

MONTGOMERY UNITED METHODIST CHURCH FACILITIES USE POLICY
MONTGOMERY UNITED METHODIST CHURCH

FACILITIES USE POLICY

I. PURPOSE

The purpose of this policy is to provide a framework for the use and protection of facilities at Montgomery United Methodist Church (“MUMC”). MUMC is a community-oriented church, and it is the policy of MUMC that its facilities be open and accessible to the community for all reasonable usage that is consistent with (i) the ministry and purpose of MUMC (ii.) the guidelines for use of church property contained in the Book of Discipline of the United Methodist Church; (iii.) the requirements of the Internal Revenue Code and (iv.) this Policy.

II. PERMISSIBLE GROUPS/PRIORITY/MUMC SPONSORS

A. RESTRICTIONS

MUMC is a non-profit organization under the provisions of the Internal Revenue Code. It is an MUMC requirement that (i.) use of MUMC facilities is restricted to **only** bona fide non-profit organizations, (ii.) political organizations or individuals regardless of their non-profit status are prohibited from using MUMC facilities for any purpose; (iii.) for profit organizations are restricted from using MUMC facilities unless their purpose for use is solely non-political and non-profit in nature.

B. PERMISSION TO USE MUMC FACILITIES MAY BE GRANTED TO THE FOLLOWING ORGANIZATIONS AND GROUPS IN THE FOLLOWING PRIORITY:

1. Church worship services, adult, youth and children’s education programs and church social and administrative support activities carried out by church members, church committees and church organizations.
2. MUMC sponsored groups such as Upward Basketball.
3. Weddings, funerals, and special celebrations of MUMC members. (e.g., 50th wedding anniversary celebrations).
4. Weddings and funerals of non-members.
5. Community service organizations that are non-profit and non-political in nature.
6. Profit making organizations whose purpose for requested use is non-profit and non-political in nature.
7. Facilities will be scheduled in order of priority on a first come first served basis.

C. PROCEDURES FOR RESERVING CHURCH FACILITIES

1. The Pastor or the Pastor’s designee will review the request for facilities usage and make a recommendation to the Board of Trustees as needed.
2. All requests for use of church facilities will be made in writing and submitted to the MUMC Associate Pastor or the Associate Pastor’s designee a minimum of one month prior to the requested date. The appropriate facilities request form and contract must be used. An exception to the one month prior policy will be made in the case of funerals or memorial services.

D. REQUESTS FOR USE BY NON-CHURCH MEMBERS AND NON-PROFIT ORGANIZATIONS

Requests for use of MUMC facilities by non-church members or non-profit community organizations will be accepted under the following conditions:

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1. The purpose for using MUMC facilities is in direct support of the MUMC purpose statement.
2. A current member of MUMC's congregation or MUMC staff agree to sponsor the requested event.
3. The event(s) must meet the recommendations set by MUMC's insurance company in order to be considered for approval.
4. A \$200.00 refundable deposit will be required for all non-MUMC organizations to hold a reservation.

E. DUTIES OF MUMC SPONSOR

1. Serving as the primary MUMC contact for the event.
2. Co-signing the application for facilities use.
3. Being present during the scheduled event(s).
4. Turning off the lights and resetting the thermostats and returning the facility to its original condition.
5. Reporting any issues or concerns to the Pastor or the Pastor's designee.

F. MUMC SPONSORED GROUPS

1. MUMC sponsored groups are non-profit groups or organizations that have been approved as MUMC sponsored groups by the Board of Trustees after recommendation by the Pastor.
2. The approval is for a one year period and may be renewed with the approval of the Pastor and the Board of Trustees.
3. Each MUMC sponsored group shall have an MUMC sponsor and shall execute the Facilities Use Request Form (Attachment A) and contract and Hold Harmless Agreement (Attachment B).
4. Each MUMC Sponsored group will, upon request, provide proof of liability insurance.

G. REGULAR AND CONTINUING USE

All regular and continuing use of the church by groups or individuals other than MUMC Sponsored Groups shall be limited to groups/individuals approved by the Pastor and the Board of Trustees. The individual or groups may be required to submit another Use Request and Activity Form, Contract and Hold Harmless Agreement and/or proof of insurance.

H. POLICY APPLICABILITY AND DISTRIBUTION

This policy applies to all individuals/groups/organizations using church facilities. A copy of this policy will be provided to each individual/group/organization using church facilities.

I. EMERGENCY OR LAST MINUTE REQUEST FOR FACILITY USE

Emergency or last minute requests shall be considered at the discretion of the Pastor or the Pastor's designee.

III. FEES

A. REGULARLY SCHEDULED SERVICES AND MEETINGS

1. Use of the church for Church worship services, adult, youth and children's education programs and church social and administrative support activities carried out by church members, church committees and church organizations shall be at no cost.
2. Use of the church by MUMC Sponsored Groups may be at a lesser fee or no fee upon recommendation of the Pastor and the Board of Trustees.

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B. OTHERS

All other groups and individuals may be assessed a reasonable fee for use of the church in accordance with the church Facility Use Fee Schedule (Attachment C).

C. OTHER EXPENSES

Costs such as additional custodial expenses, audio visual expenses, staff expenses or additional cleanup costs may be assessed at any time.

IV. FACILITIES USE REQUEST, INSURANCE, LIABILITY AND CONTRACT AND HOLD HARMLESS AND COMPLIANCE WITH LAWS

A. FACILITIES USE REQUEST

The Facilities Use Request Form (Attachment A), and the Contract and Hold Harmless Agreement (Attachment B) must be signed by the person responsible for the group as well as by the MUMC Sponsor where required.

B. HOLD HARMLESS AND INDEMNIFICATION

MUMC shall be held harmless and indemnified in accordance with the provisions of the Hold Harmless and Indemnification Agreement and the Contract (Attachments A and B)

C. INSURANCE

MUMC may request that the individual or group reserving church facilities have liability insurance in an amount sufficient to provide protection to MUMC, generally \$1,000,000 per occurrence and \$3,000,000 aggregate, and that the individual or group name MUMC as an additional named insured on such policy.

D. COMPLIANCE WITH LAWS

The individual or group requesting use of MUMC facilities shall at all times comply with all federal state and local statues, ordinances and regulations. This includes but is not limited to obtaining any necessary licenses certifications and/or permits.

V. FACILITIES SET-UP, CLEAN-UP AND CLOSE UP

Any individual or group using MUMC facilities will be responsible for set up (e.g., moving tables & chairs) and clean-up - restoring the facility to the same condition as prior to the activity.

VI. POICIES GOVERNING ACTIVITIES ON CHURCH PROPERTY

A. GENERAL

1. Children and youth must have adult supervision at all times while using the church.
2. A church staff member, MUMC Sponsor or person designated by the Pastor must be on premises whenever the church is in use.

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3. Regulated activities:
 - a. Alcoholic beverages or controlled substances shall not be used on church property.
 - b. Smoking shall not be permitted on church property.
 - c. No fireworks, firearms, weapons or other incendiaries are permitted on church property. The only exception is police officers in the performance of their duties.
 - d. No animals or pets other than registered and approved service animals are permitted on church property.
4. Alterations to thermostat settings for heating and cooling shall be made by authorized personnel.
5. Decoration of church property should be undertaken only after receiving permission from the Pastor or the Pastor's designee or a Trustee.
6. The piano may not be used without permission of the MUMC music director. The organ may not be used.
7. All audiovisual, video and sound equipment must be operated by a MUMC sound/AV specialist (or designee).
8. All kitchen equipment and supplies must be used under the direct supervision of the MUMC sponsor
9. No office equipment, computers, telephones or copy machines are available for use.
10. No MUMC equipment or furnishing may be removed from the premises unless approved by the Pastor , the Pastor's designee or a Trustee.
11. No items shall be glued, taped, stapled or tacked to any walls, doors or windows and no nails, screws or hooks shall be placed on any wall or door. Bulletin boards should be used with the consent of the Pastor or the Pastor's designee.
12. No outdoor equipment including, but not limited to, tents and sports or recreational equipment shall be used, placed on the grounds or brought to the church without prior consent of the Pastor or the Pastor's designee or a Trustee.
13. The faith center and/or grounds of MUMC may be used for wedding receptions if the wedding is performed at MUMC. Saturday night receptions must end by 8 P.M.

B. SANCTUARY

1. The Sanctuary may be reserved for activities and rehearsal for such activities as follows:
 - a. Sunday worship
 - b. Weddings – arrangements shall be made and fees charged pursuant to the Wedding Policy.
 - c. Funerals – arrangements shall be made and fees charged pursuant to the Funeral Policy.
 - d. Others -as approved by the Pastor or the Pastor's designee.
2. Flash photographs may not be taken while any service is in progress.

MONTGOMERY UNITED METHODIST CHURCH FACILITIES USE POLICY

3. Candles are forbidden except with the prior approval of the Pastor or the Pastor's designee.

C. KITCHEN FACILITIES

1. All kitchen equipment and supplies must be used under the direct supervision of the MUMC sponsor or the sponsor's designee.
2. No MUMC kitchen equipment may be removed from the premises without written permission from the MUMC Sponsor or the sponsor's designee.
3. The following kitchen cleanup procedures will be utilized when cleaning up the kitchen.
 - a. All equipment used will be washed in hot soapy water and rinsed in hot water.
 - b. All equipment used will be put away in its original place.
 - c. Any item(s) that has been moved must be returned to its original place immediately after use.
 - d. Wipe down all counter tops. Use Clorox wipe for final wipe down.
 - e. Floors should be debris free. Wipe up any wet spots.
 - f. Unplug all equipment. Turn off and unplug coffee makers.
 - g. Close storage doors.
 - h. Turn off lights and turn off all stoves and ranges.

VII. CANCELLATION AND RENEWAL

A. CANCELLATION

MUMC reserves the right to terminate, without cause, any previously approved MUMC Facilities Use reservation.

B. RENEWAL

An approved Facilities Use agreement may be renewed for subsequent cycles of facilities use provided renewal is approved by the Pastor or the Pastor's designee and the Board of Trustees.

VIII. REVISION

Proposed revisions to this policy shall be initiated by the Pastor and Board of Trustees. Requests by church members for policy revisions should be made in writing, provided to the Pastor or the Pastor's designee and thereafter placed on the agenda of the next meeting of the Board of Trustees.

IX. OTHER USAGE

Please refer to the MUMC Weddings and Funeral policies for detailed information about church usage for those events (Attachments D and E).

MONTGOMERY UNITED METHODIST CHURCH FACILITIES USE POLICY

ATTACHMENT A

MONTGOMERY UNITED METHODIST CHURCH
Application for Scheduling Facility for an Event

Approval

Authorized MUMC Representative: _____

Responsibility

All fees will be in accordance with the Facility Usage Fee Schedule

I have read and understand all provisions of the Montgomery United Methodist Church Facility Policy and Montgomery United Methodist Church Facility Usage Fee Schedule and agree to fully comply. I also understand that failure to comply with the policy and/or fee schedule can/will result in the cancellation of my privilege to use the facility and/or forfeiture of my refundable deposits.

Responsible Party

MUMC Sponsor

MONTGOMERY UNITED METHODIST CHURCH FACILITIES USE POLICY

ATTACHMENT B

**CONTRACT AND HOLD HARMLESS AGREEMENT FOR MONTGOERY UNITED
METHODIST CHURCH FACILITIES USAGE**

I/We have read and understand all provisions of the Montgomery United Methodist ("MUMC") Church Facilities Use Policy and agree to fully comply. I/We also understand that failure to comply with the policy can result in the cancellation of my/our privilege to use the facility and or forfeiture of my/our refundable deposit. I/We agree to pay a deposit to reserve the requested facility which will be refunded in accordance with the terms of the facilities use policy.

I/We agree to assume full responsibility for the safety, security and supervision of the property and all activities occurring thereon during my/our use under the terms of this agreement.

I/We agree to restore the facility to its pre-event condition upon conclusion of my/our usage.

I/We agree to defend, indemnify and hold harmless MUMC its ministers, Trustees, employees, agents and members (hereinafter collectively referred to as Indemnitees) from and against any and all costs, claims, demands, suits or expenses which may be incurred or brought or asserted against indemnitees arising of or in connection with the use of MUMC facilities buildings or properties by me,/us or our group, its members, guests or participants.

I/We agree to obtain liability insurance as required by MUMC and to name MUMC as an additional named insured under such coverage.

I/We certify by my/our signature(s) that I/ we are authorized to bind the group that I/We represent.

REQUESTOR PRINTED NAME

REQUESTOR PRINTED NAME

REQUESTOR SIGNATURE

REQUESTOR SIGNATURE

DATE: _____

DATE: _____

ATTACHMENT C

**Montgomery United Methodist Church Facility Usage
Fee Schedule**

1. Pastor \$250.00

An honorarium is expected for pastoral services. *Check should be made payable to the Pastor.*

2. Sound System Operator \$150.00

Check should be made payable to the sound system operator.

3. Pianist/Organist \$150.00

Must use the church's pianist/organist or be approved by church's music director immediately after reserving facility. No one other than the church organist will be allowed to use the church organ. *Check should be made payable to the Pianist/Organist.*

4. Custodian \$150.00

(If additional costs are incurred, you are responsible for those costs.)
Check should be made payable to Montgomery UMC with your name and event date in the memo line.

ATTACHMENT C

**Montgomery United Methodist Church Facility Usage
Fee Schedule**

II. Event Type

A. Weddings

1. Security Deposit \$500.00

This holds the date for your wedding and rehearsal and also protects MUMC against any damages that might occur during your wedding. This check will be held and returned to you the week after the wedding if there are no damages. *Check should be made payable to Montgomery UMC.*

2. Sanctuary Fee Non-Members \$850.00
Sanctuary Fee Members Donation

This fee includes bridal dressing room and groom's dressing for 2 hours prior to the time of the wedding and one hour after the wedding. *Check should be made payable to Montgomery UMC with your wedding name and date in the memo line.*

Additional Time Needed \$50.00/hr.

3. Faith Center Fee Non-Members \$500.00
Faith Center Fee Members \$250.00

4. Kitchen Fee Non-Members \$500.00
Kitchen Fee Members \$250.00

Check should be made payable to Montgomery UMC with your wedding name and event date in the memo line.

ATTACHMENT C

**Montgomery United Methodist Church Facility Usage
Fee Schedule**

B. Funerals

Members

No Fees Required

1. Non-Member

Use of Sanctuary

No fee required

Check should be made payable to Montgomery UMC with your name and event date in the memo line.

Use of Kitchen

\$250.00

Check should be made payable to Montgomery UMC with your name and event date in the memo line.

Use of Faith Center

\$250.00

Check should be made payable to Montgomery UMC with your name and event date in the memo line.

Pastor Honorarium

Donation

An honorarium is expected for pastoral services. Check should be made payable to the Pastor.

Honorarium Pianist/Organist, Soloist, Sound System Operator. Donation

Checks should be made payable to the individual musician(s) or soloist(s) or sound system operator(s).

ALL FEES ARE DUE PAYABLE AT THE TIME THE CHURCH IS SCHEDULED

ATTACHMENT C

Montgomery United Methodist Church Facility Usage Fee Schedule

C. All Other Scheduled Events

1. Security Deposit \$500.00

This holds the date for your event and also protects MUMC against any damages that might occur during your event. This check will be held and returned to you the week after the event if there are no damages. Check should be made payable to Montgomery UMC. The deposit shall be submitted with each request (only one deposit is required for recurring event requests). This deposit will be refunded in full if the request is not approved. If the request is approved, any amount remaining after deduction for fees as provided in the Fee Guidelines and/or for cleaning and damages sustained will be refunded upon completion of the event. A copy of this policy and the Fee Guidelines shall be delivered to that person.

2. Kitchen Fee \$250.00

Check should be made payable to Montgomery UMC with your name and event date in the memo line.

3. Faith Center Fee \$250.00

Check should be made payable to Montgomery UMC with your name and event date in the memo line.

4. Custodian \$150.00

(If additional costs are incurred, you are responsible for those costs.)

Check should be made payable to Montgomery UMC with your name and event date in the memo line.

The facility must be cleaned and returned to its pre-event condition. If the custodian charges are not paid, they will be deducted from the security deposit. *Check should be made payable to .*

ALL FEES ARE DUE PAYABLE AT THE TIME THE CHURCH FACILITY IS SCHEDULED.



MONTGOMERY UNITED METHODIST CHURCH

"GROWING IN CHRIST, SHARING HIS LOVE"

ATTACHMENT D

MONTGOMERY UNITED METHODIST CHURCH

WEDDING POLICY

OVERVIEW

A marriage ceremony in the church is a worship service and as such is one of the most sacred rites that the minister performs under the ordination and authority of the church. In order for you to have a sacred and dignified wedding ceremony, you are urged to make thorough preparations, both spiritually as well as physically. Our pastor and church with the staff desire to render every possible service at this time so that your wedding will be a very memorable experience. For this reason, we call your attention to the following policies and procedures regarding the use of MUMC for weddings. You as the couple are our client and no other member of your families. *To avoid any confusion, please ensure all communications come directly from you.*

MAKING THE RESERVATION

A reservation will be confirmed only when the pastor of MUMC has agreed to officiate in the wedding or approve the minister and the security deposit has been paid. Reservations will be made on a "first come, first serve" basis and should be listed on the church calendar as early as possible. The hour of the wedding and rehearsal will be determined when the reservation is made. No wedding will be scheduled on Sundays or during Holy Week. We also do not schedule weddings or rehearsals on the following holidays:

Christmas Day (or the week after)
Ash Wednesday
July 4th

New Year's Day
Labor Day
Thanksgiving Day



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ATTACHMENT D

MONTGOMERY UNITED METHODIST CHURCH
Wedding Policy

PRE-WEDDING COUNSELING

The Pastor will perform the wedding ceremony only after a prescribed number of marital counseling sessions with the bride and groom. It is desirable that these counseling sessions be completed at least 30 days before the ceremony. The couple should make appointments with the Pastor when the reservation for the wedding is made. The Pastor may request additional sessions prior to the wedding.

THE WEDDING MUSIC

The bride is reminded that she is expected to meet with the pianist/organist prior to rehearsal to make her selections, so that the music may be in keeping with the worship and dignity of the sacred service. The bride is responsible for selecting her own soloist or string quartet, if desired. The church pianist/organist is to be used unless there is a conflict with the date. Any guest organist must be approved by the church. The church pianist/organist should be contacted immediately after the reservation is made. The pianist/organist should be informed of the rehearsal date and time and all music selections. Any secular music selections must be approved by the pastor.

THE PHOTOGRAPHER

The photographer may take pictures before or after the ceremony in any part of the building. However, no pictures are to be taken during the ceremony except non-flash exposures. The photographer may take a picture of the bridesmaids, flower girl, and bride and her father as they start down the aisle and of the bride and groom as they leave the sanctuary. Use of video cameras may be acceptable with the prior approval of the Pastor. There will NOT be any walking around the altar area by the photographer/videographer during the ceremony. (It is very distracting from what should be a sacred time and these pictures can be recreated after the ceremony during the time when final pictures are made.)



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ATTACHMENT D

MONTGOMERY UNITED METHODIST CHURCH
Wedding Policy

THE FLORIST/DECORATIONS

All floral arrangements must be coordinated with the Pastor or the Pastor's designee. No nails, tacks, staples, pins or anything that will mark the walls or woodwork may be used. *A protective cover of plastic or other similar material must be used under the Unity candles (these are the only candles permitted) to prevent damage to the furniture or carpet. In the event wax is spilled, the florist shall remove such wax immediately following the ceremony. The use of candles is restricted to the chancel area and altar area of the sanctuary.*

Decorating should be completed at least 2 hours prior to the ceremony and all decorations and equipment must be removed immediately following the ceremony by either the hired florist or family members of the bride and groom.

RECEPTION

The Faith Center may be utilized for wedding receptions if scheduled and available. No alcoholic beverages will be allowed in the Church or on its premises. Refreshments in the Faith Center will be limited to cake, punch, and small finger foods. No sit down dinners will be allowed. Set up should be completed two hours prior to the ceremony and must be taken down immediately after the ceremony. The room must be cleaned and evacuated not later than 10:00 p.m. the evening of the event (8:00 PM if the event is on a Saturday).

THE REHEARSAL

The time for the rehearsal will be set at the time of the first counseling session. The pastor will help you with the scheduling of the ceremony. The rehearsal is generally the evening prior to the ceremony. *The rehearsal will begin promptly at the scheduled time!* One hour will be allotted for rehearsal and thus it is necessary for all persons in the wedding party be on time and ready.



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Wedding Policy

Delay consumes the time of the Pastor and others, and adds to the expense of opening the building. *The bride and groom should insist that ALL members of the wedding party, including the musicians and ushers, be as prompt for the rehearsal as for the wedding.*

The Pastor is in charge of the rehearsal.

Observance of the following rules at the rehearsal is required:

- No rehearsal will be conducted when any member of the wedding party is under the influence of alcohol.
- For the rehearsal and the wedding, all members of the wedding party are expected to behave in an appropriate manner discussed by the pastor who officiates.
- The Wedding consultants will comply and assist with these rules.

USE OF CANDLES IN THE WEDDING

NO wax candles may be used during the ceremony. Only the church's liquid wax candles are permitted along with the Unity Candles with its proper covering under it.

The Marriage License

The marriage license must be delivered to the Pastor prior to the rehearsal. The wedding WILL NOT be conducted without it in the Pastor's hand prior to rehearsal.

ATTACHMENT D

MONTGOMERY UNITED METHODIST CHURCH
Wedding Policy

WEDDING PARTICIPANTS

Thirty days prior to the wedding, please call the church office with the following information:

1. Who will light the candle/candles?
2. Who will seat the mothers?
3. How many family pews will need to be reserved?
4. Who will be the head usher?
5. What are the names of all attendants, flower girls, and ring bearers?
6. Any special seating for family members?

This information MUST be on the Pastor's worksheet before the rehearsal!

GENERAL RULES

Smoking is not permitted in any area of the church building at any time. No alcohol may be consumed or distributed on church property. No gambling (lotteries, raffles, bingo for money, etc.) is permitted on church property. No drugs and no weapons are allowed on church property.

It is our privilege to assist you, and we truly hope this will be a most memorable occasion for you. May God Bless you as you plan your wedding at Montgomery United Methodist Church and begin your new life together.



MONTGOMERY UNITED METHODIST CHURCH

"GROWING IN CHRIST, SHARING HIS LOVE"

ATTACHMENT E

**MONTGOMERY UNITED METHODIST CHURCH
Funeral Policies and Procedures**

Funeral Services

Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of one who has been close. It is our desire and privilege to minister to the families of our congregation in their time of need. It is through the Word of God that we have hope at the time of the death of a loved one.

This policy is provided to assist our families in planning and providing a Christian funeral. Although funeral services may be held in funeral homes, the best place for conducting a funeral service upon the death of a Christian is in the sanctuary of the church to which he or she belonged. By having the service at the church, all who attend will be reminded of our hope and assurance in Jesus Christ. Therefore, all members are encouraged to use the church building for funeral services.

The sanctuary is also offered for the funeral services of Christians whose membership is in another church; however, preference will be given to church members whenever possible.

There can be alternative methods for the conducting of services at the time of death. These could include a private graveside service for family members as soon after death as possible and/or a public service of worship (a memorial service) conducted at the church later. However, funeral worship services will only be conducted in the church sanctuary.

The Pastor is available to go with the family to the funeral home to assist in making arrangements if desired. The Pastor will be happy to meet with the family to plan any funeral worship arrangements.



MONTGOMERY UNITED METHODIST CHURCH

"GROWING IN CHRIST, SHARING HIS LOVE"

ATTACHMENT E

*Montgomery United Methodist Church
Funeral Policies and Procedures*

Date and Time of Funerals

Funerals are very time sensitive, however, dates and times for funerals at MUMC are to be arranged in consultation with the pastor based on availability and the preferences of the deceased's family. The pastor must approve all funeral arrangements.

Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the Pastor.

Funeral services will need to be planned around already scheduled events such as weddings, conferences, workshops, etc.

Who Will Officiate?

Pastoral ethics require that MUMC's Pastor conduct all funeral services held at the church, unless by agreement with another Pastor, he/she is invited to share in the funeral or act on behalf of the Pastor. Any requests for another Pastor or lay person to officiate or assist in the service must be approved by the Pastor.

Structure of the Funeral Service

A funeral service held in the church is a service of worship, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the church.

Generally, the outline for the funeral and burial service will take on a traditional United Methodist format. The family may suggest other items to be included in the service, with the approval of the Pastor. The Pastor is available to meet with the family to plan any funeral worship arrangements and can also be available to go with the family to the funeral home if desired.



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Montgomery United Methodist Church Funeral Policies and Procedures

Only music appropriate to a worship service shall be used. All musical arrangements (pianist, soloist, etc.) must be arranged for and taken care of by the family. If possible, we will make every effort to help you, but please remember that time and date may affect the availability of our musicians. As with weddings, a funeral is a service of Christian worship. Therefore, sacred or Christian music would be appropriate. Taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have the approval of the pastor. The use of congregational hymns is encouraged and may be selected with the Pastor in consultation with the family during the service planning process. In cases where an outside organist/pianist is desired, permission must be secured from the Pastor. Additional musicians or soloists may be utilized.

Video Presentation

If a video or slide presentation is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service for review. All presentations should be in a completed DVD format (not Power Point) and should not exceed five minutes in length.

Decorations

Families may wish to display the deceased's remains, as well as certain mementos or photographs of the deceased and his/her family. The following guidelines would be applicable in these situations:

- Any displays or pictures must be appropriate to a worship setting.
- No nails, tacks, staples or screws shall be put in the walls or attached to the pews.
- All decorations must be removed within 3 hours of the conclusion of the service. No furniture shall be removed from the church building.



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ATTACHMENT E

*Montgomery United Methodist Church
Funeral Policies and Procedures*

Flowers

Only fresh cut flowers and planters may be used in the sanctuary if the family wishes to have flowers. No more than two arrangements should be displayed at the altar.

Closed Casket

All caskets must be closed for the funeral service, but may be open during the viewing (or preceding the viewing, for the family only), if desired. When closed, the flower blanket, flag or coverlet covers the casket. The casket remains closed throughout the service. When the service is in the funeral chapel, the casket will be closed before the ceremony begins. The Funeral Director in concert with the pastor will have direction over such matters as timing, closed caskets, music, flowers, etc.

Nursery

The church does not provide a nursery for funeral services. If needed, the family is responsible for securing an attendant.

Parking / Traffic Assistance

Parking assistance is generally provided by the funeral home. The church does not have any resources to assist in traffic control.

Memorials

In certain circumstances, the family might request a contribution to the church or a charitable organization in lieu of flowers. The church will not manage, receive or distribute designated funds for an outside institution. Undesignated funds and funds designated for an established project at the church will be received by the church. Funds designated for a project or ministry not previously established will be designated for such only with approval of the Pastor and the Trustees.



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ATTACHMENT E

*Montgomery United Methodist Church
Funeral Policies and Procedures*

Fees

If the deceased or a member of their immediate family (spouse, parents, children, and siblings) is an active member of the church, there is no fee for the use of the facilities. For all other individuals, please refer to the Facility Use Fee Schedule.

Please refer to the Facility Usage Fee Schedule for appropriate fees.

WHAT TO DO WHEN YOUR LOVED ONE DIES

- Contact Other Family Members and Close Friends
- Contact Your Church
- Notify employer of the deceased and your own employer
- If children are in school, notify the school
- Choose a Funeral Home
- Before going to the Funeral Home...It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include nickname or other names person may have used). _____

2. Date of Birth _____

3. Place of Birth _____

4. Father's Name _____



MONTGOMERY UNITED METHODIST CHURCH

"GROWING IN CHRIST, SHARING HIS LOVE"

ATTACHMENT E

*Montgomery United Methodist Church
Funeral Policies and Procedures*

5. Mother's Name (Maiden) _____

6. List of relatives and relationship to the deceased _____

7. List of church, professional organizations, clubs and other organizations in which membership was held _____

8. If you wish, indicate memorial to be designated in obituary in memory of the deceased _____

9. Compile a list of individuals who might be available to serve as pallbearers



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10. If a memorial or funeral service is announced in the newspapers, take extra precaution for security at the home of the deceased during the indicated time of the service. The following information will be needed for the Funeral Home and for the planning of the service.

Name of Deceased _____

Family Contact _____

Relationship _____

Family Address _____

Family Phone _____ Other Contact Phone _____

Funeral Home _____

Funeral Director _____

Phone _____

Number of Family Members _____

Family Hour/Viewing Scheduled Yes/No

Location _____

Floral Requests _____

Service Location: _____

Address _____

Phone _____