



FUNERAL POLICY

**St. Mark's Lutheran Church
211 West Ninth St.
Auburn, IN 46706
260-925-3882
Email: office@stmarksauburn.com**

Scheduling a Funeral or Memorial Service

- Parishioners and members of their immediate families (son, daughter, father, or mother) must obtain permission for use of the church from the senior pastor. They will not be charged a fee for the use of the church.
- Non-immediate family of member as well as non-members must also obtain permission for use of the church from the senior pastor at their discretion. They will be charged a fee for the use of the church.
- Offsite funeral services can be performed at the senior pastors discretion. The relevant fees and policies will apply.
- After approval of a funeral by the senior pastor, the date and time of the funeral will be placed on the church calendar.
- If St. Mark's Lutheran is without a pastor, the use of the church for funerals must be approved by the vacancy pastor, interim pastor, or the Executive Committee and/or Congregational Council.

Types of Services

All services conducted by pastors of the church are services of worship for the community of faith. While the form of services may differ, each is a Service of Witness to the Resurrection of Jesus Christ.

- Memorial Service – The Memorial Service is a service where the body is not present. Interment of the remains in a Service of Committal has either preceded the Memorial Service or will take place at a later time.
- Funeral Service – The Funeral Service is a service where the body is present in either a casket or an urn. The Funeral Service is concluded with a Service of Committal at the burial site.
- Graveside Service – The Graveside Service is a service that takes place at the burial site.
- The Service of Committal is also known as the Graveside Service and occurs at the final resting place.

Officiating Clergy and Funeral Consultation

- The senior pastor will arrange for a funeral consultation meeting to discuss and plan the service, provide support and discuss how to best remember, honor and celebrate the deceased.

Music

- If music is desired, the couple must consult the senior pastor as soon as possible. If available, St. Mark's music director will provide the music for the service. If the music director is not available, they will assist in finding a suitable replacement.
- Guest musicians and soloists can participate in the worship service in consultation with the senior pastor as a part of the service consultation meeting.

Video Recording

- The church video recording system may be used for a fee. This must be approved by the senior pastor.

Funeral Bulletins

The use of wedding bulletins is optional. They do, however, outline the service, identify family members and share other important and meaningful information. The church is able to design and provide bulletins for the service if requested.

Other Considerations

- The church is available for a reception after the service and the church will provide a meal, desserts or light snacks at the request of the family.
- Smoking is not permitted in the church building. No alcoholic beverages are permitted in the church or on church property.
- The church sanctuary holds approximately 220-250 people.
- Indiana state law requires that a licensed funeral director be present for any funeral service where the body is present in either a casket or an urn.
- Most importantly the funeral is considered a sacred worship service. If you have any questions, please ask us. We, like you, want this to be a meaningful day as we remember, honor and celebrate our lost loved one.

FUNERAL POLICY SHEET FEE LIST

FUNERAL: _____

DATE: _____

		Member	Non-member	
1	For the use of the Sanctuary	no charge	\$50	_____
2	Funeral Meal after service:	donation	cost of meal plus \$25 min.	_____
3	Pastor-meeting, service, committal	\$175 (minimum)	\$200	_____
4	Organist	\$125 (minimum)	\$150	_____
5	Funeral Bulletin	no charge	donation	_____
7	Sound technician (if needed)	no charge	\$25	_____
9	Video technician (if using church system) w/DVD + electronic copy provided	\$25	\$50	_____
TOTAL AMOUNT DUE				_____

I have been apprised of the aforementioned fees and agree to remit check with the total amount due (except for the clergy and organist) two days prior to the service date. Clergy and organist payments should be made directly to the clergy and organist no later than the day of the service. The check must be at the church on that day and given to the church secretary.

FEES

TOTAL AMOUNT DUE _____

AMOUNT RECEIVED _____

DATE RECEIVED _____