

Covenant Evangelical Presbyterian Church  
5290 Milwaukee Rd.  
Tecumseh, Michigan 49286  
517-301-4602

## ARRANGEMENTS FOR FUNERALS/MEMORIALS

General Instructions: The order of service must be in the Pastor's hands before the service is to begin.

Special music requests and arrangements must be made with our music director.

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## FUNERAL POLICIES

1. **Officiants:** The pastor of Covenant Presbyterian Church will officiate at the service and/or committal. Requests for the participation of a "guest" pastor to perform the service must be made to the officiating pastor. Family members, friends, and members of the congregation may also assist in the service. The pastor is available upon arrangement to lead a brief committal service at the site where the casket/cremains are to be interred. The service typically includes: scripture, prayers, words of committal, a benediction. It may be held before or after a funeral upon arrangement with the pastor.
2. **Photo displays** of the deceased may be placed in the area outside the sanctuary
3. **Music and sound board:** Covenant's music director will play music for the service, if you would like, for a fee (stated in the box below). You may also choose to have someone else play for the service. All music must be approved by our pastor and music director. Covenant's sound man will run the sound board.
4. **Flowers:** arrangements may be placed in the area outside the sanctuary and one or two arrangements may be placed in the sanctuary.
5. **Receptions and meals:** When the deceased is a member of Covenant Presbyterian Church, the church will provide, at the request of the family, a reception in the Fellowship Center for the people attending the funeral. The family will pay for the main course (meat), and volunteers from the church will provide side dishes and desserts.
6. **Building use:** The family may use the Fellowship Center, the grounds and the pavilion for the reception. The Church Caretaker will be used for all

funerals/memorials at the church. No smoking and no alcohol will be allowed anywhere in the building or grounds.

## BUSINESS MATTERS

The following amounts are not standard fees, but rather minimum:

	Payable To:	
Minister's gratuity (suggested minimum)	\$300.00	Richard Mortimer
Sanctuary/use of church building	No Charge	
Musician	\$100.00	Ben Nichols
Church Caretaker	\$100.00	Jim Skelton
Sound System	\$100.00	TBD

Gratuities to individuals are to be made out to each one separately by check or envelope.

**ALL FEES AND GRATUITIES ARE TO BE GIVEN TO THE PASTOR.**

IT IS THE RESPONSIBILITY OF THE FAMILY TO CONTACT THE FOLLOWING PEOPLE FOR THE FUNERAL.

BEN NICHOLS: Music and Sound System

[bensmusicdesk65@gmail.com](mailto:bensmusicdesk65@gmail.com)

LORRIE PARKER: Office Manager (building key)

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

Each can be contacted at the church: 517-301-4602 (from 8am-4pm)

If you need a building key, you must sign one out with the church's office manager.

We respectfully request that all rooms be left neat and orderly.

Thank you!