

# Funeral/Memorial Service Policy

## Zion Lutheran Church

107 West Main Street • Middletown, MD 21769 • 301-371-6500

[www.zionmiddletown.org](http://www.zionmiddletown.org)

### Structure of the Funeral Service

A funeral service held at Zion Lutheran Church is a worship service where we mourn and celebrate the deceased's life. Consequently, all parts of the service are to be consistent with the present worship practices of this church. The outline for the funeral and burial service follows that of the ELW. The family may suggest other items to be included in the service but are subject to the approval of the officiating pastor. The pastor officiating will consult with the family and with the funeral director prior to the funeral.

### Funerals for Non-Members

Conducting funerals for people who are not members of Zion is a welcome part of the pastoral team's work and congregational volunteers. The pastoral team determines who is available to serve. The officiating pastor will meet with the family prior to the service to make all the necessary arrangements.

### Outside Clergy at a Funeral

Our governing documents allow only a pastor in the ELCA or one of our full-communion partners to occupy the pulpit or preside over the altar. While, we are not denying outside clergy whom are not in communion with from participating in a funeral service at Zion, a duly called and ordained pastor of Zion is the one who will lead the service, preach, and preside. Outside clergy are welcome to read scripture and offer a Eulogy, but the pastors of Zion reserve the right of preaching and presiding. While we know that sometimes our pastors might not have known your loved one for a long period of time, they do work very hard to get to know as much as they can about your loved one and will boldly proclaim the gospel at their funeral service. Part of pastoral care at the time of death is learning about the individual and how their faith impacted their life here on earth. You do not need a pastor to tell you how wonderful your loved one is because you already know this. What you need is someone who will preach the gospel and tell you that you will see them again, and that is exactly what our pastors do at each funeral they are asked to lead.

### Memorials

Zion's guidelines for memorial and special gifts are included in this policy on the reverse side.



### Music

Only music appropriate for worship services will be used at Zion Funeral/Memorial Services. All special musical arrangements need approval from the staff music director, organist or accompanists, as well as the pastors. Electronic music, digital tapes, vocal soloist(s), other instrumental music may be used but must also be approved by the director, organist, and pastors.

### Videos

If a video is to be used during the service, it must be submitted to the Church Office 48 hours prior to the service for review. All presentations should be on a flash drive and should not exceed five minutes in length.

### Fee For Active Members

If the deceased or a member of their immediate family (spouse, parent, child, sibling) is an active member of Zion, there is no fee for the use of the facilities.

### Fees

*~adopted by Congregation Council, May 2022*

Pastor's Honorarium \$100-200  
*(Optional for members)*

Meal Reception \$100-400  
Paid to "Zion Lutheran Church"

Church Organist/Pianist \$150

Soloist \$100

Sound System Operator \$ 50

### Additional Fees for Non-Members

Use of Church \$250

Use of Social Hall or Chapel \$200

# Zion Lutheran Church

## Memorial and Special Gifts Guidelines

We are honored that you are considering a gift to further the ministries of Zion Lutheran Church. We realize that this is a difficult decision to make during a most difficult time as well. We hope that you find this information helpful in reaching a decision to leave a Memorial or Special Gift in the name of a loved one. We will make all efforts to use the memorial contribution as you have requested.

### SUGGESTED CATEGORIES:

- **General Memorial**  
This memorial would be put to use where needed and could fund current ministries as identified in our annual budget. This fund offers the pastors and Council more flexibility to use your gift where it can provide the most help in furthering the various ministries of the church. It is also the most used of all the categories.
- **Music and Worship Memorial**  
This memorial would be put to use in the Worship and Music Program at Zion. This would include music for choirs; the Contemporary Worship Team; the Altar Guild and the upkeep of vestments; and maintaining our pipe and electronic organs, handbells and pianos.
- **Youth and Family Ministries Memorial**  
Your gift would be put to use furthering the Youth and Family Ministry at Zion. This would include Zion's youth programs and faith formation ministries.
- **Technology Memorial**  
Your gift would be used to upgrade and keep current all of the technology used in Zion's ministries. These include computer needs, audio/visual needs and livestream offerings.
- **Building Fund Memorial**  
This memorial would support the church properties, helping to maintain the various heating, cooling, electrical and other infrastructure components of our properties. These types of gifts ensure a safe, comfortable environment for worship and the ministries of Zion.
- **Heritage Preservation Memorial**  
This memorial would fund the historical preservation of our church. The main front section of Zion was built in 1859. The cost to preserve a historic building such as ours is great but allows us to remain as Christ's Beacon in the Valley for generations to come.

If there is a specific, urgent or critical need of Zion that you would like to earmark as your Memorial/Special Gift, please contact the pastors who will discuss it with you and offer guidance.

### A Message from The Pastors

Thank you for considering making a memorial and special gifts donation to Zion Lutheran Church. Memorial contributions create a lasting legacy. These gifts are important to us because they offer support for current and ongoing ministries and provides the resources for big projects and our buildings needs. Thank you again for your donation. We make it a priority to use God's guidance as we designate and use these gifts in memory or honor of your loved one. Rest assured that anything that you give goes to the glory of God and brings God's goodness to the people in our community.

Gratefully yours,

Pastors Diane and Matt Day  
Co-Pastors, Zion Lutheran Church