

GUIDELINES FOR FUNERAL/MEMORIAL SERVICES
AT THE KIRK OF KILDAIRE PRESBYTERIAN
CARY, NC

www.kirkofkildaire.org
919-467-4944

August, 2014

Before Death

We encourage you to complete "Information for Guidance at the Time of Death" and submit a copy to the church office. Pastors are glad to meet with you to discuss your plans.

At the Time of Death

The pastors and church staff want to minister to you in your time of bereavement. We encourage you to notify the church office, as soon as possible, of your loved one's death or impending death. A pastor will schedule an appointment with you and other family members to plan the memorial or funeral service. Contact the church office if your loved one has completed information regarding plans.

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

Staff

Memorial services are normally conducted by one or more of the members of our clergy staff. Other church staff may include the organist, soloist(s), office administrator and sexton. The officiating minister 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. If you need assistance in making a selection, the clergy 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 is often 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. In terms of viewing the body on the day of the service, it can be requested that the casket be 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. It is recommended that ashes be scattered or placed in the memorial garden or columbarium. Information regarding the purchase of a niche or scattering can be obtained by contacting the church office. The service will be led by one of the pastors.

Burial

The pastor should be notified by the family and funeral home about the location of the cemetery. The service will be led by one of the pastors.

Place and Plans for the Service

The service ordinarily should be held in the sanctuary of the church. The Sanctuary seats approximately 500 persons, but its design works equally well for 100 or more.

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.

Arriving for the Service and Parking

The family should plan to arrive at the church not later than one-half hour before the service is scheduled to begin. Family members and those to be seated with the family are asked to go directly to the Session Room (by the church office) upon arrival. It is important that they remain there until the service is ready to begin.

The 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 order of service bulletin for distribution to worshippers and family. If there is a need for a complex formatting or a color photo, we request that printing of the bulletin be done elsewhere. A member of the family will be asked to proofread the bulletin before it is duplicated.

The following is an explanation and resource for planning the typical order of service. The final order of service will be developed after conversations with the family.

Prelude

The organist or pianist will play selected pieces as worshippers arrive and as the family is seated. During this time, selections of Scripture may also be read. The pastors 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 a hymn or a soloist may perform. We suggest no more than 3 hymns be sung.

Reading of Scripture

Below you will find suggestions for scripture appropriate to the service. If you would like other suggestions, please speak to one of the pastor. Normally, four to six readings are chosen for the service depending upon the length of the readings. Readings are usually taken from the New Revised Standard Version.

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 the meditation. Its purpose is to declare the gospel and address the circumstances of the day.

Time of Remembrance

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 three speakers and that each one prepare written comments which can be delivered in not more than three minutes.

Pastoral Prayer 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

The congregation may sing hymns and other special music may be arranged. (see below)

Benediction

A pastor closes the service by pronouncing the benediction.

Postlude

The organist or pianist will play selected pieces as the family is escorted from the sanctuary as led by the pastors and as worshipers are dismissed.

Arranging for the Music

Music adds meaning and richness to the service. It is recommended you use the music ministry at the Kirk in planning the service selections. If desired, a soloist or small choir may also be arranged based on availability of musical leadership. The pastor will relay hymn preferences to the Director of Music. If other music is requested (special service music, soloists, etc), arrangements should be made with the Director of Music.

The Directory for Worship offers this counsel regarding congregational singing: "It is appropriate for worshipers to sing hymns, psalms, spirituals, or spiritual songs which affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of saints." Among the hymns 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*

Flowers and Mementos

If you desire flowers for the service, it is the preference of the church to limit them to one bouquet on the table in the Sanctuary. Other arrangements are often placed in the narthex. If there are additional floral arrangements in the sanctuary, please do not block the path from the aisle to the seats in the chancel area.

The church office or member of the Flower Committee can make a recommendation for a florist in the area. If flowers are to be delivered, it is necessary that the florist coordinate the arrival time with the church office.

After the service, the family is encouraged to use the flowers as they wish. The remaining floral arrangements will be disposed of unless the family has made other plans.

If there are pictures or other mementos you wish to share, they may be displayed in the narthex on tables.

Remembrance Book and Cards

A remembrance book, remembrance cards and thank you notes are available through the funeral home at a cost. You may also find them available at local Christian bookstore or card shop.

Ushers

The family is encouraged to provide ushers from friends or family members. It is an excellent way for someone to show support. If the church needs to provide ushers, please let the Office Administrator know. The ushers will reserve pews for the family, light the candles behind the communion table, hand out the bulletins, monitor the guest book(s), and provide the family with copies of the worship bulletin.

Other 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]

The service of worship is an act of the Christian community in which the wider community is welcome. If other rites take place, these rites shall be conducted apart from the service and place of worship.

Reception

The Kirk's Caregiving Committee is available to provide a reception following the service if requested a few days ahead of time. A meal may be requested for your family and close friends. This allows you and your family an opportunity to greet your friends. There is no charge for this. Please inform the pastor or church office if you would like a reception or meal. You will be asked for estimates of the number to attend in order to adequately provide for this occasion.

Memorial Gifts

We encourage memorial gifts to the church, ministries or charities as a way of perpetually honoring the memory of the loved one. Any memorial gifts to the Kirk of Kildaire may be made to the Endowment Fund of the Kirk or to an approved designated gift. Gifts to the Endowment Fund will be added to accounts in perpetuity unless other arrangements or designations are made. Families wishing to make special arrangements should contact either the chair of the Endowment Committee or the Senior Pastor. The church office will assist in making these contacts. It is appropriate and helpful for the family to give their preferences in the funeral notice in the newspaper(s), such as: "In lieu of flowers, the family requests that memorials be given to the Kirk of Kildaire Presbyterian Foundation (or wherever you designate), 200 High Meadow Dr. Cary, NC 27511."

Costs and Fees

There are no charges or fees for use of the church's facilities or for the services of the pastors. If the family wishes to make an honorarium for a pastor, this honorarium will be shared with the Kirk as designated by the pastor. There are fees charged for the organist/pianist (contact the Office Administrator for current fees). Other costs to the family will be for the flowers the family provides at the service and possibly for additional musicians and vocalists the family may request.

INFORMATION FOR GUIDANCE AT THE TIME OF DEATH

Kirk of Kildaire Presbyterian

Updated August, 2014

The following is offered to any member of the church who wishes to use it. 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 at the church, and the pastor will check it when notice of death is received. This form may also be updated or corrected as desired. Additional copies are available upon request.

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 specific instructions regarding my burial to: _____

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

Phone:

Address:

The persons 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 casket is present at the time of visitation, I would want it:

Open Closed

If cremated, I would like to have 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

Military Ceremony: Yes No

Contact Information: _____

Lodge Ceremony: Yes No

Contact Information: _____

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 gift of resurrection and the comfort we find in God during our time of grieving.

I suggest the following:

Favorite hymns:

Favorite Scriptures:

Special music:

Prayers I would like used (use additional sheet, if necessary)

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 policies:

Company:

Policy #:

Type of Security:

Qty. or Amount:

Location:

Location of military discharge and records:

Location of Safety Deposit Boxes:

Location of Safety Deposit Box Keys:

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:

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

Notes and comments:

Signature: _____

Address: _____

Date: _____