

# First Congregational UCC of Lowell

## Funeral Policy

It is First Congregational UCC of Lowell's sacred responsibility to host and witness the Christian rite of a funeral or memorial service on behalf of our members and community. We hold with tender regard the grieving family members of our deceased and hope this policy provides clarity and guidance during this difficult time specifically related to the preparation for the loved ones funeral or memorial service.

### Procedures for planning a Funeral or Memorial Service with First Congregational UCC of Lowell:

**First**, a request must be made with the Pastor (Email: [info@lowellucc.org](mailto:info@lowellucc.org)) to reserve a date and time and begin discussing necessary arrangements.

**Second**, the family will begin to determine what type of service they would like to hold. Some questions to consider:

- Would the family like a pianist or organist?
- Are there any special musical reflections to be sung or played?
- Any special music or soloist (to be arranged by the family)?
- Did the deceased have any favorite scriptures or poems that the family would like read?
- Would any members of the family/loved ones like to be involved in the service in some way?
- Would the family like a moment for attendees to make remarks?
- What aspects of the deceased life would you like highlighted and emphasized?

If no specific requests are made, the Pastor will make arrangements based on the liturgy for the United Church of Christ.

**Third**, the representative of the family will meet with the Pastor to put together all final arrangements including the final liturgy, and order of events for the day.

**Fourth**, the family will determine if they want a visitation prior to the service, and if so, when? A visitation may be up to 2-hours & is subject to additional fees as listed below. The family should also consider if they would like a time of fellowship after the service, and if so what type of refreshments they would like.

- Please designate **one** person as the point of contact for these arrangements and details related to payment and preparation.
- The church will plan on reserving the building space for a maximum of **six hours**. This includes set up (1-hour), a visitation (up to 2-hours), a Fellowship/luncheon (1-hour), the service (1-hour), and clean up (1-hour). If additional time is needed, please ensure you make those arrangements with the Pastor at least 48 hours ahead of time.
- A time of fellowship will include refreshments such as coffee and cookies. The church can coordinate a luncheon but that cost will be the responsibility of the family. Arrangements for a luncheon are to be made with the Pastor or Admin at least 72 hours prior to the service. Families will be allowed to arrange their own luncheon in the church's fellowship hall.
- The church will arrange the pastor, musician, sound tech, host, and custodian unless otherwise specified by the family.
- The church will print bulletins if names, images, and details can be sent to the Pastor at least 48 hours before the service.
- The family will be responsible for set up and clean up of decorations, flowers, photos, and anything that does not belong to the church. All decorations must be **temporary** and

**shall be removed day of.** Any current liturgical decorations that may be in place will not be removed for the service. Please plan accordingly. First Congregational UCC of Lowell reserves the right to charge the family in light of any permanent damage that may occur.

- First Congregational UCC of Lowell is not responsible for any lost or stolen property.
- Use of the building includes the sanctuary, family center, kitchen, and a private room for family members.
- All payment must be made out to the church (First Congregational UCC of Lowell) and will be distributed by the Financial Administrator. Payment will be expected **the day of** the funeral or memorial service.

**Fifth,** Complete the Funeral Agreement worksheet included at the end of this document & return to the pastor.

### **Fine Print**

- Any requests for another pastor or lay person to officiate or assist in the service must be approved by the First Congregational UCC of Lowell's current Pastor.
- Use of the organ & piano by musicians other than those appointed by the First Congregational UCC of Lowell's current Pastor & Music Director is subject to prior approval.
- Alcohol on the property must be approved by the pastor at least 48 hours in advance.
  - If Alcohol is not approved ahead of time, anyone found with alcohol may be asked to leave the premise by church staff.
- The pastor reserves the right to modify/change requirements based on extenuating circumstances.
- If the family is unable to accommodate the fees described in this document, please express this to the pastor for consideration.

**Cost & Fees (A la carte options upon request):**

**For all deceased persons who maintain active membership at our church community** (in worship attendance, acts of service, financial giving, or other forms of commitment at the discretion of the pastor), we offer the church and our preparation services based on the fees listed below:

<b>Position</b>	<b>Expenses (Funeral)</b>	<b>Expenses (Visitation)</b>	<b>Comments:</b>
Pastor	\$75*	---	
Musician	\$75	\$75/Hour	If using First Congregational UCC of Lowell's Music Director. The family may arrange an alternative musician at their cost. Includes use of piano or organ
Sound Tech	\$50	\$25/Hour	Includes use of on-site audio & visual equipment
Admin	Complimentary*	---	Funeral Coordinator – Main point of contact
Fellowship Time	Complimentary	---	Time allotted for gathering Includes coffee & cookies Luncheon available (at additional cost)
Facility	Complimentary*	Complimentary (Up to 2-hours)	
Host & Custodial	\$25/Hour*	\$25/Hour	Responsible for opening building, maintaining space, & cleaning after facility use

\* These items are required

**For all deceased persons who did not maintain an active membership or for whom our church is not their faith home:**

<b>Position</b>	<b>Expenses (Funeral)</b>	<b>Expenses (Visitation)</b>	<b>Comments: See Above Table</b>
Pastor	\$150*	---	
Musician	\$150	\$75/Hour	
Sound Tech	\$50	\$25/Hour	
Admin	\$50*	---	
Fellowship Time	\$100	---	
Facility	\$100*	\$50 (Up to 2-hours)	
Host & Custodial	\$25/Hour*	\$25/Hour	

\* These items are required

**First Congregational UCC of Lowell  
Funeral Agreement**

Date and Time of Service: \_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Name of Family Point of Contact: \_\_\_\_\_

Email address & Phone number of Point of Contact:  
\_\_\_\_\_

Services Requested (all subject to approval by the Pastor):

Facility  Pastor  Admin  Host & Custodial  Musician  Sound Tech  
 Fellowship Time  Visitation  Coffee and Cookies  Bulletins

Please describe any alternative arrangements being requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Payment Due: \$\_\_\_\_\_

Date of Payment: \_\_\_\_\_ Initials of Recipient: \_\_\_\_\_

By signing below, you agree to all terms listed above in First Congregational UCC of Lowell's Funeral Policy:

\_\_\_\_\_  
Signature Date

Contact the Pastor or return completed agreement to: [Info@lowellucc.org](mailto:Info@lowellucc.org)