First Presbyterian Church of Kirkwood
Guidelines for Funerals & Memorial Services

Welcome to First Presbyterian Church of Kirkwood

We are honored to welcome you to First Presbyterian Church during a difficult time in your family. It is our hope that as we plan and hold the funeral or memorial service for your loved one, you will sense God's presence with you. We are here to help you through this tender time.

Purpose of a Funeral or Memorial Service

In the face of death, Christians do not bear grief in isolation but are sustained by the power of the Holy Spirit and surrounded by the community of faith. The Church offers this worship service as a ministry of love and hope to all who grieve. During this service we give thanks to God for the life of the person who died, receive the comfort of the Holy Spirit, and proclaim the good news of eternal life in Jesus Christ. As this is the basis of a Christian funeral defined by the Book of Order of the Presbyterian Church, U.S.A., the Session of First Presbyterian Church of Kirkwood has set forth the following policy on funeral/memorial services which occur at the church.

Service at Church

Church members are welcomed and invited to use their church for funeral/memorial services. Just as we are baptized by God in church and have been nourished by God through the church, so it is wholly appropriate that thanksgiving to God for our lives should be offered in church.

Connecting with our Pastors

It is expected that primary arrangements will be made with one of Kirkwood's pastors. Typically, one pastor will officiate at the service, though there are times when it will be appropriate for both pastors to participate. Requests for the participation of a "guest" pastor to assist in the service must be made to the officiating pastor, who, if it is appropriate, will extend an invitation.

A Time of Worship

In the Presbyterian tradition a funeral/memorial service is considered a service of worship and will be approached with the dignity and joyful celebration accorded worship. A typical order of worship will include: prelude and postlude of sacred music; hymns and songs of praise and faith; scripture lessons from the Old and New Testaments;(please see appendix A), a message – which expresses thanksgiving to God for the life of the deceased and reminds all of Christ's resurrection and promise of eternal life; prayers of intercession and thanksgiving; a benediction. In consultation with the pastor, other elements, such as remarks from family members and

friends, may be included in the service. The officiating pastor shall make the final determination on the elements of worship. The church office will prepare a worship bulletin.

Type of Service

First Presbyterian Church enjoys both traditional and contemporary styles of worship. While it is anticipated that most funeral/memorial services will reflect a traditional approach to worship and take place in the sanctuary or the chapel, a contemporary service format in Fellowship Hall is also possible. While every effort will be made to accommodate a desire for the funeral/memorial service to be contemporary in style, this option ultimately depends on the availability of volunteer musicians and sound board operators.

Music

Music can be a great source of comfort at a memorial service and must be selected with care. The Pastor and Director of Music will assist you in the selection of hymns and other music. If a soloist is desired, we will engage a member of our Music Staff. If outside musicians or instrumentalists are requested, the Director of Music will secure these musicians. Recorded music is not appropriate during the service.
For hymn suggestions, please see appendix B.

Casket/Cremains

The casket/cremains of the deceased may be present for the service and shall arrive at the church at least 45 minutes prior to the announced start time. In order that worship may focus on God, and upon the gift of resurrection, rather than upon the earthly remains of the deceased, the casket will be closed during the service.

Cremation

Cremation is a faithful option for Christians. Orders of worship and committal remain the same in cases of cremation, with the exception that the committal may take place on a different date from the service in the church.

Burial of Cremains in the Memorial Courtyard

Church members may elect to have their cremains buried in the Memorial Courtyard. If this is chosen, the internment typically happens before the memorial service. The family and friends are invited to gather 45 minutes before the memorial service in the memorial courtyard. There will be prayers, scripture, words of committal and a benediction. Those present will be invited to place the ashes in the ground. If the service is an internment only, the family and friends will gather at the appropriate time for a committal service. See appendix C.

Pictures

As the focus of Christian worship is God, it is not appropriate to display pictures of the deceased in the sanctuary during the service. Such photo displays are encouraged, and more appropriately placed in the Narthex or reception area. A picture may be placed in the bulletin.

Flowers

The use of flowers and plants is welcomed and should be limited in order that they do not distract from the purpose of worship. One or two simple floral arrangements adequately symbolize God's gift of new life. /Kirkwood Florist is the florist most familiar with the church.
10515 Manchester Rd • Kirkwood, MO 63122 • (314) 965-8440 www.kirkwoodflorist.com

Visitation

There may be occasions when it is desirable for visitation with the family to take place at the church. The Gathering Space is available. The Deacons will host a reception with cookies, punch, coffee, and tea if that is desired.
For more information see Appendix D

Committal Service

The pastor is available to lead a brief committal service at the Memorial Garden or other site (locally) where the casket/cremains are to be interred. This service typically includes: scripture; prayers; words of committal; a benediction.

Military/Masonic Honors

Such honors are not considered part of Christian worship and are therefore more appropriately carried out at the funeral home or cemetery.

Memorials

Gifts given in memory of a loved one are appropriate and welcomed. First Presbyterian Church of Kirkwood or a charitable organization of the donor's choice are potential recipients of such gifts.

Final Plans

Members of Kirkwood Presbyterian Church are strongly encouraged to pre-plan their funeral/memorial service. They may do so by picking up a "Final Plan" folder in the church office (or downloading the forms from the church web site: www.kirkwoodpres.org). Once completed and returned, the forms will be kept in the church's confidential files, where they will be available for revision. At the time of death, the information will be shared with family members, and the pastor with whom the service is being planned.

Fee Schedule

Fee Description	Member**	Non-Member
Pastor	$300 (suggested)	$300
Pastor (Memorial Garden interment only)	$150 (suggested)	N/A
Asst Clergy (optional)	$150 (suggested)	$150
Organist	$200	$200
Soloist (optional)	$150	$150
Custodian	N/C	N/C
Worship Space – Sanctuary	N/C	$200
Worship Space – Chapel	N/C	$100
Livestreaming	$100	$100
Punch & Cookies Reception (provided by FPC Deacons)	N/C	N/C

**Member Rates are extended to the families of the deceased where the deceased was an Active Member or was a child of an Active Member.

Payment

Fees for the Worship Space (if applicable) will be paid no later than the day before the service. Checks will be made payable to First Presbyterian Church of Kirkwood and should be delivered to the FPC Business Manager.

Fees for the Pastor, Asst Clergy, Organist, Soloist, Custodian, and Livestreaming Operator will be paid no later than the day before the service. Checks should be made payable to the individual participants. The list of individual participants and the amounts will be sent to the family no later than the week before the service.