



White Bear Lake  
**UNITED  
METHODIST  
CHURCH**  
*Nourishing the Hungers of Life*

### Funeral Policies & Guidelines

1. Funerals are a ministry of the church; a service of worship that expresses gratitude to God for the life of the one who has died and bears witness of our hope that because Christ has been raised from the dead, we too will be raised to new life in him.
2. When death comes, the pastors should be notified as soon as possible to represent the presence of the church and to provide comfort and prayer. All arrangements for the funeral or memorial service should be made in consultation with the pastors. (Senior Pastor Bill Eaves or Associate Pastor John McBride)
3. Services may be scheduled Monday through Saturday with the exception of church holidays. No Sunday funerals or memorial services are permitted.
4. The scheduling of funerals and memorial services will take priority over other events at the church, unless there is a major conflict with an event already scheduled i.e.: wedding, conference, etc.
5. Visitations may be scheduled one hour prior to the service. The Narthex is the preferred location for visitation. The front of the Sanctuary may also be used.
6. For Christians, death is a community experience that touches the entire family of faith. Services recognize the pain and sorrow of the separation that accompanies death as well as the hope and joy of the promise of life after death. At WBLUMC, families are invited to take an active role in planning the service, so it reflects the uniqueness of the person who has passed on.
7. Because the funeral is a service of Christian worship, the most appropriate place for Christian people to gather is the church's sanctuary. Services may also be held at the funeral home, although the church setting is preferred.
8. One or more of our pastors will lead the service, depending on their availability and the request of the family. Any other visiting pastor comes at the invitation of the pastors of WBLUMC.
9. In the United Methodist Church, pastors previously appointed to a congregation who are now retired or serving another congregation do not perform funerals at their previous church.
10. The selection of hymns, prayers, Scripture and other details of the service is done in consultation with the pastor.

11. Music is a gift in times of sorrow. WBLUMC encourages the singing of congregational hymns, as well as special music. A trained WBLUMC sound technician is required to operate the church sound equipment and a WBLUMC musician will play at all funerals, unless permission is granted otherwise.
  - a. Coordinate with Director of Music John Koziol, or Director of Traditional Music Peteria Cochran Routt to find soloists, musicians and sound personnel.
12. Event set-up sheets for all special requests must be completed at least 24 hours in advance of the service.
13. The Administrative Assistant and/or Director of Operations coordinate announcements, bulletins and coordination with the funeral home. Make sure pertinent information to be included in the bulletins and email blasts are received in the WBLUMC office at least three working days before the service.
14. Any special requests for AV equipment, slide show presentations, televisions and DVD players and other electronic equipment must be prearranged and tested *at least 24 hours before the event*. Last-minute requests will not be honored.
15. Photographs, videos and other memorabilia may also be displayed at the church. Please consult with the Office Administrative Assistant Lauri Hopple or Director of Operations Patricia Kytola about arrangements.
16. Flowers may be brought to the church and are arranged in the sanctuary and narthex. Flowers may not be placed on the organ or piano.
17. Cremation is in keeping with the church's teaching about death. In such cases, the services can be held in the church either before or after the burial of the ashes.
18. The Funeral Service Committee will furnish coffee, tea, lemonade, cake or bars, served by members of the church at no charge.
19. If other food items are requested such as salads, sandwiches, fruit/vegetable trays there will be an additional charge for the food and delivery. The family may choose to order the food themselves or have it catered. In addition to the cost of the food, the Funeral Committee will serve the food for a suggested donation of \$75 for up to 100 people or \$150 for more than 100.
20. Donations for services correspond with the number served at the luncheon. Coordinate all food requests with Roberta Schmidt or Carolyn Sayles, the Funeral Service committee chair persons.
21. WBLUMC policy is that this church is a tobacco, alcohol, fire-arms and drug free environment within the building and on the church property. Please do not plan to smoke or use drugs or alcohol on church property or while using the church, and ask all the people in your party to comply with this policy. Firearms should remain securely locked in your vehicle.