

FUNERAL POLICY OF ST. MARTHA'S EPISCOPAL CHURCH

The congregation of St. Martha's Episcopal Church welcomes you and prays God's blessing upon your family. We look forward to the possibility of being of service to you during this time of loss. This policy is intended to give you the information necessary to make this funeral service a meaningful one and assure that the process runs smoothly.

PLANNING:

1. Contact Parish Administrator/Church Office to inquire about the policies and procedures of St. Martha's Episcopal Church and potential date(s) for worship service, including related events (pre-service viewing and reception).
2. The Parish Administrator will provide a packet of information, application, and policies; check the Church calendar and schedule an appointment with the Rector. No announcement should be made until it has been cleared with the Rector.
3. The Parish Administrator will be your general contact person for facility usage.

REQUIREMENTS:

1. **Guest ministers** are sometimes invited to assist the Rector in the service. If the family has a relative or friend they wish to have participate, the following procedure should be followed: (1) Consult first with the Rector at St. Martha's before asking the guest minister; (2) Obtain consent and give him/her the guest's name and mailing address; (3) The Rector will then issue a formal invitation to the guest minister.
2. Regardless of anything else involved, final approval of all details and arrangements for all services in the church rests with the Rector.

FACILITIES:

1. The foyer, sanctuary, parish hall, rest rooms, and kitchen are the facilities normally used.
2. The piano, organ, sound system, tables, and chairs are examples of equipment normally used.

RECEPTION:

1. St. Martha's does not provide a catering service for funeral receptions. However, the multi-purpose space located by the kitchen area (parish hall) may be used if it is available. It should be reserved at the time the calendar date for the funeral is scheduled.
2. No hard liquor may be served at receptions at St. Martha's; however, wine, beer, and champagne are permissible as long as alternative, non-alcoholic beverages are prominently provided.

PHOTOGRAPHS:

1. Taking of pictures is permitted before and after the service. Limited, discreet picture taking is permitted during the service. Guests and professional photographers should be advised of this guideline.
2. Photographic sessions should be arranged with the Rector for a time before or after the service.
3. Professional photographers **must** clear all photography with the Rector beforehand.
4. Videotaping is permitted under special arrangements with the Rector.

GUEST REGISTER, PRE-SERVICE VIEWING AND RECEIVING LINE:

1. Many families wish to have guests register as they enter the church. A book stand near the entrance will be provided for this, if desired.
2. If there is a Pre-Service Viewing, the casket will be closed prior to the Burial Service.
3. Many families prefer to have a receiving line form at the rear of the church following the service so that guests may greet the family as they exit.
4. The receiving line may be outside of the church or in the entry.

FLOWERS AND DECORATIONS:

1. St. Martha's is a beautiful setting for a Burial Service. Flowers and other church arrangements should be worked out with the Flower Committee.
2. The florist engaged by the family should contact the church Flower Committee assigned for instructions for allowable decorations and timing.
3. None of the church or altar appointments may be moved by photographers, florists, or others without specific permission from the clergy.
4. No one, other than the clergy or Flower Committee is permitted in the sanctuary prior to, during, or after the ceremony.
5. Live or dried flower arrangements are permitted in the sanctuary; however, there should be no bows or ribbons on the vases.

MUSIC:

1. The Parish Organist is utilized at all Burial Services requiring organ music. The services of other organists may be used only with the permission and approval of the Organist. If the services of another organist will be used, the guest organist will be asked to meet with the Organist to discuss the use of the instrument.
2. The Episcopal Church has specific guidelines and customs concerning the music of its service. Bear in mind that some music considered to be “traditional” for funerals is actually secular or too light for the sacred nature of the Burial Service.
3. If the family desires to have a soloist, solos may be sung during the prelude, within the ceremony between the reading of the lessons, or at the offertory (if the funeral includes Holy Eucharist). The soloist should plan to rehearse with the Organist prior to the worship service. The Organist will provide a soloist from the church for an additional fee payable to the soloist if the family does not supply one.

BURIAL SERVICE BULLETINS:

A bulletin listing the music, order of service, name of the deceased and a short personal message may be printed via request to the Rector and Parish Administrator prior to the funeral.

BURIAL SERVICE FEES

ORGANIST: \$175 Payable to Organist. _____

SOLOIST: \$150 Payable to Soloist. _____

SUGGESTED CONTRIBUTIONS

PARISH HALL USE: \$300 Payable to St. Martha’s Episcopal Church.

CLERGY: \$250 Payable to Rector’s Discretionary Fund.

BULLETIN PREPARATION: \$ 25 Payable to St. Martha’s Episcopal Church.

**CARE AND USE OF THE FACILITIES
DURING THE BURIAL SERVICE AND RECEPTION**

1. Smoking is not permitted anywhere in the facility.
2. The church furniture in the sanctuary may only be moved under the supervision of staff members. The family is responsible for returning the furniture to the original location after the funeral.
3. No tape is to be placed on any walls or furniture anywhere in the facility. You can choose to use sticky tac if you wish.
4. Parking restrictions of the Town of Bethany Beach must be followed or arrangements made through the Town Hall.
5. If candles are to be used they must be dripleless candles.

IFA RECEPTION IN THE PARISH HALL IS TO FOLLOW:

6. The church tables and chairs may be used by the family. Extra chairs and tables can be brought in by the family and are the responsibility of the family.
7. The church does not provide flowers, decorations, tablecloths, punch bowls, tableware, or other such equipment. These are the responsibility of the family.
8. The kitchen is a catering kitchen only. No cooking or preparation of food may be done on the premises. However, food or drink may be served; this may occur only in those rooms having kitchen facilities or those specifically permitted in the Agreement. The kitchen must be cleaned afterwards by the family.
9. If after reading these policies you desire to hold a Burial Service in St. Martha's Episcopal Church, please call the church office to schedule an appointment with the Rector and/or Parish Administrator, who will show you the facilities and make additional arrangements with you.

AGREEMENT

We have read the **FUNERAL POLICY OF ST. MARTHA'S EPISCOPAL CHURCH** and agree to abide by it.

Deceased:

Full Name: _____

Date of Death : _____

Contact Person for Deceased

Full Name: _____

Signature: _____

Home Phone: _____ Cell phone: _____

Mailing address: _____

Email address: _____

Dated: _____

Burial Service Plans:

Day, Date and time of Service: _____

Day, Date and time of Pre-Service Viewing: _____

Reception: Estimated Number: _____ Time of Reception: _____

*****FOR CHURCH USE ONLY*****

Application received on _____ by _____

Approval by Rector: _____

Funeral scheduled for: _____

Pre-Service Viewing scheduled for: _____

Reception scheduled for: _____

Notice provided to Organist on: _____

Notice provided to Flower Committee on: _____

Notice provided to Altar Guild on: _____

Revised 5-10-16 Vestry Approved 5/22/16