

Policy for Funerals/Memorials and Burials At Glenwood Lutheran Church

1. All funeral/memorial services held in the Glenwood Lutheran sanctuary or chapel shall be officiated or hosted by an actively serving pastor of Glenwood Lutheran.
 - **As Officiant:** The GLC pastor shall officiate and conduct the funeral/memorial service including preaching the sermon/meditation. Clergy from another denomination may participate as guest clergy in prayers, reading scripture, and speaking for the family.
 - **As Host:** Pastors from other ELCA congregations may participate in the service with the GLC pastor acting as host/lead pastor for the funeral/memorial service. Clergy from another ELCA congregation or ELCA related nursing home may act as officiant and be responsible for the scripture, prayers, music, and sermon.
2. Funerals/memorial services shall make use of the services of a funeral home. *This is by resolution of the Board of Deacons and the GLC Council*
3. The GLC Organist, Custodian, and Sound Person shall always be invited to take part in the service as they are available. If the schedule does not permit these staff members in their serving, substitutes may be used. The right of first refusal belongs to the GLC staff.
4. The ELCA Liturgy from the ELW hymnal shall be used for all funeral/memorial and burial services.
5. All funeral/memorials services in the sanctuary, chapel, shall be scheduled according to the availability of a GLC pastor, the space, and the day. There shall be no funerals during the holidays of Christmas Eve, Christmas Day, and Easter Sunday. Pastors must be contacted directly to schedule a funeral/memorial.
6. There will be no charge for use of the building for funerals/memorials of members or non-members. Other fees/gratuities/honorariums may apply and should be discussed with the funeral home on how to proceed. Fees/gratuities/honorariums include; to the Pastor(s), organist, custodian, and sound person. These checks should be provided to the church office prior to the service.
7. Use of the American Flag – a flagged draped casket is appropriate during the visitation time. Once we enter into the sanctuary the flag will be removed and the casket may either retain flowers, be bare, or preferably covered with the white funeral cloth known as the Pall, which represents a baptismal garment. After the service, the American Flag will be put back on the casket while in the narthex. It is appropriate for a folded American Flag to be present for the visitation and near the cremation urn in the sanctuary for the worship service.
8. Music during the funeral/memorial will be of a nature that lifts up the grace of Christ either from our ELW hymnal or another source hymnal. Secular, patriotic, or military music, *other than what is in the ELW Hymnal*, should be used at the visitation the night before and can be used during the visitation in the church's narthex one hour prior to the service but not during the service itself. It may be helpful to think of music in three parts:
 1. For a visitation - music that celebrates the musical tastes of your loved one.
 2. For the worship service - Once we enter the church and especially the sanctuary, all music will lift up the grace of Christ.
 3. For the fellowship meal - music may be used that reflects the family gathering.

9. Earth Burials/Columbarium Inurnments in the GLC Cemetery must be scheduled with the Pastor and Cemetery Sexton. The Sexton will advise the family on the costs pertaining to an earth burial/columbarium inurnment. Earth burials in other cemeteries are possible, but it must be scheduled with the Pastor.
10. Pastors are available for funerals/memorials held in a funeral home chapel.
11. Any exemptions to these policies may be granted by the senior pastor when time is of the essence. Otherwise the Board of Deacons may grant exemptions without fear of setting any precedence.
12. Only GLC pastors may request exemptions from the Board of Deacons.