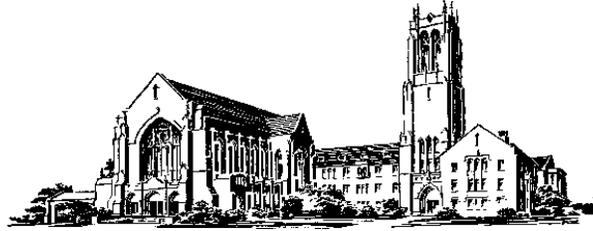


ST. PAUL'S UNITED METHODIST CHURCH



FUNERAL POLICIES

Regarding Funerals at St. Paul's United Methodist Church:

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, and I hold the keys of hell and death. Because I live, you shall live also." Jesus' words point us to a God who knows our grief, who comforts those who mourn, who died our death, and is the first fruits of the resurrection.

St. Paul's offers our deepest condolences to your family in this time of grief and loss. At this time, we come together, in Christian community, to surround your family and to honor the life of your loved one by giving thanks to God through a service of worship that gives witness to their life and to our resurrection hope.

A service where the body of the deceased is present is called a funeral. (Interment follows the funeral service.) A memorial service is appropriate when the body of the deceased is not present. (Interment or inurnment occurs prior to the service.) The services at St. Paul's UMC are called "A Celebration of the Death and Resurrection."

It is the commitment of the clergy and music leadership of St. Paul's to provide a properly balanced and theologically sound experience for all who seek God through worship at the time of death. To this end, the following are guidelines that have been developed to assist those who mourn, and those who look towards tomorrow.

To the Family

At the time of death, please contact the church office at 713-528-0527. If it is during non-business hours, an operator will collect information and reach out to the pastor on call. Conversations between the family and the minister will then proceed to details about the funeral or memorial service. While it will be the minister who guides you and your family through this important time, there are a few things that only the family of the deceased can do. Please read through our policies and look through/fill out our Funeral Information Form. If you have any questions regarding the checklist, our pastors or administrative assistant will be able to assist you.

Additionally, if you are interested in having the St. Paul's Columbarium be your loved one's final resting place, please call the church offices at 713.528.0527, and ask to speak Brad Harmes. We would be able to set up a time for you to view the columbarium in person or you may view photos and video of the columbarium online at www.stpaulshouston.org/columbarium.

General Policies:

1. Funerals are conducted Monday-Friday between the hours of 10 a.m. – 2 p.m. Funerals scheduled on Saturdays are by special arrangement and must be approved by one of our St. Paul's pastors.
2. The first two pews in front of the pulpit will be reserved for family; more pews can be reserved upon request.
3. Flowers are not a requirement for the service. If you would like to have flower arrangements placed in the sanctuary, you may use your own florist or work with our administrative assistant to order arrangements through our local florist. When ordering arrangements from your own florists, you will let them know that St. Paul's has two flower urns that are size J-5.
4. If there is a desire to have a reception at the church following the service, our administrative assistant will see to it that the space is reserved. If the reception will have catering, the staff will make sure that the space is setup and ready when the caterer arrives. For scheduling and setup purposes, the caterer should arrive at 30 minutes prior to the funeral or memorial service. It is the family's responsibility to make arrangements with local caterers, but we are happy to provide a list of caterers St. Paul's has worked with in the past.
5. The music for a funeral or memorial service shall be sacred and reflect the tradition of music at St. Paul's UMC. Music should be scriptural in nature and primarily focused on God. Taped, prerecorded, or electronically produced music may not be used. Our music department will provide music for the service in consultation with the pastor(s). An organist from St. Paul's will be available for the service and a St. Paul's soloist may be requested; Outside soloists or organists are not permitted to perform during funeral or memorial services.
6. The central theme in any worship service, including funeral and memorial services, is the proclamation of the Word of God: It is the proclamation of a resurrection faith in a sermon or meditation. There are moments in a funeral for special remembrances and thanksgivings by family and friends. Experience teaches us that two speakers with a combined length of 10 minutes is usually best. We request that personal words reflect the goodness and Christian virtues of the person. We reserve the right to intervene should the content or language be unbecoming of a Christian service. The minister will be free to monitor and implement time limits should a speaker step outside the boundaries. With approval from the pastor, additional family members may read scripture lessons as a means to participate in the service.
7. A bulletin for the service as well as obituary inserts are provided by St. Paul's UMC. The Funeral Checklist and the content for the obituary insert (Biography and digital pictures) need to be sent to our administrative assistant (rachel@stpaulshouston.org) at least three business days before the funeral service. The minister, along with the family, will assist with details regarding the bulletin.

8. Military Rites are permitted for funerals at St. Paul’s. It is the responsibility of the family to contact those who will be involved in performing the rites. The Military rites will be held at the beginning of the service.
9. Fraternal Rites are strongly encouraged to be held at a graveside or inurnment service.

Fees for Non-Members:

For non-members, there are rental fees for the use of our building. See the table below for our pricing. Additional costs will be added if you choose to have a soloist* or order flowers** through St. Paul’s florist. The invoice amount should be paid and received at least 24-hours prior to the service either through check to St. Paul’s United Methodist Church, Attn: Business Office, 5501 Main St., Houston, TX 77004 or online at www.stpaulshouston.org/give; click “Give Online”, select “Payments”, and list the name of the deceased in the optional memo line.

Sanctuary Service	Chapel Service	Fondren Hall Reception
<i>For expected attendance over 50 people (max.750)</i>	<i>For expected attendance under 50 people</i>	<i>Up to 250 people?</i>
Includes prices for the use of the Sanctuary, Chapel and Parlor; as well as honorariums for our organist and minister.	Includes prices for the use of the Chapel and the Parlor; as well as honorariums for our organist and minister.	Includes the use of Fondren Hall and our Jones Building Kitchen.
\$1,100	\$600	\$300

Fees for Members:

As a ministry with our members, we do not require building fees. For members, we ask for our organist to be paid an honorarium is \$200. If you decided to have a soloist* or flowers** ordered through the church, those prices will be included on an invoice sent to your home address the week following the funeral service. An honorarium for the minister is at the family’s discretion and is to be given directly to them.

The invoice can be paid either through check to St. Paul’s United Methodist Church, Attn: Business Office, 5501 Main St., Houston, TX 77004 or online at www.stpaulshouston.org/give; click “Give Online”, select “Payments”, and list the name of the deceased in the optional memo line.

*Soloist honorarium - \$200

** Flowers – Our florist’s base price for two altar arrangements is \$315, which allows you to choose the colors for the arrangement and includes delivery. Note that our altar arrangements do have a flat back, in order to be angled towards the pews more directly. If you would like to have the arrangements to be 360 degrees, there will be an additional charge from our florist.