



The Policy of the Board of Deacons on
Memorial Services and Funerals
held at
South Church in Andover

An Open and Affirming Church of
The United Church of Christ

Remembering a beloved family member or friend is an important time in the life of one's spiritual journey. The way in which we remember and commend to God's hands the one who has died helps those left behind to mourn and grieve appropriately and to bid farewell within the context of the church - the body of believers of whom Christ is the head.

When there is a death

The Pastor is called, either by the family or the funeral home. The Pastor may visit the family right away, if possible, to minister to them and pray with them. Frequently, a tentative date for a service is discussed over the phone. The next day or as soon as possible, the family will meet with the Pastor to prepare for a service which will be most meaningful to them and which is in keeping with the intended wishes of the one who has died.

The Pastor will guide you through the planning of the service, with consideration for selection of music, guest speakers or musicians, ushers, greeters, use of a program and a committal service at a cemetery, if so desired. Committal services may be held before or after the service or on another day.

A *Funeral service* has the casket or cremation container present, whereas a *Memorial service* does not. Some families name this service “A *Celebration of the Life of...*” Services take place at the church or at the funeral home. A *Graveside service* may take place at the cemetery, in lieu of a service at the church or funeral home. However it is named, the Pastor works with family members to create a beautiful service which honors and remembers the one who has died.

A tape recording of the service held at the church is available upon request.

To provide information and to avoid misunderstandings at a time of mourning, the following policies are presented to those who might desire to arrange a funeral or memorial service at South Church.

Policies and Procedures:

1. A PASTOR OF SOUTH CHURCH WILL OFFICIATE AT ALL SERVICES which take place at South Church in Andover, unless for some reason that is not possible. Guest clergy (e.g., relatives or friends who are ministers) may be invited to take a part in the service, but only at the invitation extended by a Pastor of South Church and with the South Church Pastor officiating.
2. THE CHURCH MUSIC DIRECTOR WILL OVERSEE MUSIC for all services. If unavailable for the service, the Music Director will make other arrangements for a substitute in consultation with the Pastor. Suitability of certain music for the organ, as well as consideration of the appropriateness of suggested music, will be the decision of the Music Director. Use of recorded music is not encouraged. Guest musicians should not be invited until after consultation with the Music Director and Pastor. A soloist may be arranged through the Music Director.
3. FEES.
 - a. Please see the "Rate Sheet for Funerals and Weddings," which includes fees for staff and facilities B available from the Office at 978-475-0321. Families not using a funeral home are requested to provide individual checks for staff and facilities prior to the service.
 - b. While South Church does not rent facilities to individuals for funerals or memorial services, other churches or organizations desiring to rent space for funerals or memorial services (and who will provide their own minister) may rent the sanctuary (and sexton) for \$400. Use of South Church's organ or piano will be coordinated through South Church's Director of Music.