

**GUIDELINES FOR FUNERAL/MEMORIAL SERVICES
AT THE KIRK OF KILDAIRE PRESBYTERIAN
CARY, NC**
www.kirkofkildaire.org
919-467-4944
March 2019

Before Death

We encourage all Kirk members to complete “Information for Guidance at the Time of Death” (pages 9-13 of this document) and submit a copy to the church office. This can be done at anytime—including years in advance. The church office will keep your plans on file until needed and you may change/update them at any time. Although this “pre-planning” can seem difficult, it is a gift to your family. Any Kirk pastor is glad to meet with you to discuss your plans.

At the Time of Death

The pastors and church staff want to minister to you. Please notify the church office, as soon as possible, of your loved one’s death. A pastor will schedule an appointment with you and other family members to plan the memorial or funeral service.

The purpose of this guide is to assist in planning a service that recognizes the loss of a loved one and the celebration of their life. The service expresses the faith of the church and will be an occasion of dignity, reverence and remembrance. We follow the guidelines for the Service of Witness to the Resurrection found in the Directory of Worship, which is a part of the Constitution of the Presbyterian Church (U.S.A.).

Staff

Memorial services are conducted by one or more of our pastors. Other church staff may include the organist, soloist(s), and office administrator. The lead pastor will plan the service with you, help with additional arrangements, and give you all necessary instructions.

Funeral Directors and Mortuaries

There are many fine funeral homes in the Raleigh and Cary area. Please contact one with which you are familiar. Some families choose to use the services of a cremation society rather than funeral home. If you need assistance in making a selection, the pastor(s) will be happy to help you make your decision.

Visitation and Viewing the Body

Some people are comforted by seeing the body, but this is a family decision. A visitation in the funeral home the evening before the funeral can be a helpful time for the family and friends. Ordinarily, the pastor will be with the family at the beginning of the visitation, before friends arrive.

If the family wishes to hold a visitation at the church, that is often done after the service. If the casket is present in the church sanctuary for the service, it can be requested that the casket remain open for an hour preceding the service. The casket is closed 15 minutes before the worship service begins.

Cremation

Cremation is an option for Christians and is supported by the Session and the pastors of this church. In case of cremation, no casket is present, and the family may wish to have a picture of their loved one present on the day of the memorial service. A small table can be placed at the front of the sanctuary for an urn, pall (cloth covering the urn available at the church) and/or 1-2 pictures of the loved one. It has been our experience that pictures smaller than 8x10 are not well seen and those larger than 20x24 can be difficult to manage.

Families may choose for their loved one's ashes be scattered or placed in the memorial garden or placed into a niche in the columbarium at the Kirk. The church office can provide information regarding the purchase of a niche or scattering. Families may also choose for the ashes to be scattered or inurned in other locations. A short service of commendation may be led by one of the pastors as the family wishes.

Burial

The pastor should be notified by the family and funeral home about the location of the cemetery. Depending on location and availability, the pastor(s) may lead a short service of commendation.

Place for the Service

The service ordinarily will be held in the sanctuary of the church. This space seats approximately 500 people, but its design works equally well for smaller groups. It is also appropriate to hold the service in the chapel of the funeral home, or to plan an abbreviated service at the grave or memorial garden/columbarium. The funeral or memorial service may be observed before or after the committal of the body or ashes.

Date and Time of the Service

The date and time of a service at the Kirk is dependent on previously scheduled church activities and the pastor(s)' personal schedule. Ordinarily services on Monday-Saturday are held at 11 am, 1 pm or 2 pm. Services on Sunday can only be held at 2 pm. If other times are desired, please discuss this with the pastor(s).

Arriving for the Service

The family and those who will sit with them should meet in the Chapel (near the church office) 30 minutes before the service is scheduled to begin.

Order of Service

A memorial service may include a variety of elements: choral and vocal music, reading of Scripture, meditation, memories of the loved one and prayers. The church office will prepare a simple bulletin for the service to distribute to guests and family. A member of the family will be asked to proofread the bulletin before it is duplicated.

The following is a typical order of worship for a funeral/memorial service and includes a brief explanation of the parts of the service. The final order of service will be developed after conversations between the family and pastor(s).

Prelude

The organist / pianist will play selected pieces as worshippers arrive and as the family is seated. The pastor(s) will lead the family to their seats.

Call to Worship and Prayer of Invocation

The pastor begins the service by calling the congregation to worship and then offers a brief prayer.

Music

The congregation may sing hymns or a soloist may perform. We suggest no more than 3 hymns be sung. See section below titled "Arranging for Music" for possible hymns.

Reading of Scripture

Below are suggestions for scripture appropriate to the service, but there are many others that are also appropriate. Please discuss your preferences with the pastor(s). Normally, 3-6 readings are chosen depending upon the length of the readings. Readings are usually from the New Revised Standard Version of the Bible.

Job 19:25-27

Psalms 23; 46; 90:1-12; 103; 121; 139:1-12

Proverbs 31:10-31

Ecclesiastes 3:1-11a

Romans 8:31-35, 37-39

2 Corinthians 5:1-10

Ephesians 3:14-21

1 Thessalonians 4:13-18

2 Timothy 4:6-8

Hebrews 12:1-3

Revelation 21:1-4

Homily/Meditation

A pastor delivers a meditation. Its purpose is to declare the gospel and address the circumstances of the day.

Expressions of Gratitude (for the Deceased)

At this point in the service, individuals may give thanks to God by offering memories of their friend or loved one. We suggest that there not be more than 3 speakers and that each one prepare written comments which can be delivered in not more than three minutes.

Affirmation of Faith

Guests and family are invited to stand to declare their faith using words such as those from the Apostle's Creed.

Prayers of Thanksgiving, Intercession and Lord's Prayer

A pastor offers a prayer of thanksgiving and intercession. The Lord's Prayer may be recited by the congregation or sung as a solo.

Music

Additional music may be offered at this time in the service.

Commendation

A pastor offers words to commend the deceased to God's mercy and care.

Benediction

A pastor closes the service by pronouncing a benediction.

Postlude

The organist / pianist will play as the family is escorted by the pastor(s) from the sanctuary and as worshipers are dismissed.

Arranging for Music

The pastor(s) and/or the Kirk Director of Music will assist the family in choosing appropriate music. When available, the Kirk organist/pianist will provide pre-and post-service music and accompany hymns. If the Kirk organist/pianist is not available, the Director of Music will assist in providing another accompanist. If other music and/or musicians are desired (special service music, soloists, etc), arrangements must be made with the Director of Music.

Hymns that many find appropriate for congregational singing are:

*A Mighty Fortress Is Our God
All People That on Earth Do Dwell
Amazing Grace, How Sweet the Sound
For All the Saints
Lift High the Cross
How Firm A Foundation
My Faith Looks Up to Thee
Love Divine, All Loves Excelling
Our God, Our Help In Ages Past
Praise, My Soul, the King of Heaven
The King of Love My Shepard Is
The Strife is o'er, the Battle Done*

Fraternal, Civic, or Military Rites

"The service shall be complete in itself, and any fraternal, civic, or military rites should be conducted separately." [Book of Order, Directory for Worship] Therefore, if these rites are desired, they will be conducted apart from the worship service.

Family Involvement in the Service

Family members and/or friends may participate in the worship service by reading one or more scripture passages; reading a prayer such as the Lord's Prayer; leading in another part of the service such as a responsive reading; and/or sharing a vocal or instrumental solo. These opportunities will be coordinated with the pastor leading the service.

Flowers and Mementos

Families may purchase flowers for the service if desired. Flowers may be placed on the table behind the communion table, and/or on a small table with an urn or pictures. Other arrangements may be placed in the narthex. The church office or the worship flower coordinator can recommend a local florist. If flowers are to be delivered, please ask the florist to coordinate delivery with the church office. After the service, the family is encouraged to take the flowers with them. Remaining floral arrangements will be disposed of.

Pictures or other mementos may be placed on 1-2 tables in the narthex or 2-3 tables in Fellowship Hall if a reception is being held there (see below for further information). A slide show or video may be projected in Fellowship Hall when this is requested at the time the service is planned.

The church will be open before the service for flower delivery, picture set up and similar details. Please coordinate times and specifics with the Funeral Host (see below)

Remembrance Book and Cards

A remembrance book, remembrance cards and thank you notes may be available to purchase through a funeral home (if you are using one). You may also find these at local Christian

bookstores or card shops. The Kirk is able to provide small cards in the bulletin for guests to sign and leave for the family. Please inform the church office if this is desired.

Usher(s)

The Kirk will provide usher(s) to reserve pews for the family, light candles behind the communion table, and distribute bulletins to guests and the family. If family or friends prefer to perform these tasks, please inform the pastor or office staff.

Funeral Host

A Kirk volunteer will be present prior to the service to unlock the church, receive flower deliveries, and assist with other logistics such as placing pictures on the sanctuary table, setting out the guest book, directing guests to the restroom or Chapel, etc. The host will also assist with other logistics such as moving flowers or the guest book to Fellowship Hall for a reception.

Child Care

A Kirk approved childcare provider can care for children ages 5 and under during the service when this is requested at least three days ahead. This is provided at no cost to Kirk families holding a funeral at the Kirk. Non-Kirk families holding a funeral at the Kirk will pay the current rate for Kirk child care workers.

Reception

The Kirk's Funeral Reception Guild is available to provide a simple reception of finger sandwiches, fruit, veggies, desserts and drinks in Fellowship Hall (below the sanctuary) following the service when requested at the time the service is planned. This is provided for Kirk families at no cost. Non-Kirk families can provide a reception at their own cost using a caterer, friends or similar assistance. Non-Kirk families will pay for clean up of Fellowship Hall after the reception.

Memorial Gifts

We encourage memorial gifts to the Kirk or other charities as a way to perpetually honor your loved one. Memorial gifts to the Kirk may be made to the Endowment Fund or designated to other areas of church life. Gifts to the Endowment Fund are added to accounts in perpetuity unless otherwise requested. It is helpful for the family to give their preferences in published funeral notices such as: "In lieu of flowers, the family requests that memorials be given to the Kirk of Kildaire, 200 High Meadow Dr. Cary, NC 27511" (or other charities you designate)

Costs and Fees

The cost for the Kirk organist/pianist is \$150 payable to that person on the day of the service. There is also a \$30 fee for a sound technician to assist in the sanctuary when this person is

available. This is payable to that person on the day of the service. The church office will provide the names of these individuals. There is no charge for use of the church's facilities, the services of the pastors, the Funeral Host or the Funeral Reception Guild for Kirk families. Non-Kirk families will pay additional fees as outlined below. An honorarium to the pastor(s) is appreciated but not expected or required.

Costs for Kirk Families *

<u>Service provided</u>	<u>Cost</u>	<u>To whom</u>
Organist/pianist	\$150	Individual**
Sound technician	\$30	Individual**

* Kirk members or their spouse, children

**Church office will provide the individual's names

Costs for Non-Kirk Families *

<u>Service provided</u>	<u>Cost</u>	<u>To whom</u>
Organist/pianist	\$150	Individual**
Sound technician	\$30	Individual**
Childcare	Current rate for Kirk childcare workers	Individual**
Fellowship Hall Clean up	\$155	Supreme Cleaning

* Those who are not members (or spouse, children of members) of Kirk of Kildaire, Presbyterian

**Church office will provide the individual's names

Memorial Service Summary for Families

Ways for family members to participate in the service:

- Read one or more scripture passages
- Read a prayer or lead the congregation in reciting the Lord's Prayer
- Lead another part of the service, such as a responsive reading or affirmation of faith
- Offer musical gifts such as singing a hymn or playing an instrument
- If family members wish to offer words of gratitude, we request:
 - Comments be written ahead of time
 - Maximum of 3 minutes per speaker (approx 2 typed pages)
 - Fewer speakers often have more impact than a larger number

Other ways to honor your loved one:

- If cremated, the urn can be placed at the front of the sanctuary during the service
- 1-2 pictures may be placed in the front of the sanctuary. Pictures smaller than 8x10 are not well seen and those larger than 20x24 are difficult to manage
- Flower arrangements can be placed in the sanctuary, narthex or Fellowship Hall
- You may provide a guest registry or the Kirk can provide cards for guests to sign
- Other pictures or memorabilia may be displayed in Fellowship Hall (if you are having a reception) or in the narthex if you are not having a reception
- A slide show or video may be projected during the reception when requested at the time the service is planned

Ways the Kirk will support you and your family

- Pastor(s) will meet with you and your family to plan the service
- The office will print bulletins
- A Kirk organist/pianist will provide pre- and post-service music and accompany hymns at a cost of \$150
- A sound technician will assist in the sanctuary at a cost of \$30
- A funeral host and ushers will assist with day-of logistics at no cost
- Also at no cost to Kirk families:
 - Childcare can be provided during the service
 - A simple reception can be provided in Fellowship Hall after the service

Expectations of families

- All family members who will sit together during the service are to meet the pastor(s) in the Chapel 30 minutes before the service starts.

Your lead pastor is: _____

Your host is: _____

Your reception contact is: _____

Church office: churchoffice@kirkofkildaire.org or 919-467-4944

Hours: Mon-Thurs 8:30-4, Fri 8:30-11:30

INFORMATION FOR GUIDANCE AT THE TIME OF DEATH

Kirk of Kildaire Presbyterian

Updated July 2018

We invite you to indicate your desires, using additional space if necessary, and to return it to the church. We will keep it in a confidential file in the office, and the pastor will check it when notice of death is received. This form may also be updated or corrected as desired. You may choose to omit answers or sections, as you prefer.

I believe in God the Father Almighty, Maker of heaven and earth, and in Jesus Christ His only Son our Lord. I recognize the inevitability of death, and in the presence of death, bear witness to my faith that God, through Jesus Christ, has conquered death and grants life eternal. Thus I would appreciate it if you would keep the following information on file and use it upon my death. I intend that this paper be considered apart from and in no way related to any legal document that I have had or will have.

Full Name _____

Date of Birth _____ Place of Birth _____

If married, spouse's name: _____

Children's names and dates of births: _____

I have given instructions regarding my end of life wishes to: _____

If using a funeral home or cremation society, I prefer to utilize the service of
_____ funeral home/cremation society:

Phone:

Address:

The person(s) to receive a copy of this at the time of death are:

Full Name _____

Contact Information _____

I would like a
____ Funeral service (casket present):

____ Memorial service (casket not present):

I would like the service to be held at (church, funeral home, columbarium, graveside, or alternate location):

I would prefer the visitation to be held at (church, funeral home, or alternate location):

If my casket is present at the time of visitation, I would prefer it to be:

Open Closed

If cremated, I would like my remains:

Scattered in the Memorial Garden at the Kirk of Kildaire

Placed in the Columbarium at the Kirk of Kildaire

Other: _____

I have already made arrangements for my remains to be scattered/placed in the Memorial

Garden or Columbarium: Yes No

If buried, I would like to have my remains buried at:

_____ Cemetery in _____, _____
City State

I have made arrangements for my burial in this location. Yes No

Paperwork concerning my burial pre-arrangements are located at _____

Military Ceremony: Yes No

Contact Information (if known): _____

Lodge Ceremony: Yes No

Contact Information: _____

Note that military and/or lodge ceremonies are conducted separately from the worship service in the sanctuary.

Related to the Service of Remembrance

As officiating/lead pastor in charge of this service, if he/she is available, I prefer to have:

Note: In planning the service you are encouraged to select hymns and scripture that reflect the hope that is ours in the resurrection and the comfort we find in God during our time of grieving. Hymns and sacred music will be played during the service. Secular music can be played during a reception.

I suggest the following:

Favorite hymns:

Favorite Scriptures:

Special music:

Prayers I would like used:

Spiritual Reflection: What is important for you to share with family and friends about your faith story:

Other Information

As a memorial gift I would prefer gifts be given to:

____ The Kirk of Kildaire Endowment Fund

____ Designated Memorial Gift: _____

____ This/These Charities: _____

I would like these memorials to be given in lieu of flowers. ____ Yes ____ No

I would like to donate the organs of my body ____ Yes ____ No
(In order to donate organs, these arrangements must be made prior to your death.)

I would like to donate my body to medical research ____ Yes ____ No

Arrangements to do so have been made with the following hospital/institution:

I would like the following persons contacted at time of my death: (List name, address, telephone number, email and relationship. Attach additional sheet if necessary)

I would like the following institutions and organizations contacted:

Obituary Information:

I would also like these further suggestions to be noted by appropriate people:

Location of important papers:

Will – location of original:

Will – location of copies:

Durable Power of Attorney for Healthcare-- location of copies:

Insurance policy(s):

Company:

Policy #:

Type of Security:

Qty. or Amount:

Location:

Location of military discharge and records:

Location of Safety Deposit Box(es):

Location of Safety Deposit Box Key(s):

Name, address, and telephone of my attorney:

Name, address, and telephone of my broker:

Name, address, and telephone of insurance agent(s):

Lodge, Civic, or Professional affiliations:

Where to locate security information (passwords, etc.)

For help or advice in setting my affairs, and in making arrangements for the funeral/memorial service, I would recommend:

Additional notes and comments:

Signature: _____

Address: _____

Date: _____