



**BURR RIDGE**  
Community  
Church

# In Memoriam

## FUNERAL | MEMORIAL SERVICE POLICY GUIDE



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Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not sorrow as those who have no hope (1 Thessalonians 4: 13). It is our desire and privilege to minister to the families of our congregation, as well as anyone who needs funeral services in our community, in their time of need. This policy is provided to assist in planning and providing a Christian funeral.

### PLANNING A FUNERAL OR MEMORIAL SERVICE

In the Christian community, death is a corporate experience that touches the life of the entire family of faith. The Funeral or Memorial Service recognizes both the pain and sorrow of the separation that accompanies death and the hope and joy of the promises of God to those who die and are raised in Jesus Christ. The service celebrates the life of the deceased, gives thanks for that person's life, and commends that life to God. It offers consolation to the bereaved by acknowledging their grief and anger or guilt. It provides the Christian community and others an opportunity to support the bereaved with their presence. Its purpose is to affirm once more the powerful, steadfast love of God from which people cannot be separated, even by death.

### FUNERAL SERVICE

A funeral service is an end-of-life service where the deceased's casket is present. A funeral service is usually followed by an interment (burial) service at the graveside. This takes place at the cemetery where the deceased will be laid to rest.

### MEMORIAL SERVICE

A memorial service is an end-of-life service in which the burial or cremation of the deceased has already taken place.

### COMMITTAL SERVICE

Typically, the interment of ashes is done in a private, family service held at the memorial garden or cemetery. The particulars for the service are made with the pastor.

### Where will the service take place?

We offer funeral/memorial services to both church members and members of our community to be held in our building. If you are in need of a place to hold your loved one's funeral or memorial service, whether you worship with us or not, you are welcome here.

In some cases, funeral services are held in the funeral homes. If you are in need of a pastor for a service at a funeral home, please reach out to **Pastor Kim @ [Kimmerrev@brucc.org](mailto:Kimmerrev@brucc.org)**

If you are planning a burial or committal with plans to hold a memorial service at a later date, our pastor is available to perform graveside burial or committal services.

### Who will officiate the service?

Our pastor, Rev. Kim Whisler-Vasko is available to perform funeral, memorial, and graveside services. She will conduct all services held at Burr Ridge Community Church, but is open to share officiating with another ordained minister. Any requests for another pastor to officiate or assist in the service must be approved by BRCC's pastor. The pastor is available to go with the family to the funeral home to assist in making arrangements if desired. *Suggested honorarium for the pastor can be found on page 4 of this document.*

### SUGGESTED FUNERAL HOMES

We are willing to work with any funeral home or cremation service. If you have not yet contacted a funeral home to make arrangements for the body of your loved one, our church can assist with that. We have worked closely with: Adolf Funeral Home & Cremation Services in Berwyn, IL and Willowbrook, IL and would be happy to connect you with them or help you locate another funeral home or cremation service in the area.



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### STRUCTURE FOR A FUNERAL AND MEMORIAL SERVICE PLANNING

Our Pastor will work closely with you to plan your loved one's service. She will walk you through the entire planning process and try to answer whatever questions you have.

### VIEWING

If the family is having an open casket, a viewing prior to the funeral service may be scheduled either at the church or the funeral home.

### FUNERAL MUSIC

We have a pianist/organist on staff who is willing to play for a funeral or memorial service. *Suggested honorarium for the church organist can be found on page 4.*

The use of congregational hymns or other songs is encouraged and may be selected with the pastor in consultation with the family during the service planning process. In cases where an outside organist/pianist is desired, permission must be secured from the pastor. Additional musicians or soloists may be utilized, but must be arranged for and taken care of by the family. If possible, we will make every effort to help you.

### VIDEO PRESENTATION

If a video is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service for review.

### DECORATIONS

Families may wish to display the deceased's remains, as well as certain mementos or photographs of the deceased and his/her family. The following guidelines would be applicable in these situations: Any displays or pictures must be appropriate to a worship setting. No nails, tacks, staples or screws shall be put in the walls or attached to the pews. All decorations must be removed within 3 hours of the conclusion of the service.

### FLOWERS

We will work closely with whatever florist you select for the service.

### LIVE-STREAMING

Live streaming capabilities are available, if needed, for family and friends unable to attend in person.

### NURSERY

The church does not provide a nursery attendant for funeral services. The nursery is available for family use.

### PARKING / TRAFFIC ASSISTANCE

Parking assistance is generally provided by the funeral home. Please talk with the pastor or the funeral home director for more information.

### RECEPTIONS/LUNCHEONS

The church does have a kitchen and fellowship hall available to host luncheons prior to or after the service. Depending on size and use (catered vs. preparing food on site), additional fees may be incurred. If you would like to make use of the kitchen and/or fellowship hall, please discuss this with the pastor during your first meeting. As well, our narthex is available to be used for coffee and refreshments before or after the service. There is no additional charge for this.

### MEMORIALS

In certain circumstances, the family might request a contribution to the church or a charitable organization in lieu of flowers. The church will not manage, receive or distribute designated funds for an outside institution.



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### FEES

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is a member of Burr Ridge Community Church, there is no fee for the use of the facilities.

For all other individuals, see suggested donation below for the use of the facility.

For both members and non-member, suggested honorariums for the pastor, organist, and others are below.

*Donations/honorariums are payable (by cash or check) on or prior to the day of the funeral. Normally, honorariums for the pastor, organist, or other musicians are paid following the service directly to the individuals. Checks for building usage can be made out to Burr Ridge Community Church.*

### SUGGESTED DONATIONS / HONORARIUMS

Use of Sanctuary	Suggested donation of \$250*
Use of Kitchen/Fellowship Hall	TBD
Pastor	Suggested honorarium \$150-300
Organist	Suggested honorarium \$150-200
Soloist	Suggested honorarium \$100-150

(\*waived for members of BRCC)

### CONTACT INFORMATION:

Rev. Kim Whisler-Vasko, Pastor

Church Office

Jeff Sundwall, Organist

[Kimmerrev@brucc.org](mailto:Kimmerrev@brucc.org)

331.701.5425

[office@brucc.org](mailto:office@brucc.org)

630.654.4544

[jeffhymns@gmail.com](mailto:jeffhymns@gmail.com)



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### FUNERAL / MEMORIAL SERVICE INFORMATION SHEET

The following information will be needed for the Funeral Home and for the planning of the service.

**Name of Deceased** \_\_\_\_\_

Deceased's Date of Birth \_\_\_\_\_ Deceased's Date of Death \_\_\_\_\_

Family Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Family Address \_\_\_\_\_

Family Phone \_\_\_\_\_

**Funeral Home** \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Funeral Director \_\_\_\_\_ Phone \_\_\_\_\_

**Family Hour/Viewing Scheduled**      Yes      No

Location \_\_\_\_\_

Floral Requests \_\_\_\_\_

Florist \_\_\_\_\_

#### Funeral Service Instructions

Service Location: Burr Ridge Community Church, 15W100 Plainfield Rd, Burr Ridge, IL **OR**

\_\_\_\_\_

**Date & Time of Service** \_\_\_\_\_

Minister \_\_\_\_\_

Viewing:                      Beginning of the Service                      After the Service

Interment (Cemetery) \_\_\_\_\_

Cemetery Address \_\_\_\_\_

Pallbearers \_\_\_\_\_

\_\_\_\_\_

**Music Provided by** \_\_\_\_\_

**Family Meal**                      Yes                      No                      How many expected \_\_\_\_\_