



The Beloved Community of Episcopal Church of the Intercession and Redeemer Lutheran

900 Brilowski Road, Stevens Point, WI 54482
715/341-3233



Funeral Policy

- When possible, pre-planning final arrangements can be a blessing to you and your family. If you decide to pre-plan, most likely you have contacted and made pre-arrangements with a funeral home.
- During the pre-planning process you and your family should meet with the Pastor to share stories, choose hymns and Bible readings.
- **Planning Funeral Service**
 - When a loved one dies, inform the Pastor of your loss.
 - Your family and friends will meet with the Pastor to plan for the service. When you meet with the Pastor it is important to have ideas of favorite hymns, songs, Bible readings, and stories you would like to have shared during the service.
 - Let the Pastor know which funeral director you are working with, and ask the funeral director to contact the Pastor.
 - If you are not working with a funeral home, let the Pastor know of the alternate arrangements.
 - In cooperation with the Pastor, the date and time of the service will be scheduled. Funerals can be scheduled on weekdays or Saturdays, depending on other events already scheduled at the church.
 - It is the family's responsibility to contact the funeral home and inform them of the location of the service and the planned date and time of the service. The funeral director can be of assistance in coordinating the logistics and finalizing the service.
 - Memorials or donations that reflect the deceased's wishes should be decided upon. The funeral director may assist the family with a program and dissemination of information & an obituary.
 - If the current Pastor is unavailable due to illness or leave, the church office will inform the family of the Pastor "on call". The family will work with the "on call" pastor.
- **Visitation**
 - Visitation can take place at the church building, the funeral home, or another location and should be scheduled with the Pastor and the funeral director. The Pastor may not be present for all of the visitation, however every effort will be made to be present. The funeral director can be very helpful in planning for visitation times. The funeral director can work with the church office to get and return the building key. In the event that the family is not working with a funeral director, a church member can act as an event coordinator. Please let the Pastor know if you will need to work with a church event coordinator.
- **Receptions**
 - Receptions may take place at the church in the narthex (lobby) or the multipurpose room. It is the responsibility of the family to arrange for set up, catering, and clean up.
 - Please refer to the Building Use Policy for details regarding kitchen and building use for a reception.

- **Musicians**
 - Choosing music for the service should reflect not only the person who has died but also God's love for all people and the hope of the resurrection for all people. Popular music is sometimes appropriate at the beginning or end of the service, but must be approved by the Pastor.
 - You or your family will contact musicians/vocalists that you would like to have at the service. A list of recommended musicians is available in the church office. The Music Director of The Episcopal Church of the Intercession and Redeemer Lutheran Church may assist the family in finding musicians and music. When making final arrangement with the musicians/vocalists it is important to determine their fees. Finalized arrangements should be put in writing regarding song choices and fees. It is the responsibility of the family to make payment arrangements with the musicians/vocalists.

 - **Guest Pastors**
 - If a guest Pastor is requested by the family, it is expected that the Redeemer/Intercession Pastor will be directly involved in the service.
 - If the family chooses a guest Pastor to be involved then he/she will contact the Redeemer/Intercession Pastor to plan and finalize the service.

 - **Non-members, relatives of members**
 - The Pastor of Redeemer Lutheran/Episcopal Church of the Intercession may be available to plan, preach and preside at funerals of non-members or others who are connected with or active in the congregation. The Pastor's participation in these non-member funerals are at his/her discretion. If a family is trying to bypass the deceased's Pastor, the Pastor of Redeemer/Intercession will advise direct conversation with that pastor and will not take part in the funeral without the other Pastor's permission.
 - Funerals entirely planned, organized and led by another Pastor for a non-member of the congregation will be allowed upon approval of the Pastor of Redeemer/Intercession. The use of the building at 900 Brilowski Road for this service will be considered as a "rental" of our space, and subject to our regular building use policies and fees.

 - **Fees and Honorariums**
 - Redeemer has a Building Use Policy fee for nonmember use
- Non-Member Fees**
- \$150 for the pastor
 - \$100 facilities use
 - \$75 additional if using the kitchen
 - \$75 event coordinator fee
- Member Fees**
- There are no fees for members of the congregation or for their family members, although an honorarium for the Pastor is appreciated. Some funeral homes handle the Pastor's honorarium as part of their fees and you should clarify that with your funeral director.