



Funeral Planning Guidelines

The death of a loved one is a difficult experience, even when it is expected, as we grieve the loss of one who has been close to us. It is an honor and a blessing to minister to the families of our congregation in their time of need. It is through God's grace and hope that we make this journey together.

Although services can be held in funeral homes and other locations, the most appropriate place for conducting funeral or memorial services for people of faith is in the church they attended. By having the service at the church, we are reminded of our hope and assurance in Christ, comforted by the familiar symbols of our faith experience, and surrounded and supported by a worshipping community. All church members and those who actively attend Reveille are encouraged to use the church for funeral and memorial services. At the church's discretion, services may also be held at Reveille for immediate family members of those in our congregation.

This document is intended as a resource to assist families in planning and providing a Christian funeral or memorial service. Our clergy will also meet with the family to fully plan the service, answer questions, and assist with arrangements.

To notify the church of a death, please contact the church office at (804) 359-6041 or pastoraladmin@reveilleumc.org. Outside normal church office hours (8:30 am-4:30 pm, Monday-Friday), please call (804) 380-8668. Our staff will answer questions you may have and connect you with a pastor who will work with you and your family to determine how to honor the life of your loved one.

Reveille United Methodist Church
4200 Cary Street Road, Richmond, Virginia 23221
www.reveilleumc.org | (804) 359-6041

The Church and the Funeral Home

A funeral home should be contacted as soon as possible after the death of a loved one. Hospitals and nursing homes will usually make this call for the family immediately following a death. The funeral home helps guide the family through the process, can answer many questions, and work with the family to gather information for paperwork, official agencies, and an obituary.

Our clergy and staff will work directly with the funeral home to coordinate and confirm arrangements for the service. Please notify the church of the names of the funeral home and funeral director.

Types of Services

There are generally three types of services:

- **Funeral:** The body or ashes are present during the service, with interment after the service (immediately following or later).
- **Memorial:** Interment takes place before the service. Often a private burial service is conducted for the family soon after death with a public memorial worship service conducted later at the church.
- **Burial:** A service where the remains of the deceased are interred.

Date and Time

The church will work with the family and funeral home to schedule the service.

- While we understand that funerals are very time sensitive, dates and times for funerals and memorial services must be arranged in consultation with the pastor based on availability of the clergy and church facilities.
- Funerals or memorial services must be planned around already scheduled events.
- Services generally are not conducted on weekday mornings during the school year, on Sundays, or on holidays.
- The pastor must approve all funeral or memorial arrangements prior to their publication.

Spaces

The following worship spaces are available for funeral and memorial services at Reville:

- Sanctuary, capacity: 800
- Chapel, capacity: 125

- Garth, capacity: 100
For additional information about interments and services in the Garth, please visit www.reveilleumc.org/garth.

Officiant

United Methodist Church pastoral ethics require that clergy appointed to Reville United Methodist Church must conduct all funeral and memorial services held at the church unless Reville's clergy invite another pastor to share in the service or act on their behalf.

- This applies to pastors who have previously served Reville United Methodist Church and who are now retired or who have been appointed to serve another congregation.
- It is not our usual practice to allow non-United Methodist ordained clergy solely to conduct funeral or memorial services at the church.
- Any requests for another pastor or lay person to officiate or assist in the service must be approved by Reville's clergy.
- Families may request a particular member of Reville's clergy to officiate at the service. All such requests are subject to clergy availability.

Offsite Services

Reville's clergy may be available to officiate at funeral or memorial services held at locations other than the church. Please contact a member of our clergy to discuss.

Structure of the Service

A funeral or memorial service held at the church is considered a service of worship. While celebrating the deceased person's life, we will acknowledge the promise of eternal life and the grace we receive through Jesus Christ. Consequently, all parts of the service, including music and visual images, will be consistent with the present worship practices of the church.

- The service of worship will follow the traditional United Methodist format using the "Service of Death and Resurrection" funeral liturgy, available at <http://www.reveilleumc.org/funerals>.
- The family may suggest additions to the service. Additional items must be approved by the pastor.
- The pastor will meet with the family to personalize and plan the service.
- Lists of suggested hymns and scripture readings are included at the end of this document.

Closed Casket

All caskets must be closed prior to the start of the service. The casket remains closed throughout the service.

- The family may provide a flower spray, flag, or coverlet to cover the casket.
- The church has a funeral pall available to cover the casket, if desired.

Music

Only sacred music appropriate to a worship service shall be used.

- A church-approved organist/pianist shall be used for all funeral and memorial services. The fee organist/pianist fee is \$200 paid by check made directly to the organist/pianist.
- The use of congregational hymns is encouraged and may be selected in consultation with the pastor during the service planning process.
- It is strongly recommended that a music leader be used to lead congregational singing in conjunction with the organist and/or pianist.
- The Director of Music and Worship must approve any guest musicians or soloists. At the discretion of the Director of Music and Worship, a rehearsal may be required prior to the service when including guest musicians or soloists.
- The use of recorded music is not recommended for inclusion in the service.
- Please see the list of suggested hymns at the end of this document.

Flowers

Only fresh cut flowers and live plants may be used.

- Flowers should be ordered by the family from the florist of their choice for delivery to the church on the day of the funeral at least two hours in advance of the service.
- No more than two arrangements may be displayed at the altar. The tips of all flowers must be lower than the horizontal bar on the cross (approximately 20 inches from base of floral container).
- Additional floral arrangements may be arrayed in the worship space. If a reception at the church (see below) follows the service, flowers may also be placed as centerpieces on tables.
- Following the service, the funeral home or family must remove all flowers.
- Flowers sent by others may be delivered to the funeral home or the church. If delivered to the church, they should arrive no earlier than the day before the service. Delivery address is 4200 Cary Street Road, Richmond, VA 23221. Hours are Monday-Friday, 8:30 am-4:00 pm.

Guest Books

The family or funeral home may supply guest books.

- Please inform the church of the number of guest books so that the correct number of stands will be provided.

Displays

The family may wish to display photographs or mementos of the deceased.

- Any displays or pictures must be appropriate to a worship setting.
- Photos may be displayed on tables or easels. Nothing may be affixed to the walls or other surfaces.
- Please notify clergy if the funeral home will bring photos with display easels.
- The display in the worship space is limited to a portrait of the deceased.
- Please remove all displays within three hours after the end of the service.
- See the section directly below for information about slideshow or video presentations.

Slideshows and Videos

The family may provide a video or slideshow of photos to play before or after the service.

- A slideshow of photos may be shown in the welcome center before and after the service and/or in the fellowship hall during a reception.
- A video may only be shown during a reception in the fellowship hall or welcome center.
- Slideshow specs: Photos in a folder, in a predesigned PowerPoint presentation (set up for widescreen viewing at a 16:9 ratio), or Google Slides presentation (automatically sets up as widescreen viewing at 16:9 ratio).
- Method of delivery: The slideshow, photo folder, or video must be received at least 72 hours prior to the service. Files may be shared with or emailed to communications@reveilleumc.org. Files on a flash drive or other electronic storage device must be delivered to the church office. If you need assistance sharing your file, contact the director of communications at communications@reveilleumc.org.
- It is the responsibility of the family to provide the slideshow or video that complies with the specs above. The church cannot assemble slideshows or edit videos.
- Slideshows and videos may not be played in worship spaces.

Bulletin

The church will design and print a bulletin for the funeral or memorial service.

- The family may provide a photo of the deceased for the front of the bulletin. Please email a high-quality photo file to pastoraladmin@reveilleumc.org or supply a photo to be scanned and returned.
- If no photo is provided, a line drawing of the church steeple will be used.
- The bulletin will include the order of service.
- If a reception will follow the service, the location and other details may be included in the bulletin.
- Additional elements such as a favorite quote or scripture may be included in the bulletin as space permits. Reveille's clergy must approve all added elements.

Livestreaming

Reveille offers the option to livestream the funeral or memorial service so that family and friends who are unable to attend in person may view online.

- Livestreaming is only available in the sanctuary.
- Reveille's livestreaming equipment must be operated by the church's video and sound technicians or church-approved contractors. The availability of this service is subject to the availability of these operators.
- The fee for livestreaming the service is \$200. Payment must be made to the church on or before the day of the funeral.
- The family may choose to record video of the service if it is not livestreamed by the church.

Ushers and Guest Book Attendants

Church members may be available to serve as ushers and guest book attendants before, during, and after the service. The family or funeral home may provide greeters and ushers, if preferred.

- For smaller services, at least two ushers are recommended. Three or more ushers are recommended for larger services.
- A separate attendant is recommended for each guest book.

Care of the Family

- The church provides an area, typically the church parlor, for the family to gather before and after the service. Please note that Reville is not responsible for any items left in the family area.
- Rows will be reserved at the front of the worship space for family.
- Please notify the clergy of any special needs for family members.
- Our clergy and congregational care ministry are available to provide counseling and support for those who are grieving the loss of a loved one.

Visitation

Visiting hours may be scheduled at the church based on availability.

- Visitation is typically held in the welcome center or the worship space where the service will take place.
- Visitation is usually held one to two hours prior to the service or the evening before the service and must be scheduled in coordination with the funeral home and the church.
- The casket may be open for viewing during visitation, if desired.
- The funeral home must provide staffing at the church for the duration of the visitation and funeral service whenever a body is present. The church in no way assumes responsibility for the casket or cremains. The casket or cremains may not stay in the church overnight. The only exception is when cremains are being interred in the Garth and must be received in advance for preparation.

Child Care

The church does not provide child care for funeral or memorial services.

Parking / Traffic Assistance

Parking assistance is generally provided by the funeral home. If the family anticipates a need for traffic control, please discuss with the funeral home.

Receptions

A reception may be held at the church following the service. Please inform the pastor if you would like to schedule a reception.

- Receptions are typically held in either the fellowship hall or the welcome center.
- If desired, the church will arrange punch, cookies, and servers for the reception.
- The church will also provide tables, chairs, table linens, napkins, cups, plates, and serving pieces.
- The family may provide additional food or beverages and must notify the reception coordinator of delivery time and any additional setup needs. Please note that alcohol is not allowed anywhere on church property.
- A slideshow or video may be shown in the fellowship hall or welcome center. Please see the “Slideshows and Videos” section above.
- The church may charge a custodial fee of \$180 for receptions. Custodial fees are paid directly to the church.

For receptions being held elsewhere, information and directions may be included in the bulletin.

Memorial Gifts

The family may request that contributions be made to the church in memory of the deceased.

- Undesignated gifts allow the church to utilize memorial contributions where needed most. Undesignated gifts are placed in the General Memorial Fund.
- The family may choose a designation for gifts received in memory of their loved one. The following designated funds are available:
 - Congregational Care
 - Garden
 - Garth Memorial
 - Library Memorial
 - Music Programs
 - Organ
 - Reveille House
 - Welfare
 - Youth Mission

All gifts received in memory of the deceased will be designated for the family’s chosen fund unless the giver has indicated a different designation.

- The church will not manage, receive, or distribute memorial donations designated for any outside organization, including other United Methodist organizations.

- Thank-you letters will be sent to the donors of all memorial gifts.
- Families will be notified of all gifts made in memory of their loved ones. Notifications will include the name and address of each donor but not the amount of the gift. Please specify one family member to receive these notifications including their preferred method of contact (mail or email) and contact information.

Additional Information

- No photography is allowed during the service. The family may choose to record video of the service if it is not livestreamed by the church (see “Livestreaming” section above).
- Smoking is prohibited inside all church buildings.
- Alcoholic beverages or any controlled substances are prohibited on church property.
- Firearms and other weapons are not permitted on church property except by a sworn law enforcement officer in the performance of official duties.
- No food or drink is allowed in the sanctuary or chapel at any time.
- This policy is subject to change at any time with or without notice.
- Decisions concerning areas outside the scope of this policy shall be determined at the discretion of the lead pastor.

Suggested Hymns

This list is provided as a starting point to assist you in choosing music for your loved one's service. The pastor will work with you to select appropriate hymns for the service. Numbers refer to *The United Methodist Hymnal*.

Hymns of Praise

- 77 How Great Thou Art
- 102 Now Thank We All Our God
- 117 O God, Our Help in Ages Past
- 384 Love Divine, All Loves Excelling

Hymns to Celebrate Resurrection

- 369 Blessed Assurance
- 701 When We All Get to Heaven
- 702 Sing with All the Saints in Glory
- 707 Hymn of Promise
- 711 For All the Saints

Hymns of Comfort

- 128 He Leadeth Me
- 143 On Eagle's Wings (verses available separately)
- 375 There Is a Balm in Gilead
- 377 It Is Well with My Soul
- 378 Amazing Grace
- 534 Be Still, My Soul
- 700 Abide with Me
- 723 Shall We Gather at the River

Suggested Scripture Readings

The following list is provided to assist you in selecting scripture readings for the service. The pastor will work with you to choose appropriate scripture readings.

Old Testament Lessons

Ecclesiastes 3:1-15

Job 19:25-27

Lamentations 3:19-26, 31-33

Isaiah 40:1-8

Isaiah 40:28-31

Isaiah 43:3-7

Psalter Lessons

Psalms 23, 27, 40, 42, 46, 90, 91, 103, 121, 130, 139

Gospel Lessons

Matthew 5:1-12

Matthew 11:28-31

Mark 10:13-16

John 11:1-44

John 12: 20-36

John 14: 1-4, 18-19, 25-27

New Testament Lessons

Romans 8:31-39

1 Corinthians 15

2 Corinthians 1:3-7

2 Corinthians 4:16-5:1

1 Thessalonians 4:13-5:11

2 Timothy 4:6-8, 17-18

Revelation 21:1-7