



## **Memorial Service and Funeral Policy**

*Jesus said, I am the resurrection and I am life.  
Those who believe in me, even though they die, yet shall they live,  
and whoever lives and believes in me shall never die.  
I am Alpha and Omega, the beginning and the end, the first and the last.  
I died, and behold I am alive for evermore...  
Because I live, you shall live also.*

Our prayers are with you during this time of sadness. These next few pages are designed to provide you with some clarity during a time of uncertainty. We are grateful to walk alongside of you and will be here to help along the way. The most important thing that we want you to know is that you are not alone... you are welcome here as we celebrate your loved one.

### **Purpose of the Policy**

To provide planning and guidance to members and regular attenders during a difficult time.

To outline services offered to community members who are not members of Melissa UMC but would like to host a funeral in our church building.

To define membership in Melissa United Methodist Church.

### **Membership**

Membership in the local United Methodist Church shall include all people who have been baptized and joined the membership of Melissa United Methodist Church or First United Methodist Church of McKinney through profession of faith in Jesus Christ and/or transfer of membership from another congregation of any denomination.

To be considered a member of Melissa UMC for purposes of this policy, a person must:

- Meet the general requirements outlined above and been accepted into membership at Melissa UMC or First United Methodist Church of McKinney.
- Be considered active in the ministries of Melissa UMC (attend worship and/or small group regularly).
- Be a regular contributor to the ministries of the church and to the finances of Melissa UMC or First United Methodist Church of McKinney through tithes, gifts and/or offerings.

Church membership is subject to verification from church staff, pastor, or another designated official.<sup>1</sup>

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<sup>1</sup> There are regular attendees of Melissa UMC who both participate in the ministries of the church and contribute financially but have never formally joined the church. The Lead Pastor, church staff or other designated official may at their discretion reduce some of the nonmember fees.

## Guidelines for memorials and funerals

- 1) Notify the church immediately after the death the person.
- 2) Membership benefits listed below apply only when the deceased is a member of Melissa UMC or First United Methodist Church of McKinney. Services provided for friends or family of members will be considered community members.
- 3) The date and time of the funeral service shall be coordinated with the Lead Pastor or their designated person and, if desired, the funeral home that is caring for the deceased. Length of services shall be up to one hour but not to exceed one and a half hours.
- 4) Services will normally occur between the hours of 9:00 and 3:00 pm unless a different time is agreed upon with the Lead Pastor. Sunday funerals will not be considered.
- 5) The final draft of the Order of Service must be approved by the Lead Pastor.
- 6) In the absence of the Lead Pastor, it will be the responsibility of the Lead Pastor to provide a minister for the funeral.
- 7) If a guest minister is requested by the family, it shall be the responsibility of the family to:
  - a) Contact the Lead Pastor of Melissa UMC for their approval before inviting a guest minister.
  - b) Make the necessary contact with the guest minister.
  - c) Be responsible for an honorarium to the guest minister in addition to the fees outlined in this policy.
- 8) If a casket is present, remains may be viewed prior to the beginning of the service. The casket will be closed 5 minutes before the service begins and shall remain closed from that point forward. Requests to re-open may be discussed with Funeral Directors to be conducted at the burial site.
- 9) Funeral Directors are responsible for the removal of flowers from the Worship space. Only flowers requested by the family shall remain.
- 10) Flash pictures and/or video lighting equipment are not permitted during the worship service.
- 11) Existing decorations or altar items may not be altered or removed for the service.
- 12) Do not tape anything on the walls, altar area or other surfaces. At the conclusion of the service, remove all items, place garbage in proper containers, and return furniture that was moved to its proper place.
- 13) The conduct of all persons attending services at Melissa UMC is expected to reflect respect for a place of worship. Children and youth are always welcome in our spaces. When children and youth are present for an event, they must be always under the supervision of their parents or adults in charge of the activity.
- 14) The doors are secured by a security system. Do not use anything to hold open doors. Doors will open 30 minutes before the service time and will lock 30 minutes after the service or reception is scheduled to conclude (or at the times arranged with the funeral home).
- 15) Animals are not allowed within the building, except for guide dogs.
- 16) No illegal substances, flammable liquids, fire producing chemicals, pyrotechnic devices, smoke generators and/or open flames (except for candles used in a worship setting) may be used.
- 17) Groups are fully responsible for the cost of all damages based upon actual repair and replacement costs. Replacement and/or repair will be at the discretion of the church.
- 18) Connections Coffee is a separate corporation that operates within and under Melissa UMC. All groups and activities are to remain out of the coffee bar area as defined by the counters, doors, and walls.
- 19) Melissa UMC assumes no liability for any personal property brought into the church. Every possible effort will be made to protect personal items; however, the church will not be responsible for items lost, stolen or damaged. It is imperative that money, jewelry, and other valuables not be left unattended.
- 20) Members and staff of Melissa UMC are not permitted to sign for any outside event related deliveries without prior arrangement.
- 21) Users are responsible and assume liability for any personal injuries, personal property or damage to the facility or equipment. When damage/accidents requiring cleanup occurs, prompt reporting to the Melissa UMC staff representative is expected.
- 22) Penalty for violation of any of guidelines may prevent future rental of Melissa United Methodist Church.

## Fees for Church Use and Personnel<sup>2</sup>

All fees must be paid at the time the request is approved. No reservation of any of the spaces will occur until the fees are paid.

	Members of Melissa UMC	Community members
Service in worship space	NO FEE	\$400 (2 hours)
Reception in worship space or commons areas	NO FEE	\$250 (2 hours)
Additional hours scheduled in worship space or commons	NO FEE	\$125 per hour
Overtime fee in both spaces <sup>3</sup>	\$50 per 15 minutes	\$50 per 15 minutes
Facility setup and cleaning	\$100	\$100
Audio-visual (sound)	\$100	\$100
Audio-visual (livestream/recording)	\$100	\$100
Musician	\$100 per musician	\$100 per musician
Pastor	Honorarium	\$300
Security	\$50/hour, 4 hour minimum	\$50/hour, 4 hour minimum

## Funeral Reception

Members of Melissa UMC:

- Inform the Lead Pastor if you wish to be provided with this service. They will provide you with a Welcome team member's contact information.
- The family **may select one of the following options** for up to 50 people (immediate family and out of town guests):
  1. Cookies, water, coffee, and lemonade
  2. Standard menu (subject to change): Meat, green beans, macaroni & cheese, bread, dessert, water, coffee, and lemonade
- **There is no charge for this reception.** Any donation is acceptable and appreciated.

Community members:

- All requests for a funeral reception must be approved by the Lead Pastor or designated official.
- The family is responsible for locating and paying for the caterer in addition to any above fees needed to conduct the event. Melissa UMC can help provide contacts for you.
- A reception is **not provided** by the church for community members.

## Cancellation Policy

If the applicant wishes to cancel an accepted event, the applicant should notify the Lead Pastor or other designated Melissa UMC representative as soon as possible. However, any refund of fees paid is at the sole discretion of Melissa UMC's Resource Team.

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<sup>2</sup> The Resource Team of Melissa UMC may amend the list of fees at any time and at its discretion.

<sup>3</sup> Melissa UMC's determination regarding whether the time limit was exceeded and the length of overtime is final and not subject to review.

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# Memorial Service and Funeral Request Form

Date of request: \_\_\_\_\_

Name of **FAMILY CONTACT**: \_\_\_\_\_

Cell number: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name of **DECEASED**: \_\_\_\_\_

Preferred name or nicknames: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of death: \_\_\_\_\_

Member of Melissa UMC (Y/N): \_\_\_\_\_ Member of First UMC McKinney (Y/N): \_\_\_\_\_

If a member of another church, where? \_\_\_\_\_

Date/time of **SERVICE**: \_\_\_\_\_ Anticipated attendance: \_\_\_\_\_

Pastor/officiant<sup>4</sup>: \_\_\_\_\_

Graveside location & time: \_\_\_\_\_

We are requesting: \_\_\_\_\_ Funeral (funeral home: \_\_\_\_\_ ) \_\_\_\_\_ Memorial (no funeral home)

\_\_\_\_\_ Reception (Choose one: cookies \_\_\_\_\_ or meal \_\_\_\_\_)

\_\_\_\_\_ Programs with order of worship (Selected images or sayings: \_\_\_\_\_ )

\_\_\_\_\_ Video Memorial (prepared by: \_\_\_\_\_ Shown in: \_\_\_\_\_ commons \_\_\_\_\_ service)

\_\_\_\_\_ Livestream link

When this service is scheduled, I agree to pay Melissa UMC the fees for services marked below:

	Members of MUMC	Mark request	Community members	Mark request
<b>Service</b>	NO FEE	X	\$400 (2 hours)	
<b>Reception</b>	NO FEE	X	\$250 (2 hours)	
<b>Additional hours</b>	NO FEE	X	\$125 per hour	
<b>Overtime fee<sup>5</sup></b>	\$50 per 15 minutes		\$50 per 15 minutes	
<b>Setup &amp; cleaning</b>	\$100	\$100	\$100	\$100
<b>Audio-visual (sound)</b>	\$100		\$100	
<b>AV (livestream/recording)</b>	\$100		\$100	
<b>Musician</b>	\$100 per musician		\$100 per musician	
<b>Pastor</b>	Honorarium	X	\$300	
<b>Security</b>	\$50/hour, 4 hour min		\$50/hour, 4 hour min	
<b>TOTAL</b>				

I understand that, once my request form is accepted, facilities will be reserved upon payment of the fees listed above. **Initials:** \_\_\_\_\_

I confirm that I have read and understand Melissa UMC Memorial service & funeral policy guidelines and fully understand my responsibilities under that policy.

**Signature:** \_\_\_\_\_

<sup>4</sup> See funeral policy guidelines #8.

<sup>5</sup> Melissa UMC's determination regarding whether time limit was exceeded and length of overtime is final and not subject to review.



# Memorial Service and Funeral Order of Service Planning

Date & time of service: \_\_\_\_\_

*Each service is prepared to fit the desires of those who are gathering to remember the deceased. These elements can be changed in conversation with the family/friends and Lead Pastor.*

Word of Grace, Greeting, Prayer ..... PASTOR prepares following United Methodist Book of Worship

Music selection.....FAMILY selects piece to be performed or recorded music

\_\_\_\_\_

Obituary to be read.....FAMILY provides link or information to be read

Witness (3 minutes each)..... FAMILY chooses UP TO 3 speakers for no more than 3 minutes each

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Video tribute (no longer than 5 minutes) ..... FAMILY chooses if this will be shown in the service

Music selection.....FAMILY selects piece to be performed or recorded music

\_\_\_\_\_

Scripture..... FAMILY selects in conversation with PASTOR

Old Testament: \_\_\_\_\_

Psalm: \_\_\_\_\_

New Testament: \_\_\_\_\_

Message.....PASTOR prepares

Music selection.....FAMILY selects piece to be performed or recorded music

\_\_\_\_\_

Prayer of commendation & thanksgiving..... PASTOR prepares following Book of Worship

Dismissal..... PASTOR prepares following United Methodist Book of Worship

For office only, get signatures as required to confirm participation:

- Pastor: \_\_\_\_\_
- Audio-visual ( \$100 each): \_\_\_\_\_
- Musicians/vocalists: (\$100 each) \_\_\_\_\_
- Facilities (\$100) \_\_\_\_\_
- Security (\$200 or \$50/hr – Collin County Sheriff's Office): \_\_\_\_\_
- Bulletin preparation: \_\_\_\_\_
- Welcome team/reception: \_\_\_\_\_
- Other: \_\_\_\_\_