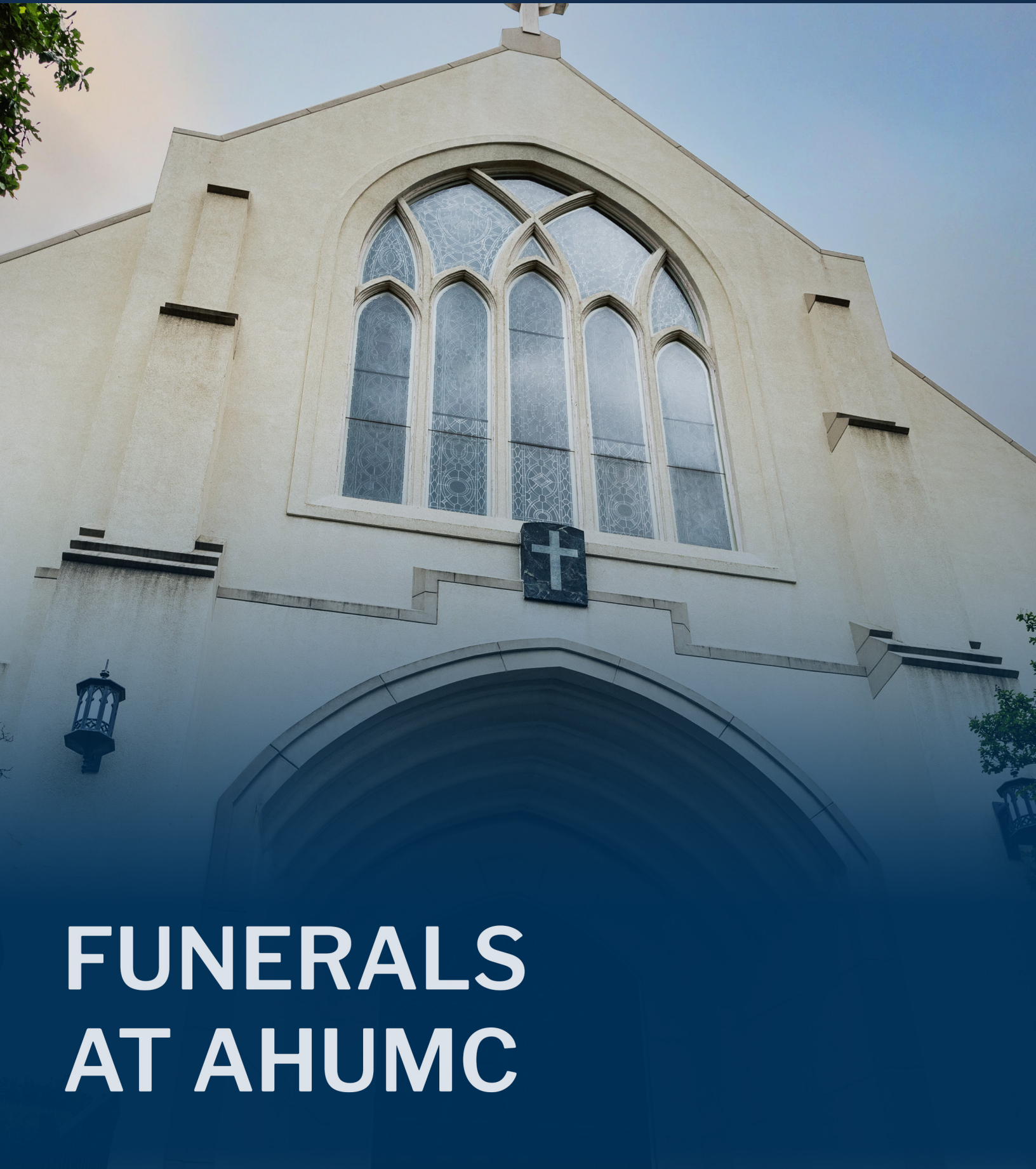




ALAMO HEIGHTS
UNITED METHODIST CHURCH



FUNERALS AT AHUMC

YOU ARE NOT ALONE.

Our pastors and staff consider it a sacred privilege to walk with you throughout these difficult days. When the death of a loved one occurs, we will accompany you in your grief and assist you in your next steps.

We understand that loss and grief make the time-sensitive decisions of planning a funeral or memorial service challenging. Our staff is here to help — offering guidance and support as we work with you to plan your loved one's service. Please reference the following guidelines as you meet with our staff.

WE ARE AVAILABLE FOR VISITATION AND PRAYER.

To arrange a clergy visit, report a death, or plan a service during business hours, please call the church's main number, 210-826-3215, to speak with *Leah Jayne at extension 111*.

After business hours and on weekends, please call the church's main phone number 210-826-3215 and press 3 to leave a message for a minister.



SCHEDULING A SERVICE

**AHUMC is a Christian community of
*love, hope, and belonging for all.***

Our campus is open to anyone in need of a facility for a funeral or memorial service.

To provide both you and our staff with adequate planning time, we require a minimum of five business days between the date of service request and the day of the service.

AHUMC hosts funerals and memorial services Monday through Thursday in the morning or afternoon. Due to our regular schedule, we are not able to host services on Friday, Saturday, or Sunday.

FUNERALS, MEMORIAL SERVICES, AND INTERMENTS

The distinction between a memorial service and a funeral service is the presence of the casket. Though funeral practices are constantly evolving, a service with the casket is usually called a “Funeral Service” while a service without the casket is called a “Memorial Service.” If there is not a designated time for a “viewing,” the casket may be open prior to the beginning of the service.

Cremation is consistent with our understanding of the Christian faith and is a matter of preference. Niche-side services are available at cemeteries, mausoleums and/or columbaria.

Interment may precede or follow the worship service. Members and friends of the family may gather at the graveside or columbarium for a service of farewell, which should be offered with simplicity, dignity, and brevity. This service of committal typically includes readings from scripture, prayers, and a blessing.



SERVICE CONTENT

Our pastors and worship leaders are here to serve. When you meet with one of our pastors, you will be able to select content for the funeral or memorial service. The elements of the service can include scripture readings, music, creeds or responsive readings, poems, prayer, words of remembrance from family or friends, and a message or homily from the pastor. We recommend words of remembrance be offered by one or two speakers with a guideline of no more than five minutes each.

If your loved one was an eligible veteran and is not being buried in a national cemetery, it may be possible to arrange the following military honors:

- The United States flag draped over the coffin.
- A short flag-folding ceremony that involves the United States flag being folded into a triangle via a specific process that involves 13 folds to represent the original colonies.
- The presentation of the flag to the family of the deceased. The next of kin, such as a spouse, child, parent, or sibling, typically receives the flag. The military representative presenting the flag thanks the family for the service of the deceased on behalf of the branch of the military under which he or she served, the President, and a grateful nation.
- The playing of “Taps”— a ceremonial bugle call associated with the Armed Forces. “Taps” is also called “Day is Done” and “Butterfield’s Lullaby” and is commonly played at military funerals. Taps is played by a single military member on a trumpet or bugle or via an audio recording.
- A firing party to provide a three-volley rifle salute representing duty, honor, and country. The salute takes place outside the sanctuary and does not involve live ammunition.

SERVICE CONTENT

Bulletins

AHUMC prepares and prints all bulletins for services using one of three bulletin templates. The templates are designed to include a photograph and obituary and can be accessed at [*ahumc.org/funerals*](http://ahumc.org/funerals).

You are welcome to create and provide your own bulletin insert to be handed out along with the service bulletin. The maximum insert size is 5.5" x 8.5". Content suggestions for such inserts include photos, statements from friends, poems, and passages of Scripture.

Music

We can schedule an organist/pianist for the funeral or memorial service. AHUMC is blessed with phenomenal musicians, including our choir and soloists. The Music and Worship Director is responsible for securing musicians who are approved to provide music at AHUMC. Recorded music may be played before the service and at any reception.

Officiant

You may request a particular AHUMC pastor to officiate the service. If the desired pastor is not available or you do not have a preference, a pastor will be assigned.

United Methodist clergy welcome clergy from other denominations to assist in the leadership of funerals and memorials. The officiating clergy of Alamo Heights United Methodist Church will extend the protocol of invitation and make sure any visiting clergy are welcome and comfortable.



Altar Flowers and Gift Flowers (OPTIONAL)

If you would like flowers, you may order from your choice of florists at your expense. Please instruct your florist to deliver them on the day of the service at least one hour prior to the service time. Altar flowers are only permitted on the back of the altar behind the cross and must be no higher than 8 inches.

Flowers sent by others can be displayed in the sanctuary or reception space. If you are holding a reception on-site, the flowers can be moved to the reception following the service. If you wish to keep flowers or plants, please be sure to take them with you when you leave the church following the service. Our flower ministry will divide any remaining flowers into small vases and deliver them to the homebound.



RECEPTION AT THE CHURCH

(OPTIONAL)

When scheduling allows, a reception may be held for an additional fee. The fee covers access to the space and an AHUMC staff member who will serve as the point of contact for any advance arrangements you need to make as well as the campus liaison on the day of the reception.

You may choose your own food service provider—or we can provide you with contact information for our preferred in-house food service provider—to make any needed arrangements and payments directly.

Photos at Reception

Framed photos and memorabilia may be arranged on a table in the reception venue immediately prior to the service.

Video Slideshow

For an additional fee, you can schedule a technician to display a PowerPoint or Keynote slideshow presentation that you provide. Please allow at least one business day before the service for AHUMC testing and setup.

Recording/Streaming of Service

For an additional fee, funerals and memorial services can be recorded and/or live-streamed online. A private internet link can be provided and shared with family and friends.

THE COLUMBARIUM

The Columbarium at AHUMC is a serene place for contemplation and commemoration of the lives of loved ones. It is a garden courtyard in the center of the AHUMC campus that features a fountain and granite walls that list the names of our dear departed members on the front of each niche where urns bearing their ashes are stored. The Columbarium may be visited daily at any time between daylight and dusk.

Columbarium niches are available to members, former members, ordained Methodist ministers, and their family members — including spouses, parents, grandparents, children, and grandchildren.

For more information about AHUMC's Columbarium, visit ahumc.org/funerals.

HONORARIA

The provision of pastoral care and the funeral or memorial service is part of AHUMC's ministry. Accordingly, there are no required fees for visitations, the use of church facilities, or the assistance provided by the staff. In instances where individuals or families wish to show appreciation by providing an honorarium to clergy or the church, such gestures are certainly acceptable. Contact *Leah Jayne* at 210-826-3215 extension 111 for more information.

ASSOCIATED FEES

Organist / pianist	- \$200
Soloist	- \$150
Technician	- \$200
Live-streaming	- \$200
Parking lot security	- \$230
Parlor Reception (up to 60 guests)	- \$100
CLC Reception (up to 400 guests)	- \$300

[illegible]

[illegible]



For more information
VISIT AHUMC.ORG