**Guidelines**:

*Funerals and Memorials*

Effective Date: 11/21/17

Contact: office@jonesumc.com

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**Funerals and Memorials**

**Process**

1. Jones Memorial United Methodist Church’s (the “Church”) office should be notified at (415) 921-7653 ***immediately*** upon the death of a member of the congregation. If the office is closed, please call Lay Minister, Robert Williams at (510) 782-5350. The Pastor or Lay Minister should be invited to go to the mortuary with you to assist in any way.
2. Plans for the service are to be made in consultation with the family and mortuary, and with approval of the Pastor. The preferred day for services is Thursday.
3. If the service is to be held at the Church and the family desires it to be led by anyone other than the Pastor of Jones Memorial United Methodist Church, it must be done with the consent of the Pastor. The family should request that the visiting minister call the Pastor of the Church as soon as arrangements are being made.
4. Date, time, and use of the facility are to be made in consultation with the Church Office and subject to approval of the Pastor. Musicians, ushers, and stewardesses will be notified about the service by the Church.
5. Viewing is done before the service begins. The casket is closed prior to the processional and remains closed throughout the service and thereafter. (Reference: United Methodist Book of Worship).
6. Repast immediately following the service.

**Costs**

**Costs for Members of the Congregation**

1. There is no cost for the use of the facility for members of the congregation or their immediate family (i.e. husband, wife, mother, father, or dependent children.)
2. For the repast, the church will serve cookies, coffee, tea, and punch.
3. Repast Options:
4. Family may take responsibility for the repast.
5. Responsible for food, serving, cleanup.
6. The Family can have the repast catered. The church will donate $100 towards the repast if catered.
7. Other fees:
8. Pianist: $175.00
9. Soloist: $125.00
10. Sound Technician: $100
11. Cleaning fee: $75
12. Grief Coordinator $150.00

**Costs for Non-Members of the Congregation**

1. The following Fees will be charged to the use of the facilities:
   1. Sanctuary: $500.00\*
   2. Multi-Purpose Room: $600.00\*
   3. Multi-Purpose Room and Kitchen: $700.00\*
   4. Sanctuary, Multi-Purpose Room, and Kitchen: $1,000.00\*
   5. A $500.00 fee is due when arrangements are made.
2. Other Fees:
   1. Pastor: $250.00
   2. Pianist: $200.00
   3. Soloist: $125.00
   4. Sound Technician: $100
   5. Cleaning Fee: $75.00
   6. Grief Coordinator $150.00
3. Non- members are responsible for food preparation, distribution, and clean up.

\*6 hours ***maximum*** use

**Costs for San Francisco Police Department**

1. The following Fees will be charged to the use of the facilities:
   1. Sanctuary: $250.00\*
   2. Multi-Purpose Room: $300.00\*
   3. Multi-Purpose Room and Kitchen: $500.00\*
   4. Sanctuary, Multi-Purpose Room, and Kitchen: $600.00\*
2. Other Fees:
   1. Pastor: $250.00
   2. Pianist: $200.00
   3. Soloist: $125.00
   4. Sound Technician: $100
   5. Cleaning Fee: $75.00
   6. Grief Coordinator $150.00
3. Repast

The family is responsible for the repast including set up of Multipurpose Room, food preparation, and distribution and clean up.

\*6 hours ***maximum***

**APPROVED Funeral & Memorial Order of Service**

**Name of Departed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Family Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date, Time & Site of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**The Prelude\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Processional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Greeting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Hymn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Invocation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Scripture Lessons   
 Old Testament\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 New Testament \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Affirmation UMH, p.887 Romans 8:35, 37-39**

**The Doxology UMH, p.70 Glory Be To The Father**

**The Naming (Obituary) either read silently or aloud**

**The Witnesses**

**Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Family\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Ministry of Music\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Gospel Reading \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Sermon/Eulogy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Commendation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Hymn\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The Benediction (Pulpit)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fees and additional Information**

**Pianist ($175): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Soloists ($125): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sound Technician ($100): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cleaning Fee ($75): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grief Coordinator Coordinator ($150) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mortuary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pallbearers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Repast/Meal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Repast Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Quiet Hour/ Viewing Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**