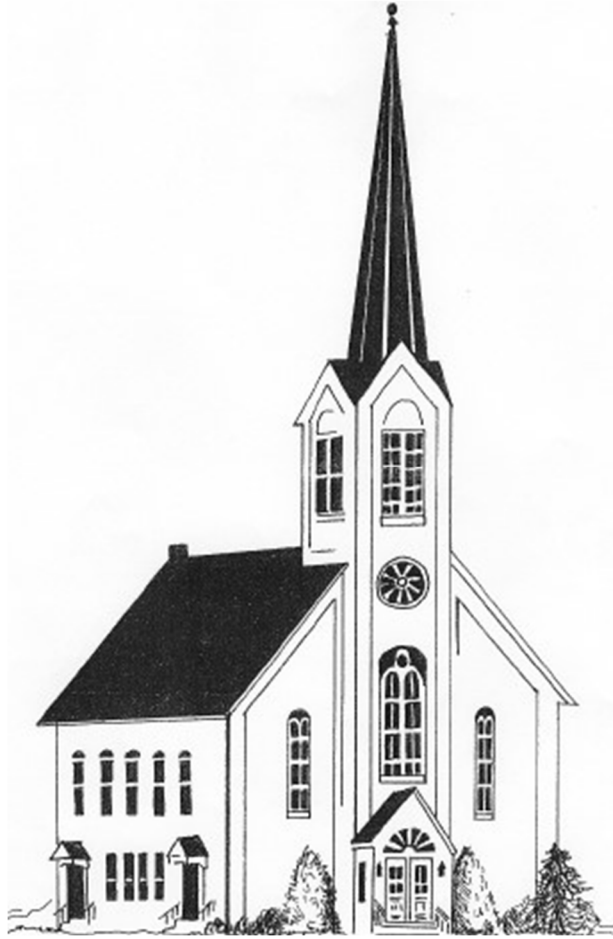


# FUNERAL GUIDELINES



CHESTNUT HILL CHURCH  
6870 CHESTNUT HILL CHURCH ROAD  
COOPERSBURG, PA 18036  
(610) 967-1196

**CONTACTS:**

**PASTOR:**

**Pastor Linda Rapp**

Church: (610) 967-1196

Email: pastor@chcucc.org

**CHURCH SECRETARY: Robin Klobosits**

Church: (610) 967-1196

Email: Secretary@chcucc.org

**MUSIC DIRECTOR: Open position**

Church: (610) 967-1196

Email:

**SEXTON:**

**Sandy Eckhart**

Church: (610) 967-1196

Email: sanddune13@yahoo.com

**CEMETERY INFORMATION:**

**GRAVE OPENING:**

**Sam Leh**

Home (610) 965-2118

**PLOT INFORMATION (SALES AND TRANSFERS):**

**Any member of Cemetery Board**

Church (610) 967-1196

Please contact our church Secretary, Robin Klobosits

To set up a time to meet with her, to sign the contract and present the checks for deposit on the fellowship hall and the rental fee of the fellowship hall.

# Funeral Guidelines

Job 19:25 (NRSV): For I know that my Redeemer lives, and that at the last he will stand upon the earth.

## **Introduction**

There is probably no other time in our lives together as God's people that brings greater emotional stress than when a loved one dies. Whether anticipated or sudden, this time of loss creates a rush of emotions and thoughts that often seem out of control. The simple thought of what to do next may loom suddenly before us as an insurmountable obstacle. What does a person do at such a time? What are the arrangements that must be made? Who do I need to contact and when? These are just some of the questions that occur at the death of a loved. This pamphlet has been designed to provide guidance and some answers to these questions. While the hope is that some thought has been given to the planning of a loved one's funeral, there are times when that just does not occur. Our hope is that this document will give you some solace, comfort, and guidance as you journey through this time.

## **Funeral Service as a Worship Service**

While we attempt to honor the person, who has died as much as we can, a funeral service is ultimately a worship service of Christ's church. Gathered to say goodbye and comfort one another, the funeral service is planned so that all can be nourished by God's holy Word and Sacraments, to find comfort for our sorrows, hope for our future, and assurance for our doubts. In baptism, a person has been made a part of the body of Christ, not just for this life but forever more. Therefore, it is most appropriate to celebrate the victory of Christ's resurrection, know for certain that our loved one shares in that victory, and be filled with God's gracious comfort and assurance. As with other forms of our worship, cultural practices often come into conflict with Christian practices at a time like this. It is the Pastor's ordained commission and responsibility to see that the worship is conducted in accordance with Christian theology and practice.

## **Procedure**

The basic guidelines presented here can be used for either a funeral service or a memorial service (held following a cremation or scientific donation of the body).

### **Guidelines Upon the Death of a Loved One (applies to all funeral or memorial services):**

1. When a member of the congregation is near death, notification of the Pastor is encouraged so that Pastoral care can be provided to both the family and the individual who is near death.
2. At the time of death, the Pastor should be notified of the death as soon as possible.
3. At the convenience of the family and in conjunction with the Pastor's schedule, the Pastor will meet with the family of the deceased to assist in planning the date, time, and order of worship. Under no circumstances should the date or time of the funeral be set without first consulting with the Pastor. The Pastor is responsible for faithful adherence to Scripture and the liturgies of the church. The Pastor should not be asked to set aside these responsibilities.
4. The ceremonies and tributes of social and fraternal organizations are not part of the Christian worship service. These should be discussed with the Pastor prior to the funeral and arrangements can be made for these ceremonies to occur either before or after the funeral service.
5. Flowers may be brought into the nave or sanctuary, but if there are more than 4 bouquets this should be discussed with the Pastor. We will attempt to accommodate any requests for flowers, but delivery must be arranged with the Pastor or the Church Secretary prior to the service.
6. Music can be played prior to or during the worship service. The family may elect to include the singing of favorite hymns during the service. Please note, music used during the service should reflect the Christian understanding of death and resurrection. Should there be special requests beyond favorite hymns, please discuss this with the Pastor during funeral planning. *Please see the list of appropriate and suggested hymns for use during a funeral service.*
7. Upon the request of the deceased (prior to death) or the family, communion can be served as part of the funeral service in the church.
8. Any special readings, poems, letters, etc. must be approved by the Pastor. If the Pastor determines that they are inappropriate for Christian worship, they may be read at a family gathering following the worship.

**Guidelines Upon the Death of a Loved One (applies to funeral or memorial services held at the church):**

1. If the body will be buried, the Casket may be either open or closed. The Casket may only be placed in the fellowship hall or in the lower narthex due to the second-floor sanctuary and safety concerns due to the stairs. Unfortunately, the stairs make it impossible to carry the casket to the sanctuary. If calling hours are held at the church, the casket will be closed shortly before the Funeral Service begins and the Pastor will provide a final prayer for the family of the deceased.
2. In the case of cremation, the urn may be placed in the sanctuary on the altar or table. Pictures of the deceased may be placed next at the bottom of the stairs in the lower narthex, in the chancel area (behind the communion rail), or next to the urn using tables or easels provided by the family. Unfortunately, the church does not have easels or many tables for use.

**Guidelines Upon the Death of a Loved One (for services held outside the church, i.e. in a funeral home or other venue):**

1. In the case of a funeral outside the church, there is more leeway and ability to include other memories of the deceased. However, the service itself, will still be considered a Christian Funeral and be held as a worship service.
2. Hymns will not be included in a service held outside the church. Because all suggested hymns come from the hymnal used by the congregation, it is nearly impossible to include this information in a bulletin or to make copies for attendees to use. If there is a request for a hymn, coordination with the funeral home will be necessary to provide the musical accompaniment for the hymns selected.
3. All special requests must be approved and at the discretion of the Pastor.

**Guidelines Upon the Death of a Loved One (for services held at the graveside or in some cases, a graveside only service):**

1. By its very nature, a graveside only service is much shorter than a funeral or memorial service. However, a graveside service can also include all the elements of a funeral or memorial service.
2. A graveside service, being conducted on holy ground, will still be considered a Christian worship service and all attempts should be made to adhere to those guidelines. However, at the discretion of the Pastor, some alterations and edits to that service can be made.
3. At the graveside, consideration will be given to the deceased person's affiliation with military service. These types of services as well as civic or secular community ceremonies can be held, after the Christian graveside service. All of these services shall be coordinated with the Pastor prior to planning.

For your convenience, we include here some suggested hymns for use during a church funeral or memorial service. Because hymns require music accompaniment, the Music Director will need to be included in the funeral planning process.

**SOME SUGGESTED HYMNS FOR WORSHIP** (*GTG refers to the Glory to God Hymnal used by the church*)

***Opening Hymns of Praise***

- GTG 275 A Mighty Fortress Is Our God (Ps. 46)
- GTG 4 Holy God, We Praise Your Name
- GTG 806 I'll Praise My Maker (Ps. 146)
- GTG 804 Rejoice, Ye Pure in Heart
- GTG 321 The Church's One Foundation

***Resurrection to Eternal Life***

- GTG 264 Christ Is Alive!
- GTG 237 Christ Jesus Lay in Death's Strong Bands
- GTG 245 Christ the Lord Is Risen Today!
- GTG 841 God Is My Strong Salvation (solo)
- GTG 826 Lift High the Cross
- GTG 825 Swing Low, Sweet Chariot
- GTG 233 The Day of Resurrection!
- GTG 236 The Strife Is O'er
- GTG 485 We Know That Christ Is Raised

***Saints Who Have Gone Before***

- GTG 325 By All Your Saints Still Striving
- GTG 324 For All the Faithful Women
- GTG 326 For All the Saints
- GTG 731 Give Thanks for Those Whose Faith Is Firm
- GTG 730 I Sing a Song of the Saints of God

***God's Presence and Comfort***

- GTG 836 Abide with Me
- GTG 649 Amazing Grace, How Sweet the Sound
- GTG 626 As the Deer
- GTG 819 Be Still, My Soul
- GTG 394 Christ Is Made the Sure Foundation
- GTG 676 Day Is Done
- GTG 815 Give to the Winds Thy Fears
- GTG 841 God Is My Strong Salvation (Ps. 27)
- GTG 329 God Is Our Refuge and Our Strength (Ps. 46)
- GTG 436 God of Compassion, in Mercy Befriend Us
- GTG 686 God of Our Life
- GTG 331 God of the Ages, Whose Almighty Hand
- GTG 787 God Weeps with Us Who Weep and Mourn
- GTG 813 God, My Help and Hiding Place
- GTG 750 Goodness Is Stronger Than Evil

GTG 39 Great Is Thy Faithfulness  
GTG 832 Here on Jesus Christ I Will Stand  
GTG 463 How Firm a Foundation  
GTG 624 I Greet Thee, Who My Sure Redeemer Art  
GTG 799 I Love the Lord, Who Heard My Cry  
GTG 45 I to the Hills Will Lift My Eyes (Ps. 121)  
GTG 816 If Thou but Trust in God to Guide Thee  
GTG 785 In Deepest Night  
GTG 830 Jesus, Priceless Treasure  
GTG 835 Just a Closer Walk with Thee  
GTG 79 Light Dawns on a Weary World  
GTG 772 Live Into Hope  
GTG 737 Lord Jesus, You Shall Be My Song  
GTG 811 Make Your Face to Shine/  
GTG 828 More Love to Thee, O Christ  
GTG 829 My Faith Looks Up to Thee  
GTG 803 My Shepherd Will Supply My Need (Ps. 23)  
GTG 53 O God, Who Gives Us Life  
GTG 743 O God, You are My God (Ps. 63)  
GTG 270 O Lord, You Are My God and King (Ps. 145)  
GTG 833 O Love That Wilt Not Let Me Go  
GTG 687 Our God, Our Help in Ages Past (Ps. 90)  
GTG 424 Out of the Depths (Ps. 130)  
GTG 834 Precious Lord, Take My Hand  
GTG 823 Shall Tribulation or Distress  
GTG 321 The Church's One Foundation  
GTG 802 The King of Love My Shepherd Is (Ps. 23)  
GTG 801, The Lord Is My Shepherd (Ps. 23)  
GTG 808 When Memory Fades  
GTG 822 When We are Living  
GTG 807 When We Must Bear Persistent Pain  
GTG 661 Why Should I Feel Discouraged?

***The Lord's Supper***

GTG 499 Bread of the World in Mercy Broken  
GTG 818 By Gracious Powers  
GTG 516 For the Bread Which You Have Broken  
GTG 517 Here, O Our Lord, We See You  
GTG 522 I Am the Bread of Life  
GTG 515 I Come with Joy  
GTG 494 Jesus, Thou Joy of Loving Hearts

GTG 514	Soul, Adorn Yourself with Gladness
GTG 495	Thee We Adore, O Hidden Savior, Thee
GTG 797	We Cannot Measure How You Heal
GTG 510	We Gather Here in Jesus' Name
GTG 817	We Walk by Faith and Not by Sight
GTG 502	We Who Once Were Dead

*Other favorite hymns or songs may be used with the Pastor's approval*

### **Suggested Honorariums:**

The church is open to all members and non-members by proper pre-arrangement with the Pastor, Music Director and Sexton. The following are suggested honorariums:

#### **MEMBER**

Music Director	\$ 150.00
Sexton	\$ 125.00
Pastor	\$ 225.00
Use of the social hall – seating capacity 75 people	\$ 100.00
Deposit for clean-up is \$100.00, this will be refunded upon Inspection at the end of the event.	

#### **INACTIVE & NON-MEMBERS\*\***

Music Director	\$ 200.00
Sexton	\$ 175.00
Pastor's fee for a full service	\$ 275.00
Pastor's fee for a graveside service only	\$ 225.00
Use of church	\$ 200.00
Use of social hall – seating capacity 75 people	\$ 200.00
Deposit for clean-up is \$100.00, this will be refunded upon Inspection at the end of the event.	

**\*\*An inactive member is defined by our Constitution, By-Laws and Policies and Procedures is anyone who has not fulfilled the responsibilities of membership. Please refer to the Constitution and By-laws and Policies of the church for more information.**

The following information/pages contain a funeral planning sheet for use to gather information and do some pre-planning prior to meeting with the Pastor, either before death occurs or upon the death of a loved one.



## **PERSONAL INFORMATION**

Full Name (First Middle Last):

Address:

Birth Date

Birthplace:

Father's Full Name

Mother's Full Maiden Name

Spouse's Full Name

Children's Full Names:

## **FUNERAL PLANNING**

Funeral Home:

Disposition of body:

Burial at:

Cremation:

Disposition of ashes:

Donate the following organs for transplant:

Donate body for medical research:

Hymns for Funeral worship:

Scripture lessons:

Pallbearers: