


Alamance Presbyterian Church

Funeral and Burial Service Policy

1. The Alamance Presbyterian Church (hereafter referred to as the “Church” or “APC”) shall provide funeral, memorial, end-of-life, and burial services to its active members on the Church roll and others in the community upon request, officiated by one or more of its Ministers of the Word and Sacrament (“minister(s)”). **All aspects of these services and the associated use of the physical property shall be under the direction of the Church ministers with sole discretion for approval.**
2. Individuals must contact the minister or Church office before making formal arrangements. The minister will visit with the family to offer pastoral care and guidance and to begin the process of planning the end-of-life service(s).
3. APC strongly encourages the use of a funeral home for the memorial service, even if a casket is not present. When a funeral home is not involved and the Church must perform the tasks ordinarily provided by a funeral home, APC shall require an honorarium for this work, regardless of membership status. Refer to fee schedule for current fee.
4. One or both ministers of APC shall officiate each funeral and/or committal service. Additional ministers, family members, friends, and members of the congregation may assist with the service upon approval of the APC minister officiating.
5. The fees required for a minister to perform the services shall be based upon the individual’s membership status with the Church.
 - a. The ministers do not require any fees as part of their ministry with active Church members.
 - b. Individuals not on the active membership roll of APC may request to have a funeral and/or committal service at the Church, subject to the approval and availability of the ministers and facilities. For their work with the family and on the day of the funeral, the Church shall require a fee for each of its ministers participating in the funeral to be paid prior to the service. Refer to fee schedule for current fee.
6. Additional APC staff members, including pianist, director of music ministries and director of audio/visual ministries MAY be available for funeral services. The Church cannot guarantee availability for any of these participants in the service.

- a. The Church requires that all musicians and audio/visual technicians shall be paid individually for their services. These fees are to be paid directly to each individual prior to day of the service.
 - b. All music shall be subject to approval by the minister.
 - c. Any guest musicians, including soloists, shall be subject to approval by the minister.
 - d. Any musical rehearsals shall be scheduled through the Church office.
 - e. At the family's request, a slideshow, video, or pre-recorded music may be played during the service, subject to approval by the minister and availability of an audio/visual technician. All audio/visual content must be provided to the Church office at least 24 hours before the funeral.
 - f. The Church cannot guarantee the availability of an audio/visual technician. Only an APC technician may operate APC equipment.
 - g. At the family's request and dependent on the availability of an audio/visual technician, the funeral service may be streamed through the Church's website and hosted on that platform. The Church is not equipped to provide any other means of recording for the service.
7. The bulletin, or printed order of worship, shall ordinarily be produced by the Church office staff. Special requests must be made as early as possible. All hymns to be sung in the service shall be included in the bulletin. Bulletins shall be printed in black and white, with color copies provided for the family.
 8. Floral arrangements may be placed on the stage or in front of it. Delivery of flowers must be scheduled with the Church office. The funeral home or the family shall be responsible for the arrangement and removal of flowers.
 9. All visitations held in the Church must be planned with, and shall be subject to approval by, the Church minister.
 - a. Visitations may be held prior to or after the service. Ordinarily, these are held in the sanctuary or the Gathering Room.
 10. Caskets shall not be permitted in the Gathering Room or any space in the Church other than the sanctuary.
 - a. If the family wishes, the casket may be open in the sanctuary during a visitation prior to the service.

 Alamance PRESBYTERIAN CHURCH	Funeral and Burial Service Policy	Effective Date: 26 May 2024
		Page 3 of 3

- b. Caskets shall be closed ten minutes before the service begins.
 - c. During the service, the casket may be covered with the funeral pall provided by the Church, with flowers, or with an American Flag for military honors.
- 11. When the deceased has been cremated, the urn may be present in the sanctuary. It may be placed on a table or a stand in front of the stage.
- 12. Photos and other mementos may also be placed on a table or a stand in front of the stage at the discretion of the ministers officiating the service.
- 13. Civil and military honor ceremonies ordinarily shall take place outside the sanctuary or in the cemetery for the committal service. Other arrangements shall be subject to approval by the ministers.
- 14. A brief graveside committal service may be held in the cemetery as led by the ministers.
 - a. Military Honors or civic rites may also be held at the graveside.
 - b. Graveside committals may be held at the conclusion of the funeral service or at another time arranged with the ministers.
- 15. Detailed information regarding cemetery burial plots and columbarium niches is available in separate documents. Refer to *Alamance Presbyterian Church Cemetery Policies and Procedures* and to *Alamance Presbyterian Church Columbarium Rules and Regulations*.

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