



Oxford United Methodist Church

Funeral / Memorial Service Information

2019-2020

The pastor and staff of the Oxford United Methodist Church pledge to offer our church facilities for the use of services of Christian funerals and memorials to our church members and non-church members of the surrounding community.

The Appointed Pastor of Oxford UMC is in charge of scheduling, coordinating, and officiating funerals at Oxford. If the family of the deceased requests additional clergy or clergy other than the Pastor, Oxford's Pastor must approve before any further arrangements are made. Oxford UMC recognizes and adheres to the policies of the Rio Texas Conference of the UMC regarding retired clergy or previous appointed Pastors.

Scheduling: The Pastor and the family of the deceased will coordinate with the funeral home in the scheduling of the service. Availability of the facilities, custodian, and support staff must also be taken into consideration before a service is scheduled. Memorials/Funerals may not be scheduled on Fridays or Sundays.

The following dates are also exempt for Memorials/Funerals:

Holy Week

Easter Day/Week-End

July 4th

Labor Day

Thanksgiving Day/Week-End

Christmas Week, Eve/Day

New Year's Eve/Day

Fees for Services

(Fees for services for active Oxford members may be changed or waived at the discretion of the Pastor. Honorariums/ Fees may be paid directly to those providing services. Please make checks to Oxford for bulletins, videos, and facility and custodian fees.)

Pastor's Honorarium	\$250
Pianist/Organist	\$175
Soloist	\$100
Sound Technician	\$65
Projected Media Tech	\$65
Custodian	\$75
Programs/ Bulletins	\$35 <i>(100 bulletins /color printing)</i>
Livestream Services	\$65
Administrative Fee	\$50
Facility fee of Gym for reception	\$100
Non-member facility use	\$100

PROGRAM/VIDEO: A slide show may be produced by the family. Please bring it on a USB drive to the service no less than one hour before start time. The church office can produce bulletins. We ask that all bulletin information and cover photo be submitted no later than 48 hours before the service.

MUSIC: Music will be coordinated by the couple and the musician. The Pastor must be made aware of the musical selections to determine that each piece is appropriate. If there is a soloist, it is the responsibility of the family to provide the soloist the telephone number of the organist so that he/she can set up an appointment for practice with the organist. The soloist will be responsible for providing the organist sheet music for the solo. The Pastor can provide names of soloists if the couple will need to include the Soloist fee when making final payment of the fees. The Wedding Coordinator and the Organist need to be given the name and telephone number of the Soloist. The Sound Technician must receive information on what instruments will be used and if a microphone will be needed for a soloist.

ORGANIST: It is the responsibility of the family to set up an appointment with the church organist to make their selections for the ceremony. If another organist is used, the Oxford United Methodist Church Organist will need to meet with the guest organist to discuss use of the church organ. The name and telephone number need to be given to the Organist and the Wedding Coordinator.

SOUND SYSTEM: The sound system requires an Oxford trained operator. If the event requires the use of the sound system, it is the responsibility of the person wanting use the sound system to contact the sound technician to insure that a trained and approved operator is available.

FLOWERS: We ask the family to please take all flowers provided for the funeral immediately following the service or reception. The family may consider donating potted plants to the church. The church is not responsible for discarding the flowers following the service.

RECEPTION: We ask that the reception take place immediately after the memorial service or burial. It is common for the reception to last approximately one to two hours max. Oxford has ministry that will provide volunteers to set up, serve, and clean up for funeral receptions of members of Oxford. It is customary for the family of the deceased to provide the food for the reception. We do not have commercial kitchens on site. Catering must be arranged by the family. Caterers may serve out of our kitchens. The Funeral Dinner Ministry coordinator may also coordinate donated food for receptions of church members. Our kitchen facilities do not provide ice. Other arrangements may be made by the Funeral Dinner Ministry for use of Oxford's paper goods, serving dishes, coffee makers, drink dispensers, crock pots, etc. We ask that the family please take all left over food immediately following the reception. We cannot store left overs in our kitchens. Donations to the Funeral Dinner Fund ministry are always welcomed.

CHILDCARE: The church does not provide childcare for memorial/funeral services. A cry room is available for use during the service.

RESPECT FOR THE CHURCH FACILITIES/REMINDERS

Anyone who uses any of the facilities will leave everything clean and set-up the way they found it or by direction of the Facility Manager.

Consumption of alcoholic beverages or possession of any illegal substances or firearms are not permitted on the premises. Smoking is not permitted in any building or near any entrances to any of Oxford's buildings.

The Pastor, Facility Manager, or Program Director have the right to cancel an event if a member of the party is under the influence of alcohol or drugs.

Do not leave valuables unsecured at any time in unlocked cars. Be sure to remove all personal items from the facility prior to leaving.

If a large funeral is planned in Oxford facilities, security/ traffic polices will be required. It will be the duty of the family and/or funeral home to provide this.

The policies and procedures have been approved by the Oxford United Methodist Church Pastor, Staff and the Board of Trustees.

Pastor _____ Date _____

Family _____ Date _____

Church Staff Rep. _____ Date _____

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