

## #7.1

### FUNERAL SERVICES

PURPOSE: To establish a fair and consistent Policy for memorial or funeral service requests.

APPLICATION: This Policy shall apply to all service requests from Members, Affiliate Members, and friends of Chapel by the Sea.

#### PROVISIONS:

1. It shall be the responsibility of the Worship Committee to have a greeter in the narthex prior to the service.
2. The Pastor and the Music Director of Chapel shall lead the service.
3. If either the Pastor or Music Director is unavailable, he/she shall find a replacement.
4. In the Sanctuary only services prepared by a Pastor as Minister of Word and Sacrament at Chapel by the Sea shall be permitted.
5. With the permission of the Pastor, the Service may be performed elsewhere on Chapel property.
6. Bulletins for the service shall be a Staff responsibility.
7. For a reception in Silver Hall to follow a service, the Office Administrator shall contact the Chairperson of the Reception Committee.
8. Costs for food and beverages are the responsibility of the deceased's family.
9. A plaque may be added to the monument on the Chapel lawn for Members and Affiliate Members whose ashes are spread at sea. The cost of the plaque and the spreading of ashes shall be the responsibility of the deceased's family.

RESPONSIBILITY: Responsibility for memorial services shall rest with the Pastor and the Music Director in coordination with the Office Administrator.