

Reception

Receptions may be held in the Fellowship Hall, Chapel, Funeral Home or an individual's home. We will provide individuals to serve during the reception. The following items will also be provided:

1. Active and Inactive Members - Sandwiches and/or desserts along with coffee and tea will be provided as the family wishes.
2. Non-members - No food will be provided. Coffee and tea will be provided.
3. Families may bring extra food but may not use the kitchen for cooking.



ST. PAUL LUTHERAN CHURCH
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MEMBER LCMC

Rev. Paul Owens, Senior Pastor
Rev. Chip Reynolds, Pastor


St. Paul Lutheran Church
simply engaging


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Funeral Arrangement Guidelines

We at St. Paul Lutheran Church extend our sympathy on your recent loss. In an effort to make the service a reverent worship experience, we have established the following guidelines to assist you.

*My soul find rest in god alone;
my salvation comes from Him.*

Psalm 62:1

Preparation

Contact with St. Paul Lutheran Church is made by a member of the family or the funeral home. A short conference with a St. Paul pastor will follow. The conference may be held by phone, at the church or funeral home, or at a meeting place agreed upon by the pastor and family member. At the conference, the following will be discussed:

1. Place and time of the service - funeral home, St. Paul Sanctuary (seats 500), St. Paul Chapel (seats 100), St. Martin Church (seats 70)
2. Graveside service and place of burial
3. Reception - where it will be held and how many will attend
4. Viewing
 - a. The funeral home makes it possible for friends and family to gather for viewing and remembering.
 - b. St. Paul Lutheran Church will support the family's decision concerning open or closed casket prior to the beginning of the service.
5. An additional conference to discuss the service will be scheduled.

1. Ushers, audio/visual technician, service bulletin, and pall (cover for the casket) are provided when the service is held at St. Paul Lutheran Church or chapel.
2. The family may provide a DVD to play prior to the service, so that the DVD may be verified for compatibility with our computer system. Please deliver the file/DVD to the church office at least 24 hours before the service. It must contain family appropriate photos and the accompanying music must be sacred. Upon advance request, the organist may accompany the DVD.
3. The church will provide an organist/pianist for a fee.
4. Vocal or instrumental soloists are permitted with musical selections approved in advance by the Pastor.
5. All music during the service must be sacred. Favorite secular songs or school alma maters/college songs may be played only during the reception, no exceptions.
6. Family gathering before the service
 - a. Family may meet in the lobby area for more privacy and enter sanctuary at the beginning of service from the side doors or come down the center aisle. Family may greet guests at the reception.
 - b. Family may be seated in the front pews on the pulpit side as the guests begin to arrive and greet guests there.
 - c. Family may greet guests in the Narthex and enter sanctuary at the beginning of the service.
 - d. Pall Bearers will be seated in a reserved pew.
7. Visitors' Book - This book will be placed in the Narthex. The book will be closed ten minutes prior to the beginning of the service. If conditions in the Narthex become overcrowded, the book will be closed earlier and those attending will be invited to sign after the service.
8. Traditional service with casket - The casket will be located at the front of the church, before the altar. The casket may be open or closed, but will be closed before the service begins.
9. Memorial service only - A framed picture may be placed in the front of the chancel. An easel will be provided.
10. Because we believe that a funeral is a Christian worship service, our pastors have the final say regarding form and procedure.

Suggested Honorarium

The minimum honorarium suggested is \$150 for the Pastor, \$100 for the organist, and \$100 for a Saturday Funeral.

Please make checks payable to
St. Paul Lutheran Church.