



Funerals and Memorial Services

at

The Presbyterian Church
in Basking Ridge

Guidance for the Family

We are deeply sorry for your loss. Please know your church family is surrounding you with our love and prayers during this difficult time.

No matter when the death of a loved one occurs, it is always a bit of a shock. In the midst of the initial pain of loss, it is difficult to sort out the details necessary to plan a funeral or memorial service. This booklet is intended as a guide in preparing a funeral or memorial service so that families might know all of the decisions that must be made and who is asked to make them.

Notify the Church

Please call the church to notify us of the death and to help you plan a memorial or funeral service. Please note that the difference between a memorial service and a funeral is the presence of the casket in the church. If the casket is present, this is a funeral service. If the casket is not present or if the deceased is cremated and an interment (burial) of cremains is to take place, this is a memorial service. If an interment is to take place in the Church Memorial Garden, we recommend that it take place prior to the Memorial Service. The interment from a funeral service always takes place after the service.

Service

Please give some thought as to whether there are particular hymns or passages of scripture that are important to you, your family, or the deceased that should be part of the memorial or funeral service. The pastor will call to arrange a time to meet with you to discuss the service and will gladly incorporate your choices into the worship service.

Music is an important part of your funeral/memorial service. Our Director of Music, and our pastors are here to help you choose hymns and other music that may be desired. Often a vocal soloist can sing a favorite hymn or sacred solo that was especially meaningful to your loved one or your family. We have several soloists in the congregation that are available to sing. Please call on us to help you with planning music for this service.

Meet with the Pastors

- a. The Pastor will arrange a time to meet with you to discuss whether interment will be in the church cemetery or memorial garden; the details of the service and reception and get an estimate of the number of persons expected to attend.
- b. The Pastor will confirm with the church office the availability of the date and time requested for the service and coordinate any changes with you and the funeral home.
- c. The Pastor will assist you in determining the appropriate venue for the service. The choices are: Sanctuary, Chapel, Funeral Home or Graveside.
- d. Arrangements for vocal and instrumental music can be made through the Pastor in cooperation with the Director of Music. Fees are listed on the back page.
- e. The Pastor will ask if there will be calling hours at the funeral home.
- f. Normally the funeral home provides ushers for a funeral service. If the service is a memorial service, you may let the Pastor know if there are any friends or family members who may want to usher for the service. Upon request, we can try to arrange volunteers from the church.
- g. If a worship bulletin is requested, the Pastor will prepare the liturgy and pass it to the pastor's secretary for production.
- h. Please decide whether you would like one of the church registers for guests or if the funeral home will provide it.

Reception

Please decide if you would like a reception at the church after the service. The Deacons will gladly set-up and clean-up the reception and provide punch, coffee, tea and cookies. Should you desire food beyond what the traditional Deacon Reception provides, finger foods such as small sandwiches, fruit, crackers and cheese are additional suggestions for the reception and should be ordered by the family. Receptions of under 50 people may be held in the Parlor; larger receptions will be held in Westminster Hall. The following caterers have helped with receptions at our church and will deliver the food:

The Copper Kettle 908-766-7680

The Monterey Gourmet 908-766-2000

Flowers

If flowers will be part of the service kindly order them and have them delivered to the church. If the service is in the Sanctuary, two arrangements are recommended, one for each pier. If the service is the Chapel, one small arrangement is recommended for the Lord's Table.

These florists are familiar with our church:

Jardiniere 908-781-5600

Flowers on the Ridge 908-766-6199

Memorial Gifts

If memorial gifts are to be made to the church or other charitable organization in lieu of flowers, please inform the Pastor of the details so that telephone inquiries from friends and family can be answered correctly.

Suggested Scripture Readings & Hymns for Funerals or Memorial Services

Scripture Readings:

Psalm 23	John 14 (selected verses)
Psalm 46	Romans 12: 9-21
Psalm 100	Revelation 21: 1-5
1 Corinthians 13	Luke 8: 22-25
Isaiah 40: 28-31	Hebrews 11: 1-3, 13-16, 32-34

General Policies of the Presbyterian Church at Basking Ridge

1. The Service that celebrates the life of a member or friend of our church family and witnesses to the Resurrection, should ordinarily be held in our Sanctuary or Chapel. There will be one pastor who is the primary coordinator for the service, although other pastors, friends and family are welcome to participate.

2. The primary elements of the worship service are these:

WELCOME AND STATEMENT OF PURPOSE FOR THE SERVICE

SENTENCES OF SCRIPTURE

OPENING HYMN

OPENING PRAYER

READINGS FROM THE OLD TESTAMENT

READINGS FROM THE NEW TESTAMENT

WORDS OF REMEMBRANCE FROM FAMILY AND FRIENDS

It is recommended that those who speak in this segment be invited to do so by the family prior to the service. Extemporaneous speakers often relate comments that are more appropriate for the receiving line than for the worship service.

MEDITATION BY ONE OF THE PASTORS

HYMN

WORDS OF THE PROMISE OF LIFE ETERNAL FROM SCRIPTURE

PRAYER OF THANKSGIVING FOR THE LIFE OF THE DECEASED

THE LORD'S PRAYER

CLOSING HYMN

PRAYER OF COMMENDATION AND BENEDICTION.

3. If the family wishes to display a picture of the deceased, they may do so at the reception or in the narthex, but not in the Sanctuary or Chapel.

4. If the casket is present during the service, it shall be closed at all times. It may be covered with a white pall or flowers.

5. When the casket is in the Sanctuary or Chapel it will not be draped with an American flag or any other kind of flag.

6. The Service of Witness to the Resurrection shall be considered complete in itself. If a fraternal or civic group wishes to conduct a ceremony, this kind of rite is most appropriately conducted during viewing and visiting hours at the funeral home.

Hymns:

Amazing Grace	#649
Thine is the Glory	#238
Our God, Our Help in Ages Past	#687
A Mighty Fortress is Our God	#275
How Great Thou Art	#625
Morning Has Broken	#664
Joyful, Joyful, We Adore Thee	#611
O Love That Wilt Not Let Me Go	#833
For All the Saints	#326
Abide With Me	#836
Eternal Father, Strong to Save	#8
Blessed Be the Tie That Binds	#306
Love Divine, All Loves Excelling	#366
Be Still My Soul	#819
My Faith Looks Up to Thee	#829
Precious Lord, Take My Hand	#834
The Lord's My Shepherd, I'll Not Want	#801
The King of Love My Shepherd Is	#802

Fees

- a. The fee for the professional service of the church organist in playing for a funeral is \$200. Please write a separate check for the organist unless the funeral home includes the fee into its charges.
- b. The fee to have the Funeral or Memorial service live-streamed and available on our website for a short time after the service is \$75. Please write a separate check for this service.
- c. The fee for a vocal soloist is in the range \$100-125. Please write a separate check for the soloist.
- d. The fee for the sexton's work on weekends or holidays is \$65 plus \$45 for reception. There is no fee during the week on a normal work day. Please write a separate check for the sexton.
- e. Following the service when a reception is held in the church parlor by deacon volunteers, there is no charge. If sandwiches are delivered please pay the supplier directly.
- f. An honorarium for the pastor is not a fee but is given in personal appreciation of his/her help and service.

Whom to contact:

Rev. Dennis W. Jones, *Pastor* 908-766-1616 x 15
Dr. Maureen Paterson, *Associate Pastor* x 11
Cara Burchett, *Church Administrator* x 18
Lisa Fabrizio, *Pastors' Secretary* x 19

Chris Fortin, *Director of Music* 908-953-9809

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Directions and map can be found our
our website www.brpc.org