

## **Madison Street United Methodist Church Funeral Guidelines**

The following suggestions are presented to guide members of Madison Street United Methodist Church in the hope that in times of death they shall be helped in making the event an occasion for expressing faith in the Lord of life and death.

- In the event of death, contact the church as soon as possible (931-647-0221). If a receptionist is unavailable to answer the call, please leave a message on the church's automated phone system. These messages are immediately sent to pastors and staff.
- The funeral arrangements include consideration of time and place of the funeral and committal, the order of worship, and any verses of scripture or pieces of music that are particularly meaningful to the family. These arrangements should be completed with the help of the pastor before information is given to the press and before the funeral home and/or funeral director proceed with plans.
- Members of the church are encouraged to hold the funeral or memorial service in either the Sanctuary or Chapel. The supporting faith of the Gospel can best be received where the Gospel is regularly proclaimed and where the symbols of the faith make it vivid. Wherever the funeral is conducted—church, home, funeral home chapel, or graveside—it is to be a service of Christian worship.
- Music is a vital part of the service and should be carefully selected in consultation with the pastor and music staff. Some people find it comforting to make arrangements for their services well in advance, while they are still vital and healthy, often as an extension of their decision to sign a “Living Will.” A pastor or member of the music staff can guide you through the process of choosing your favorite hymns, service music, and/or scripture passages. A copy of the service you plan will be kept in the private files of the pastors. This can be a tremendous help to your family.
- The presence of flowers on the altar is appropriate during a funeral or memorial service, but it is not a requirement. If you choose to purchase flowers, they should look the same as the flowers used on Sunday mornings. Funeral arrangements sent to the church by family and friends will be placed in either the Narthex or in the Johnson Gallery.
- The church offers and suggests the use of its pall to cover the casket. It is placed over the casket before it enters the Sanctuary or Chapel and remains on the casket during the service. The pall symbolizes the common humanity we share in death. No flowers are placed upon the pall.
- Families may choose to have a period of visitation prior to the funeral or memorial service at the church. Visitation will typically be held in the Narthex, where family

will receive friends and guests. In certain circumstances, where a large number of people are expected, visitation may be moved into the Sanctuary. This should be discussed with the pastor at the time arrangements are being made. The pastor will then communicate the family's request to the church's facility staff.

- The casket should arrive at least one hour prior to visitation or the funeral, and the family should arrive at least 30 minutes prior to visitation or the funeral. If the family so desires, the casket may be open for visitation. The casket, however, will NOT be open or opened during the funeral, itself.
- The rites of lodges, fraternal, social, and civic groups are separate activities. They are not held in the Sanctuary or Chapel.
- The Service of Death and Resurrection as found in the Book of Worship of The United Methodist Church (©1992) is the basis upon which the funeral service is planned.
- Members of the Altar Guild will be present to assist with any needs the family may encounter and to help those who may not be familiar with our building to find their way around.

### **The Columbarium at Madison Street**

The columbarium at Madison Street, available for Madison Street members and their families, is located in the Memorial Courtyard on the front lawn of the church campus.

- A family or individual may select a niche within the columbarium.
- Each space will have an engraved bronze plate with the name of the person inurned, as well as the years of their birth and death.
- The columbarium at Madison Street is operated and maintained by the Board of Trustees of Madison Street United Methodist Church.
- Arrangements can be made in advance to reserve space within the columbarium.
- Great care has been taken to insure that the fees are reasonable.
- Specific information about fees, reserving spaces, and other important details are available from the Church Business Administrator, Lacy Wilson (931) 647-0221 or [lacy@madisonstreetumc.org](mailto:lacy@madisonstreetumc.org).