

## **Forest Hills United Methodist Church Funeral Policies and Procedures:**

### **Pastor Responsibilities:**

- Will meet with the family and the funeral home
- Will determine the schedule and venue for visitation, internment, and funeral service
- Will talk to the family regarding music, musician, and soloist preferences
- Will contact the church administrator and relay all of the above information
- Will ask the family about food preferences and service (numbers to prepare for)
- Will ask the family if the nursery will be needed
- Be a liaison for the family with the funeral home and at the church
- Order flowers for the family from the church  
(if the deceased is a member of the church)

### **Church Administrator Responsibilities:**

- Will contact the funeral coordinator with service details
- Will contact the service team coordinator to inform the church members of the death
- Will contact the UMW kitchen coordinator
- Will talk to the UMW kitchen coordinator and relay information about how many people are expected and what the food preferences are
- Will contact the custodian
- Will contact the organist, pianist, soloist, and any/all other musicians needed
- Will contact someone to run the sound board
- Will contact the nursery coordinator if it is requested/needed for the funeral
- Will produce the bulletin

### **UMW Kitchen Coordinator Responsibilities:**

- Will arrange for set-up and take-down of the tables and chairs
- Will coordinate volunteers for bars and food preparation

### **Custodian Responsibilities:**

- Will ensure that the church is clean prior to the service and after the service