

Memorial A.M.E. Zion Church

Funeral Policy Non-Members

549 Clarissa Street, Rochester, New York 14608 ■■■■■ Rev. Derrill A. Blue, Pastor

When death of a loved one occurs, it is a time of grief and sadness. We grieve the loss of our loved one. Memorial A.M.E. Zion Church would like to express our deep sympathy during your loss and bereavement. *“The Lord gave, and the Lord hath taken away; blessed be the name of the Lord”*. - Job 1:21b This funeral policy is written to clarify and assist the family of **non-members** in planning and orchestrating a Christian funeral during the use of Memorial A.M.E. Zion Church.

The sanctuary is available for Christian service

The Pastor and Executive Assistant are available to assist the family during this time of sorrow in funeral preparations with limited needs.

Funerals for Non-Members

- ❖ Conducting funerals for people who have no connection or offer no support to Memorial may be considered based on our ministerial obligation.
- ❖ It is up to the discretion of the pastor to allow himself, ministerial staff or the church to participate.

Structure of the Funeral Service

- ❖ A funeral service held in Memorial A.M.E. Zion Church is a service of Christian worship, celebrating life of the deceased.

Music for Funeral

- ❖ Music for funerals is that which is appropriate for a worship service. Taped instrumental and accompaniment music and guest musicians must have the approval of the pastor via the church office.
- ❖ Memorial A.M.E. Zion Church has paid musicians staff. Time and date may affect the availability of our musicians.

Funeral Fees

As the deceased is not an active member* of Memorial A.M.E. Zion Church, the fees shown below will be assessed. Fees are payable (by cash or check)...made payable to Memorial A.M.E. Zion Church prior to the day of the funeral.

Wake, use of the Sanctuary	\$200	(Day prior to funeral)
Funeral, use of the Sanctuary	\$400	(Same day to include Wake)
Pastor	\$100 - \$150	- Honorarium**
Organist/Soloist	\$50 - \$100	- Honorarium***
Sound System Operator	\$50	

An additional fee of \$100 per hour will be assessed if the service exceed the three hour limit. Non-members and inactive members may utilize the Fellowship Hall, but **no meal provided**.

Decorations

The families may wish to display certain mementos or photographs of the deceased and his/her family. If so, the following guidelines would be applicable:

- ❖ Displays must be appropriate to a worship setting. No tape, nails, tacks, staples or screws are to be put in the walls or into to the pews. You are to limit displays to two within the sanctuary and one in the vestibule.
- ❖ All decorations must be removed within two (2) hours at the close of service.

Flowers

Cut flowers and planters may be used in the sanctuary. All flowers are to be removed at the close of service.

Caskets

The funeral director along with the pastor will have directions over such matters as timing, closed caskets, music, and flowers.

- ❖ When delivering the deceased to the church for viewing prior to the funeral (The church is not responsible for the deceased), an appropriate time must be established with the church office.
- ❖ No casket is to be opened after the Eulogy.
- ❖ No casket is to be left in the church overnight if the wake is held the day prior to funeral.

Wake

- ❖ If the wake is held the day prior to the funeral, the maximum time is two hours. Recommended time is between the hours of 6:00 p.m. to 9:00 p.m.
- ❖ If the wake is held on the day of the funeral, viewing time is one hour and total time for the viewing and funeral service is not to exceed three hours; if so, an additional fee of \$100 per hour will be assessed.

Who Will Officiate

- ❖ The pastor or designated pastoral staff shall conduct the funeral services held at Memorial, unless by agreement with another pastor.
- ❖ Any request for another pastor or lay person to officiate or assist in the service must be approved by Memorial's pastor.
- ❖ The pastor has sole responsibility and discretion in carrying out the church guidelines for funeral services.
- ❖ All funeral services are to conclude by 3:00 p.m. within the three hour limit.

**For the purposes of this policy, an active member is defined as a member of Memorial A.M.E. Zion Church who attends church services regularly, contribute to the church ministry and provide financial and personal support for the church on a regular basis.*

***There is no fixed fee for the services of the Memorial minister; but, it is customary to give an honorarium to the officiating minister. Typical honorariums range from \$100 - \$250 or an agreed amount. Checks should be made payable to the individual minister.*

****If the family has made arrangement with an available musician and/or soloist, typical honorariums for them range from \$50 - \$100 per person or an agreed amount. Checks should be made payable to the individual musician(s) or soloist(s).*

Revised 11/2/18