faith: “earth to earth, ashes to ashes, dust to dust in the sure and certain hope of the resurrection.” Mixed with the soil, the ashes provide nutrients that will nourish the growth of the trees and plants thereby affirming that life gives forth to life. A container may be used for interment instead of pouring the ashes directly into the earth, but it must be of compostable wood and the circumference can be no larger than 5 inches by 5 inches.

Further information regarding the securing of the burial site is provided separately upon your request. Please call the church office.

Ushers – The church will provide ushers for the service.

Order of service – A typical order of service is listed below. Any special requests about the participation of guest pastors must be discussed with the officiating pastor at the planning session. You may wish to speak with the Minister of Music to plan for soloists, instrumentalists, and other aspects of meaningful music.

A SERVICE OF WITNESS TO THE RESURRECTION

Prelude
Call to Worship
Prayer
Hymn or Musical Selection
Personal remembrances
Scripture Reading(s)
Hymn or Solo
Meditation by the Minister
Prayer of Thanksgiving and Lord’s Prayer
Hymn or Musical Selection
Commendation & Benediction
Postlude

Fraternal, civic, and other ceremonies shall be conducted at a more appropriate time and place.

SUGGESTED SCRIPTURE READINGS

The following are selections of Scripture that have brought comfort, hope, and reassurance to Christians for several centuries, in the face of death. By no means are any of these readings required for the funeral service. They are offered only as suggestions.

From the Old Testament:

Job 19:23-27	I know that my redeemer lives
Psalms 23	The Lord is my shepherd
Psalms 46:1-5, 10-11	A very present help in trouble
Psalms 90:1-10, 12	Teach us to number our days
Psalms 121	I lift up my eyes to the hills
Psalms 130	Out of the depths I cry to the Lord
Psalms 139:1-12	Where shall I go from your spirit?
Isaiah 25:6-9	God will swallow up death forever
Isaiah 26:1-4, 19	God will keep them in peace
Isaiah 40:1-11, 28-31	Comfort my people
Isaiah 43:1-3a, 18-19, 25	When you pass through the waters, I will be with you
Isaiah 44:6-8	I am the first and the last
Isaiah 55:1-3, 6-13	Ho, everyone who thirsts
Isaiah 61:1-4, 10-11	The spirit of the Lord is upon me
Isaiah 65:17-25	I create new heavens and a new earth
Lamentations 3:19-26, 31b-32	The Lord's steadfast love
Daniel 12:1-3	Many of those who sleep in the dust shall awake
Joel 2:12-13, 23-24, 26-29	Return to the Lord with all your heart

From the New Testament:

Matthew 5:1-12a	The Beatitudes
Matthew 25:31-46	The Last Judgment
Luke 7:11-17	Jesus raises the son of the widow of Nain
Luke 18:15-17	We enter the kingdom only as children
Luke 23:33, 39-43	Today you will be with me in Paradise
John 3:16-21	God so loved the world
John 5:24-29	Whoever hears and believes has eternal life
John 6:37-40	Anyone who comes to me I will never drive away
John 6:47-58	Whoever believes in me has eternal life
John 11:17-27	I am the resurrection and the life

John 11:38-44	Lazarus raised from the dead
John 14:1-6, 25-27	Let not your hearts be troubled
Romans 8:14-23, 31-39	Nothing can separate us from the love of God
Romans 14:7-9, 10b-12	Whether we live or die, we are the Lord's
1 Corinthians 15	Christ raised from the dead (selected verses)
2 Corinthians 4:16-5:1	Visible things are temporary, invisible things eternal
2 Corinthians 5:1-10	From God we have a house not made with hands
Ephesians 1:11-2:1, 4-10	Saved by grace through faith
Philippians 3:7-11	Knowing him and the power of his resurrection
Philippians 3:20-21	Our citizenship is in heaven
Colossians 3:1-17	Set your minds on the things that are above
1 Thessalonians 4:13-18	The comfort of Christ's coming
2 Timothy 2:8-13	If we died with him, we shall also live with him
Hebrews 2:14-18	Christ was tested in every way just like us
Hebrews 11 & 12	Faith, the pilgrimage, the cloud of witnesses (selected)
1 Peter 1:3-9	Without seeing Christ, you love him
1 John 3:1-3	We are children of God
Revelation 14	Rest for the saints (selected verses)
Revelation 21 & 22	A new heaven and a new earth (selected verses)
Revelation 22:1-5	The Lord God will be their light

SUGGESTED HYMNS

The hymnal used by the church uses *Glory to God: Hymns, Songs, and Spiritual Songs*. While the singing of hymns is not a requirement, the experience of the Christian community has shown that many people find hope and comfort in these hymns.

Opening Hymns of Praise with Hymn Number

A Mighty Fortress Is Our God #275
All Creatures of Our God and King #15
Be Thou My Vision #339
Eternal Father, Strong to Save #562
For All the Saints #526
Guide Me, O Thou Great Jehovah #281
Immortal, Invisible, God Only Wise #12
Joyful, Joyful, We Adore Thee #611
Love Divine, All Loves Excelling #366
O for a Thousand Tongues to Sing #610

Our God, Our Help in Ages Past #210
Praise My Soul, the King of Heaven #620

Hymns Focusing on the Resurrection with Hymn Number

Christ Is Risen! Shout Hosanna! #248
Christ the Lord Is Risen Today! #245
Lift High the Cross #826
Thine Is the Glory #238
What Wondrous Love is This #215

Hymns Focusing on Living and Dying In Christ with Hymn Number

Abide with Me #836
Be Still, My Soul #819
For All the Saints #326
Just a Closer Walk with Thee #835
Lift High the Cross #826
O Love That Wilt Not Let Me Go #833
Precious Lord, Take My Hand #834
Swing Low, Sweet Chariot #825

Hymns Focusing on the Presence and Comfort of God with Hymn Number

Amazing Grace, How Sweet the Sound #649
Blest Be the Tie That Binds #306
God of the Ages, Whose Almighty Hand #331
Great Is Thy Faithfulness #39
I Greet Thee, Who My Redeemer Art #624
I'll Praise My Maker #253
Love Divine, All Loves Excelling #366
My Faith Looks Up to Thee #383
My Shepherd Will Supply My Need #172
Now Thank We All Our God #555
O Christ the Great Foundation #361
Precious Lord, Take My Hand #404
The King of Love My Shepherd Is #171
We Walk by Faith and Not by Sight #399

If you choose other hymns and music, they must be consistent with the Christian faith and will require the concurrence of the officiating minister. If it is music for the congregation to sing, we ask that you provide it so that it is the correct arrangement. We do encourage you to seek out the guidance of the Director of Music who will assist you with selecting appropriate music that will uplift the soul.

We do not normally allow outside musicians to play the instruments of the church. If you wish to invite a particular friend to play the organ or piano, our Director of Music must give consent and vouch for the technical ability of the guest musician.

If you desire to have a guest vocalist or instrumentalist, the Organist or Director of Music will assist in the selection of competent musicians that meet the high standards for music at our church. Fees for additional musicians arranged for by the church are paid directly to the individual musicians prior to or at the time of the service. Musician fees are typically \$200.00 for a vocalist and \$250.00 for an instrumentalist but can vary based on the instrument and repertoire.

RECEPTION

If requested, the Deacons are pleased to host a coffee and cookie reception for any church memorial service. Please contact the church office at the earliest possible time so that this can be arranged.

A typical reception is coffee and cookies in the fellowship. We will set up tables and chairs with tablecloths and provide cut flowers. Food is self-serving from serving tables.

If a luncheon is desired, we can set up a meal that the family has catered.

For those who would like assistance, we also offer ideas and pricing for sandwiches, salads, and fruit. We will make the purchase and set up. Payment should be made directly to the church, with the notation “memorial reception” in the memo area.

CHARGES AND PROFESSIONAL FEES

Minister

While there is no set fee, an honorarium of at least \$400 is appropriate.

Director of Music

The Director of Music does not charge a fee to members for consultation, but she is more than willing to assist you in your time of grief. However, it is appropriate to provide an honorarium of at least \$125 for music consultation, music selections, and/or arranging for the organist and other musicians.

Organist: \$300.00

This includes preparation, rehearsal time, and the service itself.

Custodial Fee: \$175.00

This fee includes cleaning after the service.

Soloist/Instrumentalist Fee: Varies

The fees for professional vocalists and instrumentalists hired by our Director of Music vary, but they include preparation time and the service itself.

Audio/Visual: \$200.00

Although our church does not have someone available on a regular basis to run slideshows or livestream the service, we will try to have representatives from our audio-visual team available. Please call the church office at least three days in advance.

Reception: varies

Normally, it is \$100.00, unless something more substantive has been planned. Do speak with the office administrator.

Childcare: Varies

While the church does not have someone available on a regular basis to provide childcare, we will try to secure a qualified individual. Please call the church office at least three days in advance so that costs can be determined and arrangements made.

Please note:

- If a funeral home is used, the church will provide the names of individuals to the funeral home for distribution of the checks.
- If a funeral home is not used, we ask the family to write individual checks to the participating individuals.

We ask that the remuneration be paid to the individuals on the day of the service.

HELPFUL QUESTIONS FOR FUNERAL PLANNING

The following will facilitate the service planning.

PERSONAL DETAILS

Name of your loved one _____

Date of death _____ Date of birth _____

Spouse/partner _____

Date of marriage / years together _____

Previous relationships to acknowledge _____

Children _____

Occupation _____

Volunteer / hobbies _____

Other favorite activities / interests of your loved one _____

How long a participant at PCB _____ Activities at PCB _____

Additional thoughts _____

SERVICE DETAILS

Planned time & date of service _____

Our family would like:

- _____ a memorial service at PCB followed by a graveside/memorial garden service
- _____ a graveside/memorial garden service followed by memorial service at PCB
- _____ a graveside/memorial garden service only
- _____ a graveside/memorial garden service followed by memorial service at a different location
- _____ a memorial service only

Please estimate the number of attendees _____

Request for vocal and/or instrumental soloists _____

I/We request the following hymn(s), or other service music: _____

Scripture reading(s) to be included: _____

Family members or other invitees planning to speak: _____

Will a casket be present? _____ Urn? _____ Flowers? _____

Photographs & other memorabilia _____

Reception with coffee/cookies? _____ Reception with catered meal? _____

Which funeral home will be in charge of arrangements? _____

Obituary (where found) _____

I/We would like any memorial gifts to be designated to:

Bulletin – The church will print a bulletin for the service. Information needs to be provided to the Office Administrator promptly.

Your contact information (Name) _____

Phone _____ Email _____

FUNERAL POLICY – SUPPLEMENT IN-HOUSE ADMINISTRATIVE DETAILS

Funeral for _____

Date of Funeral _____ Time _____

Funeral Home _____

Minister _____

Organist _____

Vocalists/Instrumentalists _____

Audio/Visual Slideshow _____ Streaming _____ Recording _____ Who _____

Bulletins _____ How many? _____

Ushers _____

Family arrives _____ Family departs _____ Doors _____ - _____

Receiving Friends _____ Where _____

Reception _____ Who is coordinating _____

Room use: Sanctuary _____ Parlor _____ Fellowship Hall _____ Kitchen _____

Adjust temp setting sanctuary Start _____ End _____ Who _____

Adjust temp setting parlor Start _____ End _____ Who _____

Adjust temp setting fellowship hall Start _____ End _____ Who _____

Adjust temp setting kitchen Start _____ End _____ Who _____

Interment _____ Where _____

If Memorial Garden, who is opening and closing _____

