

Saint Luke's Presbyterian Church

Dunwoody, Georgia

Funeral and Memorial Guild Guidelines

Working with families who have lost a loved one is a ministry of Saint Luke's Presbyterian Church. The church members serving on the Funeral & Memorial Guild are the representatives of the church and are here to make the process as smooth as possible for the family.

The Guild volunteers arrange for ushers and greeters and help prepare the church for the service. The church provides the facilities and support in time of loss within a Christian environment. In a time of death we rejoice in God's promise of everlasting life through our Savior Jesus Christ. The church and its members and staff are grateful to be able to provide pastoral services, counseling, worship, and leadership at such a time.

The date of the service is normally set in consultation with the pastor. If the family contacts the church office directly, the staff will connect the family with one of the pastors.

Facilities

St. Luke's Sanctuary, Chapel, Parlor, lobby, and Great Hall can be arranged to accommodate the service.

Family seating

Pews will be reserved for family and close friends if requested. An estimate of the number of family members should be given to the coordinator. Planning on 8-10 people per pew in the sanctuary and 5-6 per pew in the chapel is about right. The family usually sits on the first few pews on the pulpit (left) side. The family usually gathers in the parlor before the service, and we will direct people to go there. Some extended family may choose to be seated in the family section before the service.

Ordained Pastors Perform all Services

All funeral & memorial services are performed by ordained clergy. We do this in order to ensure the theological integrity of the ceremony. If the family desires another ordained clergy person to assist, the host minister must be consulted. Although we will strive to meet the desires of the family, our ordained staff retain final say on the order of the service, the theological and appropriate musical content, and who is responsible for assisting and leading the ceremony.

Music

The church organist is usually available to play for all funerals and memorial services. Other musicians and singers may also participate. An honorarium of \$150 is generally paid to the organist and other musicians are paid \$100 each.

Other Participation Fees:

Although the Pastoral staff, the reception committee, and the facilities staff do not have a set fee, a donation commensurate with these services is accepted. Donations and fees would be appreciated beforehand.

Mementoes

Pictures and mementoes may be placed on the windowsill in the narthex or on a table in the lobby. If

the family wishes to provide a guest book for visitors, it can be placed on a stand in the narthex. A guest book is often provided by the funeral home, or the family. It can be placed outside the sanctuary or chapel (where the service is held) and moved to the reception location (if applicable). If the service is expected to be large, it is often help to have separate pages or books which can be put in two different places.

Reception Facilities

The Great Hall, lobby, parlor and hallway are available for a small reception. A set menu of punch and other small items is provided. (There is a separate church group/committee which plans and implements the reception.)

Flowers

If the family wishes to provide flowers, an arrangement can be placed on the chancel or communion table in front of the cross, or a larger basket arrangement can be placed on the floor in front of the chancel or communion table. Any further flower needs or plans can be discussed with the chair of the Funeral and Memorial Guild. Flowers should be in the building at least one- and one-half hours before the service. The name and phone number of the florist should be made available ahead of time.

- Dunwoody Flowers (Nina is the owner) – 770-394-4111, Nina knows the door entry code to the church, so can deliver at any time.
- Flowercraft (Loretta) – 770-458-7937. Deliver would need to be arranged when someone can let them into the church.

Additional Policies

The church is not liable for any items that are lost, stolen, or damaged. Also, the use of alcohol in any form is forbidden within the church facilities or church grounds. Our church facilities are completely smoke-free.

Our Request of You

Please keep in touch with us after your time of good-bye. Since you have entrusted us with the care and spiritual wellbeing of you and your loved ones, we will continue to be concerned for your home and family. If you are not yet members of this growing faith community, please feel free to visit us in worship. Please call if there are any questions. Our services are available to you, and we would like to help in any way possible.

Blessings, Comfort and Peace from Jesus Christ Our Savior to You!

Memorial Guild contact: Mary Martin, 404.345.8597, marymckeemartin@outlook.com