

## Procedures for Funeral Services for Families of St. Mark's

1. The family needs to contact the Pastor and notify him of the death of the family member. The Pastor may want/offer to be a part of meetings with the family and the Funeral Home for services. The Pastor will notify the Secretary to send out a Church Notification of the death.
2. The family of the deceased will meet with the Funeral Home to discuss date(s) and time(s) that are convenient for both parties.
3. The family contacts the Pastor (or Council Chairman, if no Pastor of Record) to provide the dates and times that were discussed with the Funeral Home.
4. Before finalizing the date and time, the Pastor (or Council Chairman) will contact organist to discuss availability for the service. If the organist is not available, the Pastor will contact the Choir Director. If neither are available, the Pastor (or Council Chairman) will need to arrange an outside organist. If there will be special music the family would like to be played, this needs to be given to the organist at least a day in advance. If there will be a soloist, the family needs to make arrangements with the organist to practice before the service. (*The Church will provide a payment of \$125 for the service to the organist for active members*).
5. When the date and time has been finalized, the Pastor will contact the Chair of the Cemetery Committee to discuss the internment at St. Mark's. The Pastor will also contact the Teller of the Funeral Districts in order to organize the meal for the family and setting up the church if visitation will be held before service. The Pastor will provide to the Secretary of the church, the bulletin information for the Funeral Service and to send notification to the Church of these arrangements.
6. The Church will pay for the Pastor performing the Funeral Service at St. Mark's for an active member, only if we do not have a Pastor of Record (Full-Time or Interim – performing of this service is part of their contract) in the amount of \$150 for their service. If we do have a Pastor of Record, and the family chooses to use another Pastor, it will be the responsibility of the family to pay that Pastor.

If you have any questions, please contact the Pastor of St. Mark's at 704-633-1576.