

# Trinity Lutheran Church

## Funeral Policy and Procedures

“Connect, Grow and Serve with the love of Jesus Christ”

One of the important ministries of the church is to support those who are experiencing loss in their lives through the death of a loved one. In offering this ministry we believe it is important to have a general policy in place for those who are in need of the church's services. Below you will find our policy for both members and non-members of our congregation:

### Funeral Procedures

Trinity Lutheran Church is staffed from 8 a.m. – 4:30 p.m. Monday through Friday (summer hours vary). Please call the church office during these times when a death occurs. The Office Administrator will direct the call to the church pastor.

### Funerals with a Funeral Director

The standard procedure for a funeral at Trinity Lutheran Church is that a funeral director (funeral home or mortuary) work with Trinity Lutheran Church staff to set up the details of the visitation, funeral service, luncheon and interment. Funeral directors are very helpful to the church in that they arrange for the times of the events, assist in setting up the visitation if it is held at Trinity Lutheran Church and help the family in coordinating the luncheon and the interment. They also provide valuable assistance with programs, easels and tables for pictures and memory displays, and guest books. Normally the procedure is that, after news of death, the funeral home is contacted first. The funeral home will then contact Trinity Lutheran Church to determine possible times and dates for a funeral service. The family will meet with the funeral director and confirm the date/time. Family member should then contact Trinity Lutheran Church to arrange for a meeting with the pastor who will preside at the funeral. This is to choose scripture readings, hymns and other details of the funeral service.

### Funerals without a Funeral Director

If the family of the deceased is not using a funeral home/director with funeral arrangements, Trinity Lutheran Church will appoint a Funeral Coordinator. This person will carry out the services normally done by a funeral director or mortuary, including: arranging for the visitation, assisting in setting up for the funeral service and assist with any programs, memorabilia, and other items desired for the visitation or funeral. A stipend of \$100 is to be paid to this person, please see below under stipends.

### Members

1. There is no charge for the use of the church for members of the church and constituents of the congregation.

Stipends for staff are as follows:

- Clergy - \$200  
(Check should be payable to the pastor.)
- Organist – starting at \$200/rehearsal with soloist \$75  
(Check should be payable to the approved organist.)
- Multi-Media Technician - \$100-\$200  
(Check should be payable to the Multi-Media Technician.)
- Funeral Coordinator, **required if not using a Funeral Home Director** - \$100  
(Check should be payable to the Funeral Coordinator.)
- Church Custodian - \$100  
(Check should be payable to the Church Custodian.)
- Funeral Lunch – see prices and lunch descriptions below.  
(Check should be payable to Trinity Lutheran Church.)

2. If desired, a funeral lunch may be held in the Fellowship Hall in the church for church members. Volunteers will be called from the church to prep, serve and clean up the meal. See luncheon options for pricing.

3. The Funeral Coordinator will:

- a. Contact the organist, multi-media technician, luncheon coordinator and pastor regarding the time and date of the funeral.
  - b. Make sure the custodians know when to set up for the luncheon and to clean for the service.
  - c. Make sure the candles are lit and the lights are on in the narthex and sanctuary.
  - d. Make sure the temperature of the sanctuary is comfortable.
  - e. Make sure the flowers are put in order around the altar and bring an arrangement to the Fellowship Hall if there is a luncheon.
  - f. Greet guests with any brochures or bulletins at the doors.
  - g. Collect payment from the family for the pastor, organist, multi-media technician, custodians, funeral coordinator, and funeral luncheon.
  - h. Make sure the family takes home flowers, cards, memorabilia, and leftover luncheon food.
4. The Luncheon Coordinator will:
- a. Get an estimate of the number of people who will attend the luncheon in the Fellowship Hall.
  - b. Collect payment prior to the funeral.
  - c. Coordinate volunteers to help set up, prep food, serve food, and donate cakes.
  - d. Have the custodians clean and set up tables and chairs before the funeral and luncheon.
  - e. Make sure that beverages and food are set up for the funeral meal.
  - f. Make sure that the kitchen and Fellowship Hall are cleaned after the luncheon.

### **Non-Members**

All of the above apply to a Non-Member funeral, plus there is a \$150 fee for building use.

### **Luncheon Options**

1. Hot dish, fruit salad, dinner rolls, pickles, cakes, beverages: **\$3.50 per plate**. Trinity to prepare, set up, serve and clean up.
2. Sandwiches, coleslaw, baked beans, pickles, cakes and beverages: **\$3.50 per plate**. Trinity to prepare, set up, serve and clean up.
3. Sandwiches, tuna salad, pickles, cakes and beverages: **\$3.50 per plate**. Trinity to prepare, set up, serve and clean up.
4. Tuna salad, pickles, dinner rolls, cakes and beverages: **\$3.00 per plate**. Trinity to prepare, set up, serve and clean up.
5. Sandwiches, chips, pickles, cakes, and beverages: **\$2.50 per plate**. Trinity to prepare, set up, serve and clean up.
6. Lunch may be catered by an outside source. Trinity would set up, serve and clean up. A donation would be accepted for the Funeral Fund. **Non-Members - \$50.**
7. Cakes and beverages to be served. Trinity would prepare, set up, serve and clean up. A donation would be accepted for the Funeral Fund. **Non-Members - \$50.**

\*The Funeral Committee reserves the right to compensate the janitor that operates the dishwasher for a funeral. These monies would come out of the Dedicated Funeral Fund. The Funeral Luncheon Coordinator with inform the bookkeeper.

Approved by the Trinity Lutheran Church Council on June 21, 2022.