



Planning a Funeral

at Highland Park United Methodist Church

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To the Family

At the time of death, please contact one of our ministers and/or the Pastoral Care Ministry office (214.523.2241); during non-business hours the emergency phone (214.802.1807) may be helpful. Conversations between the family and the minister will then proceed to define details about the funeral/memorial service. While it will be the minister who guides you and your family through this important time, there are a few things that only the family of the deceased can do:

- There must be one person who speaks for the family with regard to decisions about the funeral. It will be the minister's responsibility to decide who this person is, in consultation with the family.
- While friends and extended family certainly wish to help at the time of death, the staff will prepare, execute, and conclude the worship service. Ushers and greeters for the service will be provided by the church; Sunday School class members, neighbors and friends will better serve in other ways.
- If there is a desire to have a reception at the church following the service, the minister will see to it that space for such a reception is scheduled. If the reception is to be catered we suggest that S&S Catering is the best option available. It is the family's responsibility to make arrangements with S&S Catering directly by calling 214.351.6888 or going to info@sscatering.com. If friends or a Sunday School Class wish to help at the reception or provide some kind of food service, it is still best to coordinate this with S&S.
- Music for the service, both choral and instrumental, must follow the same guidelines as for Sunday worship. Selections should be scriptural in nature and primarily focused on God, God's attributes, and giving thanks to God. Love songs, show tunes, school songs and so forth are certainly appropriate at the reception. The minister will consult with HPUMC's Music Ministry to arrange desired selections.
- The central moment in any worship service, including a funeral/memorial service, is the proclamation of the Word of God: it is the proclamation of a resurrection faith in a sermon or meditation. There are moments in a funeral for specific remembrances and thanksgivings by family and friends. Experience teaches that two speakers limited to 2-4 minutes each are sufficient. We request that the personal words reflect the goodness and Christian virtues of the person.

Regarding Funerals at Highland Park United Methodist Church

Christians believe that the death and resurrection of Jesus Christ gives them hope and cause for thanksgiving in the face of death. In this faith, we entrust those who have died to the infinite mercy and love of God.

-The Methodist Worship Book, England

A worship service following the death of a loved one does at least two things: it enables us to face the reality of our mortality and comforts us in the celebration of another reality -- life after death in God. As one of our creeds declares: "In life, in death, in life beyond death, we are not alone. Thanks be to God!"

A service where the body of the deceased is present is called a funeral; a memorial service is appropriate when the body of the deceased is not present. (Interment follows the funeral service; in the case of a memorial service, interment or inurnment occurs prior to the service.) Most of the services at Highland Park United Methodist Church are called A Service of Thanksgiving and Remembrance.

It is the commitment of the clergy and music leadership of Highland Park United Methodist Church to claim and present a properly balanced and theologically sound experience for all who seek God through worship at the time of death. To this end, the following are guidelines and suggestions, many borne of experience in the life and ministry of your church home, that we purpose to assist those who mourn, and those who look to tomorrow.

General Policies

1. Regretfully, we are unable to do non-member funerals.
2. There are no funerals conducted on Sundays.
3. Funerals are not scheduled before 1:00 p.m. on Mondays and Wednesdays.
4. 10:00 a.m. is the only Saturday time available for a funeral unless there are no weddings scheduled. Difficult experiences have shown that a wedding and a funeral cannot comfortably co-exist at or near the same time but in different venues (i.e., one in the chapel and one in the sanctuary.) Throughout the fall there are usually six Saturdays when SMU closes the HPUMC parking lot for home football games and the facility is closed on those days.
5. There are days throughout the year, many are tied to nationally-observed three-day weekends, when the facility is closed:

<ul style="list-style-type: none"> • New Year's Day • Martin Luther King Day • Memorial Day • Fourth of July • Labor Day 	<p><i>The facility is closed on the "observed" holiday duration, usually meaning a three-day weekend; funerals will not be scheduled before 11am on a Tuesday following such a weekend – i.e., a funeral following Fourth of July weekend would be scheduled no earlier than 11am, July 6, 2010.</i></p>
<ul style="list-style-type: none"> • Holy Week/ Easter 	<p><i>The Thursday, Friday and Saturday prior to Easter Day provide limited availability for funeral services, and the facility is closed on the Monday following Easter Day.</i></p>
<ul style="list-style-type: none"> • Thanksgiving Day Weekend 	<p><i>Facility is closed on the Wednesday before Thanksgiving Day and remains closed through the Saturday following.</i></p>
<ul style="list-style-type: none"> • Christmas Holidays 	<p><i>Christmas Eve and Christmas Day are unavailable for funerals, as are several days between December 26 and January 1; available dates will be posted in November.</i></p>

6. Cox Chapel seats approximately 180, the Sanctuary approximately 800.
7. Reserved seating will be arranged for the family according to their wishes. We are unable to reserve more than one row each for pallbearers and honorary pallbearers, and are unable to reserve seating for their spouses. We are unable to reserve seating for civic clubs, service groups, or workplace friends and colleagues. We are unable to provide reserved parking except for that on the west side of Bishop Avenue for the family and for funeral home accessibility. The spaces immediately to the north of the sanctuary remain dedicated spaces for handicapped accessibility only.
8. No honorarium is expected for the presiding minister; fees for the organist and a soloist are \$150 each, and the minister can provide names for individuals involved. Special choral or instrumental music may be arranged, with fees not determined by the church. Costs associated with a reception are determined by the caterer and the family.
9. If a funeral home is not involved, guest registries can be provided.
10. If the family desires to display pictures of the deceased we ask that they be placed on any of the several tables outside the worship venues and/or they be used at a reception.
11. Flowers are not a requirement for a service. The family and friends will want to make arrangements on their own with their chosen florist. We suggest that arrangements be limited to no more than two at the altar, and these are usually provided by the family or on their behalf; additional arrangements will be placed in the narthex (entry) and/or transported to receptions held in our facility. Family and friends are urged to take arrangements with them when at all possible; the church may be able to use them in other ways depending on the day and time of the service but we are unable to deliver them to hospitals or care facilities.
12. A standardized bulletin for the service is provided, with cover sheet noting the deceased's full name, date of birth and death, and place, date and time of service, with artwork depicting the Sanctuary or Cox Chapel. Any personalized insert for a biography or picture may certainly be provided by the family, approved by the minister, and need to be to the church at least two hours before the service time. The order of service includes an opening and closing voluntary, words of greeting and call to worship, provision for hymns of the faith, special music as arranged, scripture readings, pastoral prayer and the Lord's Prayer, and Words of Faith and Remembrance. The Porter Memorial Carillon is generally pealed at the close of the service. The minister working with the family will assist with the details regarding the bulletin.

Sample Bulletin - Front Page

A SERVICE OF CELEBRATION AND THANKSGIVING

For

Deceased's Name

Date of Birth

Date of Death



Time

Date of Service

Cox Chapel or Sanctuary
Highland Park United Methodist Church
Dallas, Texas

Sample Bulletin - Inside Page

ORDER OF WORSHIP

Opening Voluntary

Words of Greeting

Call To Worship

Hymn

Affirmation of Faith 881

The Apostles' Creed

Prayer

The Reading of Holy Scripture

The Pastoral and Lord's Prayers

Words of Remembrance

Words of Faith

Hymn

Closing Prayer

Benediction

Closing Voluntary

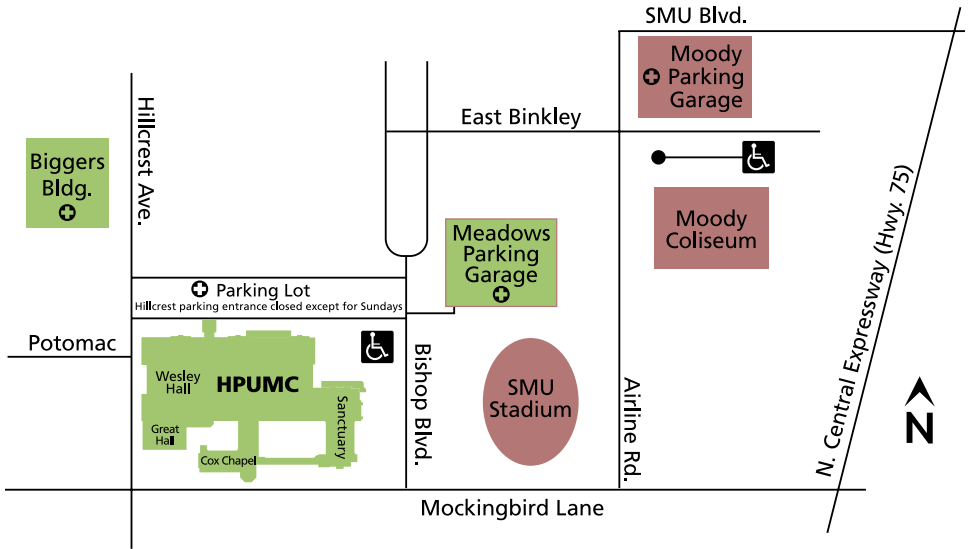
Pealing of the Porter Memorial Carillon

* * *

Name, minister

Name, organist

Name, soloist



Parking is available in:

- the parking lot north of the church,
- the parking lot at the Biggers Building,
- the garage of the Meadows Museum (northeast of the church)



**HIGHLAND PARK
UNITED METHODIST CHURCH**

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