



A SERVICE OF WITNESS *to the resurrection*



Please contact the pastor and a funeral home of your choosing as soon as possible. The pastor and the church will notify the membership, Prayer Chain, Deacons, and others as family requests. If the family wishes, the pastor can help guide them through the decisions that need to be made at the time.

PLEASE NOTE

If the deceased was not a church member or related to a member, it is important to have a conversation with the pastor about when, where, and how to hold a fitting funeral.

VISITING PASTORS

Must have prior approval of PCTC Pastors to assist in leading the service.



TYPE OF SERVICE

If the body or ashes of the deceased will be present for the service, then the service is a funeral. If the body or ashes will not be present, it is a memorial service. No matter which type, this is a service of Christian worship. Therefore, any ceremonies or rites of fraternal civic or military organizations should be held at another time and place.



LOCATION

For reasons of faith, hope, and support, if the deceased was baptized, a believer, and/or active in the church, the funeral service should be held in the church when the congregation can be present. The church will coordinate with the funeral home regarding transportation and placement of the casket, flowers, etc. Please discuss any questions or concerns you have about arrangements with the pastor.



MEETING WITH PASTOR

A mutually convenient time should be arranged so that the pastor may meet with the family member(s) involved in planning the funeral. At this meeting, the pastor will ask about the deceased, elicit memories and stories, and learn about the deceased's life, relationships, and faith journey.

The pastor will also discuss the choice of Scripture and music/hymns to be used in the service as well as arrangements and costs for custodial services and the organist (church staff), a soloist if desired, preparing a bulletin, and whether there is to be a light meal or refreshments, which can be provided by the Board of Deacons of the church.

CHECKLIST:

Funeral Home Involved:

Additional Needs (such as video,
music, & technician to run equipment):

Date of Death: ____/____/____

Date of Service: ____/____/____

Date of Visitation if any: ____/____/____

Time of Service: ____AM/PM

Approx. # of guests: _____

Reception: ☐ YES ☐ NO

Prayer Garden only: ☐ YES ☐ NO

Bulletin: ☐ YES ☐ NO

Soloist: ☐ YES ☐ NO

FEES:

The following fees are part of the church's
funeral/memorial service arrangements:

PASTOR

There is no fee for members,
but if you wish, you may offer an
honorarium for the pastor's service.

Fee for non-members

is paid directly to the pastor **\$200**

*ORGANIST **\$200**

Rehearsal fee added if a
soloist is requested **\$50**
*Paid directly to organist

*SOLOIST

Church member
(in addition to rehearsal fee) **\$50**
*Paid directly to Soloist

*LIVESTREAM TECH **\$50**

*Paid directly to tech

JANITORIAL SERVICES

Service Only **\$100**

Luncheon/Reception **\$100**

Maximum 3 hours unless advance
arrangements have been made.

RECEPTION/MEAL COSTS VARY

Catered COSTS VARY

PRAYER GARDEN INTERNMENT

members **\$250**

non-members **\$350**

Plaque COSTS VARY

PRIOR DAY VISITATION

(in our Sanctuary) PER HOUR **\$60**

MAXIMUM 5 HOURS **\$300**

BULLETINS NO CHARGE