Important Information at the Time of Death

Responding to the needs of members and non-members alike in times of death is an important part of the ministry of Westminster Presbyterian Church. If you have suffered the death of a loved one, you are encouraged to call the church office at 330-836-2226 immediately in order to talk to a pastor and schedule a date for the memorial service. It is also always appropriate to confidentially discuss pre-arrangements for yourself or another with our pastor. Those wishing to do so may set up an appointment by calling the church office.

Those planning the service are asked to pay attention to the following guidelines:

1) The date for a memorial service *must be approved by the church office* prior to scheduling it with the funeral home or announcing it to the public.

2) Westminster clergy preside over all memorial services held at the church. Guest clergy may participate at the invitation of our pastor. This decision is based solely according to the discretion of the presiding minister. Inviting guest clergy to participate *must* be discussed with our pastor prior to making that invitation.

3) Memorial services held at Westminster must follow appropriate worship practices that are consistent with Presbyterian, Reformed theology and tradition. All musical selections shall be approved by the music director in consultation with the presiding minister.

4) Westminster does not charge a facility fee for holding memorial services at the church. However, a fee for the church organist of $200 is required, and an honorarium of $200 is suggested for the presiding pastor. In the case of guest clergy participating, an honorarium needs to be privately arranged by the family or significant other(s) of the deceased. An additional fee of $100 each for soloist(s) or guest musicians is required if you desire special music as a part of the service.

5) If a reception following the service is requested, a donation to the deacons hosting that reception is appreciated. If the family desires something beyond a light buffet, the family shall arrange catering and pay all necessary costs.

6) Westminster provides ushers, a sound technician, and bulletins for all memorials held at the church.

7) Westminster does not provide audio/visual equipment for the reception but, if desired, arrangements can be made with the funeral home.

8) All donations to the church in memory of your loved one will be directed to WPC’s Memorial Fund unless you specify and publicize an alternative account prior to the memorial.