

Jamestown United Methodist Church
Policies and Procedures
for
Funeral, Memorial and Celebration of Life Services
As approved by Church Council August 7, 2022
Revised May 7, 2023

Loss of a loved one and the subsequent arrangements for a service can be a stressful time for all involved. Please accept our sympathy and our promise to do all that we can in the love and spirit of our Lord Jesus Christ to help you through this time of grief.

Many details and decisions must be made in a short timeframe. The first step in the planning process is to meet with our funeral team. Our team will work with you to answer questions, offer suggestions, and guide you through the planning process. As a part of this process we offer this written information as a reference for you and your family.

Date and Time of Services

Dates and times for services are to be arranged in consultation with the pastor, facilities manager and funeral home director, and are based upon availability. Coordination between the funeral home and the church is imperative as early notification to both helps facilitate scheduling. Arrangements for time and day of a service should never be made public without first confirming with the church and the funeral home.

Services for Members and Non-members

Generally services held on our campus are for those persons who have taken the vows of membership at JUMC and those services have priority over all other events. If you wish to engage a pastor and/or the church for an extended family member who is not a member of JUMC, we will strive to honor your request to the best of our ability.

Officiants

It is expected that a current JUMC pastor will officiate at all services held on our campus. Requests for another pastor or lay person to assist in the service must be approved in advance by JUMC's senior pastor.

Structure of the Service

A service held in the church is a service of worship, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the church. Generally, the outline for the service will take on a traditional form. The family may suggest other items to be included in the service, with the approval of the pastor.

Music

Musicians, to include an organist, pianist, soloists or additional accompaniment can be provided based upon their availability. Fees will apply for these services.

Musicians not associated with JUMC can be used but only with prior approval through our music ministry department. It is expected that the family will bear any cost associated with the service of an outside musician.

The use of additional musicians, whether JUMC supplied or family supplied, may require the services of our sound technician. If so, a separate fee will apply.

Our funeral team will guide you through the music selection process. A list of suggested hymns, anthems, and songs is included in these policies as a reference. Final approval of all musical selections is at the church's discretion.

Please note that the use of taped music or pre-recorded accompaniments is discouraged.

JUMC has a long-standing relationship with the Jamestown Pipes and Drums bagpipe band. If the family desires, a bagpiper can be obtained for the service based upon availability. A separate fee applies.

Bulletins

A printed bulletin will be furnished for the service. The funeral team and ministers will guide the family in selecting the appropriate order of worship for the service. Sample bulletins will be provided for planning purposes. The family may also choose to provide a picture, special poem, obituary or scripture to personalize the bulletin.

Sanctuary Flowers

Appropriate flowers for our Sanctuary include two arrangements at either side of the altar and/or arrangements to adorn the cremains table or casket. Only fresh cut flowers and plants may be used in the Sanctuary. Any arrangements received other than those provided by the family for the service, will be displayed in the visitation/reception space or in the Narthex (Sanctuary foyer) if the visitation/reception is held off site.

While the family may choose to use any florist they wish to provide the Sanctuary flowers, JUMC has an ongoing business relationship with Blossoms Florist & Bakery (336)856-0900. Blossoms provides our Sunday morning arrangements, knows the sizes of arrangements appropriate for our Sanctuary, and has a key for easy delivery. Should you choose to use another florist, please have them contact the church immediately after your order to arrange a delivery time. This is especially important for services held on weekends as the building is not staffed full-time on Saturdays and some Sundays.

General Information

If desired, an open casket viewing may be held in the Sanctuary for up to one hour prior to the service. At the appropriate time, approximately 15 minutes prior to the service, the funeral home will close the casket for the service.

JUMC can provide a casket pall to drape the casket. The use of the pall is for on-campus services only and will be removed before the casket is placed in the hearse for transport to the cemetery.

Although the church does not provide childcare services, a nursery area with Sanctuary audio feed is available for parents of young children. Children must be supervised at all times by their parent or parent-chosen adult (over the age of 18). If the family would like to have this option available, prior notification is requested.

Parking assistance is generally provided by the funeral home. The church does not have any resources to assist in traffic control. Upon arrival, family members are asked to park in the back lot and enter the building through the portico doors.

The front pews closest to the pulpit will be reserved for the family according to the number of family members sitting together. The front pews on the lectern side may be reserved for a Sunday School class, women's circle, honorary pall bearers, or other appropriate group at the request of the family.

Military rites by authorized personnel can include the folding and presentation of the US flag, the playing of Taps and a rifle salute. The funeral home generally makes these arrangements but if a funeral home is not involved, the family is responsible for contacting the appropriate military organizations to arrange these services, including procuring the flag. The funeral team should be informed as early as possible so as to properly plan for this honor.

If requested, JUMC will provide a registration book for the service.

JUMC will provide personnel to assist in welcoming guests, assisting the family in their day-of needs, and security (if needed).

Visitation

Our Fellowship Hall, Welcome Center, or Narthex is available for a visitation following or preceding the service. It is expected that the visitation will last no more than two hours.

Pictures and mementos may be displayed at the visitation if the family so desires. The church will provide the table(s) and white tablecloth(s) for the display. It is expected that the family will provide all display materials. The church can supply two floor easels and a few tabletop picture stands, if needed.

A memorial video may be shown during the visitation. The video, prepared by the family or funeral home, should be stored on a thumb drive using PowerPoint software and set to run in a continuous loop. Any other software or presentation format must be approved in advance. All church equipment is PC/Windows based. It is the family's or funeral home's responsibility to provide any adapters necessary to use an Apple product with our system. Prepared video must be received at least two (2) working days in advance of the day of the service to ensure that it will run properly with our equipment.

Floral arrangements, other than those provided by the family for the service, will be displayed in the visitation space. It is expected that the family will make plans with the funeral home or other persons to transport all arrangements after the service/visitation. Any flowers left on site after the day's events are completed will be disposed of at the discretion of the church.

Other Services

A member of our bereavement committee will contact the family to offer their services. If desired, the bereavement committee can provide either a family meal or refreshments for the visitation. The family meal can be held at the church or at the family home. Refreshments for the visitation will consist of punch and cookies.

JUMC Garden of Grace Columbarium

JUMC’s campus includes our Garden of Grace Columbarium for the interment of cremains. The Garden of Grace offers single niche (one urn) and double niche (two urns) options that may be purchased for any current member of JUMC or their immediate family members. Our business administrator can assist the family with details and pricing. Please call the church office to schedule an appointment.

Memorials

The family may request that contributions made to JUMC in memory of their loved one be directed to a specific church fund. Our business administrator can offer assistance as to which funds are available for donation. Undesignated gifts will be directed to our Building Maintenance Capital Reserve fund. Funds designated for a project or ministry not previously established will be designated for such only with prior approval of our finance committee. The church does not manage, receive or distribute funds designated for an outside institution.

Recommended Fees:

Organist/accompanist	\$150
Soloist	\$150
Sound Technician	\$100
Bagpiper	\$200
Building Services	\$200 <i>(made payable to JUMC)</i>
Pastor(s)	Family’s discretion

Fees are payable by cash or check (made payable to the individual providing the service) and can be given to the church representative (usually the Facilities Manager) on the day of the service. Questions or concerns regarding the recommended fees may be directed to the officiating minister.

Contact Information

Church Office:

336-454-2717

Senior Pastor:

Dr. David Greene

828-461-5910

david@jumc.org

Facilities Manager:

(for facility or day-of-service logistics questions)

Tammy Forrest

336-880-0504

tammy@jumc.org

Office and Music Administrative Assistant:

(for bulletins and general information, music questions)

Paige Matthews

336-847-1658

paige@jumc.org

Office Administrative Assistant and Director of Communications:

(for communications)

Dana Bird

336-317-3451

dana@jumc.org

Jamestown United Methodist Church
Funeral, Memorial and Celebration of Life Services

PERSONAL INFORMATION

Deceased Full Legal Name: _____

Date of Death: _____ Date of Birth: _____

Family/Next of Kin: _____

Family Point of Contact Information: _____

FUNERAL HOME INFORMATION

Funeral Home: _____ Director & Contact # _____

DISPOSITION INFORMATION

Will the deceased be cremated or buried? Cremated _____ Buried _____

If cremated, would the family like information on the JUMC Garden of Grace columbarium? Yes _____ No _____

If buried, name of cemetery: _____

SERVICE INFORMATION

Requested Service Day/Date: _____ Time: _____

Requested Minister(s): _____

Contact Information for any non-JUMC minister(s): _____

Other Speakers (non-ministerial): _____

Number of family members expected to walk in and sit with the family (for reserved pews): _____

Are there any other groups that should be seated together? (Pall Bearers, Sunday school class, other groups)

Group: _____ approximate number in group _____

Group: _____ approximate number in group _____

Will the family provide altar/casket/urn table flowers for the service? Yes _____ No _____ (which?)

Will the family provide any pictures or mementos for the service/Sanctuary table? Yes _____ No _____

Are there special scripture passage(s) requested? Yes _____ No _____ (please list)

Will there be military rites performed at the service? Flag Ceremony _____ Taps _____ 21-gun salute _____

(The Funeral Home is responsible for all aspects of the Military Rites, including procuring the flag and the Honor Guard.)

MUSIC:

Requested Accompanist (organist, pianist or other): _____

Requested Singer(s): _____

Requested Others (choir, bagpiper, etc.): _____

Are there any special musical selections? _____

Will there be any congregational singing? Yes _____ No _____ If so, which hymns? _____

BULLETINS:

Will the family provide a picture for the front of the bulletin? Yes _____ No _____

If no, what would the family like on the front of the bulletin? _____

(Usually a picture of the deceased or a picture of the church is used; however, other options can be considered.)

Any other special requests for the bulletin? (poems, obituary listed, etc) _____

VISITATION/RECEPTION INFORMATION

Requested Date: _____ Time: _____ Place: _____

Will the family provide pictures and memorabilia for a memory table? Yes _____ No _____

(Unless otherwise requested, one 6' table with a white tablecloth will be provided.)

Will there be a audio/video presentation during the Visitation/Reception? Yes _____ No _____

(The presentation should be stored on a memory stick and provided to the church no later than 2 working days prior to the service.)

Would the family like punch and cookies served at the reception? Yes _____ No _____

(The JUMC Bereavement Committee provide either punch and cookies at the reception OR a family meal.)

Other Information: _____

MEAL INFORMATION

Date: _____ Time: _____ Place: _____ # expected for meal _____

ADMINISTRATIVE AND OTHER INFORMATION

Where should Memorial Gifts be directed? _____

(The family will need to contact the Business Manager if they need guidance on particular funds.)

Other Information the family would like to discuss with the church: _____