

Community Mennonite Church Funeral /Memorial Service Policy and Planning Procedures

Whether sudden or anticipated, the death of a loved one involves many decisions and details. The following procedure was created to serve as a planning guideline when a CMC member or regular attender wishes to involve the CMC community in funeral or memorial service planning and grief support.

Family Responsibilities:

- Contact a Pastoral team member or the church office (433-2148)
- Set up any personal displays or memorabilia in the Fellowship Hall for visitation
- Set up any flowers in the front of sanctuary for funeral or memorial service

Church Office/Pastoral Team Responsibilities:

- Notify all church members of the death, and of plans for the visitation, funeral or memorial service
- Assist the bereaved member(s) in contacting a funeral home and attending to legal, theological, and cultural decisions, such as whether to have a funeral or a memorial service, an open casket or closed casket for viewing and visitation, a private or public ceremony or burial, burial or cremation, etc.
- Assess the availability of the CMC building for a visitation, funeral or memorial service, and bereavement meal
- If CMC facilities will be used for visitation, funeral or memorial events, notify ushers and sound technicians of anticipated need for their services
- If another facility will be used, determine how CMC members can be helpful as needed
- Notify appropriate CMC small group to plan in-home meals as needed
- Notify custodians of cleaning and facility preparation needs
- Meet with a family representative to discuss dates, times and family needs for a bereavement meal
- Notify Hospitality Committee about needs for a meal before or after funeral/memorial service
- Solicit church members for prepared food donations, food preparation, serving and clean-up assistance, and purchase food as needed for meal

Provided by CMC for Funeral or Memorial Services:

- Sanctuary and Fellowship Hall usage
- Audio services
- Bulletin, if desired
- Ushers
- Childcare during services
- Song leader
- Pastoral services

- Extra custodial duties
- Bereavement meal

Not provided by CMC for Funeral or Memorial Services:

- Childcare other than during the funeral or memorial service
- Videotaping of memorial service
- Payment of hired musicians

Bereavement Meal Menu Choices:

Choose one:

Sandwiches - Turkey, ham, cheese on assorted breads
Fruit, Cheese, and cracker tray

Choose One:

Vegetable soup
Raw Vegetable (crudités') and dip tray

Choose One:

Brownie tray
Cookie Tray
Fruit cocktail

Choose One:

Potato chips
Pretzels

Beverages:

Hot tea, coffee, decaffeinated coffee
Water

Salad:

Potato Salad