





## HOSPITALITY SERVICES — RECEPTION

Following the service, Broadmoor UMC is pleased to offer a space for a reception for the immediate family and close friends attending the service. If desired, please let the pastor know. The pastor will ensure that a member of the Bereavement Committee is notified and that member will then get back in touch with you. Light refreshments will be provided. Coffee and water will be prepared. Tables, chairs, and tablecloths will be set up. ***If the service is later than 4:00pm, a reception cannot be provided for you.***

## PRACTICAL MATTERS

***Parking*** – It is available across from the sanctuary entrance and on both sides of the Adult Education Building.

***Flowers*** – Delivery should be one hour before the service.

***Payment*** – There is no charge for church members or families to use the Sanctuary or Adult Education Building, room 101, for a reception, nor is there a fee for the pastor, organist/pianist, soloist, or usher.

An honorarium may be given to the pastor for his/her time in planning and leading the funeral/memorial service. We recommend a gift of \$200.00. It may be given to the usher, or paid directly to the pastor.

An honorarium may be given to the organist/pianist. We recommend a gift of \$150.00. It may be given to the usher, or paid directly to the organist/pianist.

If you have a soloist, song leader, or instrumentalist, an honorarium of \$150.00 is recommended for each. It may be given to the usher, or paid directly to the soloist, song leader, or instrumentalist.

An usher assists the family before, during, and after the service. The usher will receive any fees or honorariums. An honorarium may be given to the usher. We recommend a gift of \$100.00.

***No Funeral or Memorial services*** – Christmas Eve, Christmas Day, Holy Week, Easter, after 3:00pm on Saturday, or before 2:00pm on Sunday.

## ADDITIONAL VIDEO SERVICES

If you are interested in showing images on the screens during visitation or before the service, please contact Amber McCann at (225) 928-2114 or amccann@broadmoormethodist.org. The sound tech/AV fee is \$150.00. Creating a slideshow takes extra preparation and costs a minimum of \$100.00 (more than 2 hours of prep time costs \$50/hour). **Video services are provided based on availability.**

**“I TELL YOU THE TRUTH, TODAY YOU WILL BE WITH ME IN PARADISE.”**

~ LUKE 23:43

## IN LIFE AND IN DEATH

The death of a loved one is a difficult time in the life of any family. As the church embraces us in our baptism and throughout our Christian life, it also embraces us in our dying and death. When we gather in memory of someone we have known and loved, we honor and celebrate a life. In addition, we strengthen one another in mourning and grief. Broadmoor United Methodist Church seeks to provide comfort by assisting with arrangements, conducting funeral, memorial, and graveside services along with offering compassionate care ahead. We intend to answer some of your initial questions about arranging a service at Broadmoor UMC. Feel free to talk with our pastors and staff as you make your plans.

## WHEN DEATH OCCURS

If the death of a loved one is imminent, and a pastor's presence is desired, please call the church at (225)924-6269 or ask our church's administrative assistant for help. When the death of the beloved has occurred, call the church office to schedule an appointment with one of our pastors. Funeral services at Broadmoor UMC are as individual as the cherished one you have lost. Our pastor will meet with you and your family to design an appropriate service, including music and scripture verses.

## SERVICE OPTIONS

1. A service held soon after death in the sanctuary with the casket or urn present, followed by a burial graveside service, if desired.
2. A memorial service held after a period of time has passed.
3. A service held in the chapel of a funeral home.

## LOCATION OF THE SERVICE

Church members are encouraged to hold the funeral/memorial service in the sanctuary. The church is where the significant events and transitions in life are held. It is where the sacraments of baptism and holy communion are received. It is where confirmation and marriage are celebrated. There we are surrounded by the symbols of our faith.

The sanctuary is available to members of Broadmoor UMC at no expense. Non-members may request use of the sanctuary for a funeral or memorial service for \$200.00. The sanctuary can seat up to 500 people.

While funerals have a high priority, other pre-arranged programs in the sanctuary and other church buildings must be considered. All efforts will be made to provide an appropriate amount of time for your service, but we cannot guarantee the exact time and date you may request due to previously scheduled activities of the church or preschool. The pastor will discuss scheduling options with you while planning the service.

## **VISITATION**

It is part of our ministry to welcome your family and friends for visitation in our church narthex and sanctuary before and/or after the Service of Death and Resurrection. The visitation may also take place at the funeral home, with arrangements made directly with them. You may wish to display photographs and other special effects of remembrance during visitation. These items may help your visitors and family members as they reminisce. Our staff will assist you with a table for this purpose, if you so desire. Please discuss this with the pastor prior to the visitation so a table will be available upon your arrival.

## **DISPOSITION OF THE BODY**

Burial, cremation, and donation of the body to medical science are all appropriate options for Christians.

## **A SERVICE OF WORSHIP**

The service will be the Christian Service of Death and Resurrection, which is a witness of God's love that sustains us in our sorrow and extends beyond this life. It is a testimony of God's promises in Jesus Christ, who has gone before us through death into new life. His resurrection gives us reason for hope. We are able to be grateful even in the midst of our loss.

One of our pastors will conduct the service. If you want another minister to participate in the service, please let us know. We welcome the addition of those who have been important to you and your loved one; however, a Broadmoor UMC pastor will co-officiate during the service.

Special ceremonies to honor the national or community contribution of the deceased may be included at the gravesite as an appropriate remembrance. This may be the case for veterans where a color guard or musician from the armed services is requested.

## **ORDER OF WORSHIP**

The service is designed by one of our pastors in consultation with the family of the deceased. The family's input is invited in choosing music and scripture readings. *The United Methodist Book of Worship* suggests the following elements to be included in the service.

- Prayer – The Lord's Prayer
- Scripture Readings – The family may specify passages that were meaningful to the beloved and are a source of comfort and hope for the family and community of faith. The pastor can also recommend appropriate passages, if desired.
- Hymns – The family may suggest specific hymns or music in consultation with the pastor.
- Music – Our church organist is available to play for your service. She can play either the organ or piano. You and the pastor will select the sacred music. If you wish to have a soloist, please arrange this with the pastor.
- Witnesses – Friends and family may be invited to express thanksgiving for the beloved. The family should talk with the pastor about who should speak and to discuss guidelines for their participation. If you wish to have people share in the service, we suggest a maximum of two people speak for about 5 minutes each.
- Reflection – The Service of Death and Resurrection has two purposes: first, to express thanksgiving to God for the life that has loved and been loved; and second, to affirm the faith, hope, and love of our Christian faith.
- Creeds – It's appropriate to use one of the Church's traditional creeds that affirm the faith of Christians. These are listed in the back of the *United Methodist Hymnal*.

## **MEMORIALS**

If the family desires, memorials may be made to Broadmoor UMC in memory of your loved one. These may either be given to our memorial fund to be used as needed by the church or may be designated to a specific ministry of our church.

If you decide to designate a memorial for your loved one, please write down the specific ministry. All memorials will be acknowledged by a letter from our church. In addition, we will provide the family with a list of those who have given a memorial.