

Funeral Information

The funeral home is called in case of a death. The funeral home then contacts the pastor. The pastor meets with the family to make arrangements.

There are two types of service:

1. A **FUNERAL** has a casket or an urn with ashes of the deceased.
2. A **MEMORIAL SERVICE** does not include the presence of the remains of the deceased.

Both services are called “A Witness to the Resurrection.”

Church Responsibilities

The Presbyterian Church of Danville is responsible for:

- Planning the order of worship and leading the service.
- Printing bulletins for the service.
- Providing donation envelopes for the Presbyterian Church of Danville if requested.
- Providing Communion (including servers) if requested.
- Providing music including choice of hymns. (Fee)
- Setting up and cleaning up the Sanctuary, Fellowship Hall and other church facilities. (Fee)
- Sharing Fellowship Hall space with the family if they would like to use it to get together.
- If the funeral home is not involved after the initial call, the Building Superintendent will call the city about reserving street parking for the funeral, and will distribute flowers for display if there is no casket. (Fee)

Pastor Responsibilities

The Pastor is responsible for:

- Meeting with the family to plan the service.
- Calling the Director of Music to inform him/her of the music for the service.

Funeral Home Responsibilities

The Funeral Home is responsible for:

- Bringing the casket to the church for the funeral and removing it for whatever interment will occur.
- Bringing flowers and arranging them in the Sanctuary and/or the Fellowship Hall.
- Arranging with the city for reserved street parking for the funeral.
- Providing staff to help with parking and ushering, setting up of flowers, pictures, etc.
- Providing donation envelopes for local memorial donations.
- Putting the obituary in the newspaper.

Family Responsibilities and Costs

The family is responsible for:

- Sharing information about memorial donations.
- Providing pictures of the deceased for the funeral home to display (optional).
- Providing a reception for guests (optional). The church will share a list of local caterers. The family is responsible for costs for catered receptions.
- Providing donation envelopes for memorial donations if they are not local causes or if the funeral home is not providing them.
- Putting the obituary in the newspaper if the funeral home is not putting it in the paper.

It is customary for various church staff to be paid for services rendered personally or on behalf of the church. It is suggested that the funeral home collect these fees as part of the funeral costs and deliver or mail checks to the church office on behalf of the family.

The following is a suggested fee range:

Amount	Paid To	For
\$200	Pastor	This is left up the family. The pastor usually spends 15 hours working with the family on a funeral or memorial service. A suggested fee is between \$150 and \$250.
\$150	The Presbyterian Church of Danville	Music for the service.
\$150	The Presbyterian Church of Danville	Set-up and clean-up of church
\$50	The Presbyterian Church of Danville	Additional arrangements if funeral home is <u>not</u> involved in the service.
Other Costs		
Caterers for providing food for reception.		

Contact Information

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