



February 19, 2019

Dear Members of the Trinity Family,

For more than two decades some Trinity members have hoped for a place on our campus that could be set aside for the cremains of our beloved members to be interred. Some members of our congregational family have been holding on to their loved ones' cremains in the hope and prayer that such a structure could be built at Trinity. After many hours of work, prayer, setbacks, and disappointments, the work of the Columbarium Committee that began more than five years ago has finally come to a place that specific plans are ready to share with the members of our family of faith.

Enclosed you will find a pamphlet detailing more information about this project as well as an artist's rendering of what the columbarium will look like on our campus in the currently underutilized space in the courtyard behind the altar in the church. To learn more about this project and how you can reserve a niche, the Columbarium Committee invites you to attend one of the following information sessions that will be held in the Parlor at the following times:

Monday, March 4 at 2:00 pm

Monday, March 4 at 6:30 pm

Wednesday, March 20 at 1:15 pm (after Lenten mid-day worship)

It would be most helpful if you could communicate to the Church Office which of these gatherings you plan to attend.

In order for the dream of constructing a columbarium on Trinity's campus to become a reality, a number of niches must be reserved before a contract can be signed. Each double niche will cost \$4,400. Niches reserved between March 4 and May 31 will be available for a reduced cost of \$4,000. One of the ways that you can support this project is to attend one of the upcoming information sessions and/or pay in full to reserve a niche. Memorial Plaques may also be reserved at a cost of \$500. Once it is determined by the Executive Committee that enough niches have been reserved to make this project possible, a recommendation will be presented to the Congregation Council and a meeting of the Congregation called to act on this recommendation. The plan is for the Congregation to act on both the Columbarium Project and a proposal for the renovation of the organ at the same time. In the unlikely event that enough niches are not reserved to support the Columbarium project, all monies will be returned.

On behalf of our Trinity family, I am grateful for each of you and for all the ways you support and bless our life together. I encourage you to prayerfully consider supporting this project by making plans now to have your cremains or the cremains of a loved one, who was a member of Trinity, interred in the Trinity Lutheran Church Columbarium. The Columbarium will be a place of beauty, honor, and distinction, a place that our members, friends, and guests can come, remember, and give thanks for all the saints of God who are now a part of the Church Triumphant. Thank you for giving this project your full and careful attention.

Peace, love, and joy,

A handwritten signature in cursive script that reads "Susan".

Pastor Susan Crowell

421 North Main Street, Greenville, SC 29601-2000



P: 864.242.5702



F: 864.242.6442



W: www.trinitylutheran.ws

Policy and Procedures for Funerals and Memorial Services

Trinity Lutheran Church

Greenville, South Carolina

The death of a baptized Christian, one who has lived in the communion of the church, is an occasion for thanksgiving and the proclamation of the resurrection of Jesus Christ. Every activity surrounding such a death should point to the good news of the gospel of Jesus Christ.

Funerals and Memorial Services held in the Sanctuary at Trinity Lutheran Church are for active members of the congregation. Active membership in this congregation is defined in the constitution as those who have received the sacrament of communion or made a contribution of note within the past two years. Members of the congregation who, due to illness and declining health, have moved away from Greenville to be cared for by a family member, are regarded as maintaining their membership status at Trinity.

Celebrating the life of a baptized child of God at the time of death through a Funeral or Memorial Service in the Sanctuary at Trinity is an honor and a privilege for this congregation. Because Funerals and Memorial Services are relational events (lifting up the relationship between God and the deceased and between the congregation and the deceased), it is only appropriate to conduct these services in the Sanctuary when the deceased was an active and involved member of this Christian community.

Because it is Trinity's desire to share the love and grace of God, Funerals and Memorial Services may be conducted in the Sanctuary when the deceased is:

1. married to an active member of Trinity
2. a family member of an active Trinity member who, at the time of the death, was living in Greenville either in the home of the Trinity member or in a care facility whereby the Trinity member was providing care and nurture.
3. A current active member of Trinity's Lutheran Campus Ministry at Furman
4. A young adult who grew up at Trinity but no longer lives in Greenville or attends Trinity, but who remains on the roster of membership of the congregation. (Out of pastoral love and care, young adults remain on the membership role until they have established themselves in the life of another congregation or decide that they no longer wish to be a part of a Christian community.)

When the deceased is not an active member of Trinity and none of the stated inclusions apply, and the family requests a Funeral or Memorial Service at Trinity, the pastor(s) extends the care and love of Christ and of this congregation by offering to officiate at a Funeral or Memorial Service at the funeral home or graveside, at a time that is mutually agreed upon by the pastor and family of the deceased. These services are not conducted in the Trinity Sanctuary.

While the Trinity congregation wishes to express love, care, blessings, and prayers to all who grieve the death of loved ones, Funerals and Memorial Services at Trinity are only held for active members of this congregation.

The following guidelines apply to all Funerals and Memorials Services held at Trinity:

1. The funeral service is conducted in accordance with the liturgy provided in *Evangelical Lutheran Worship*. Families of the deceased may suggest scripture readings and hymns, and may participate as lectors or communion assistants.
2. The Church Office, under the direction of the pastor, prepares and prints the bulletin for Funerals and Memorial Services. The Church Office, in consultation with the pastor and family, recruits ushers and lay assistants. When there is a need, the Church Office may also recruit pall bearers.
3. Trinity's pastor(s) conducts funeral services held in the Sanctuary. Guest clergy may participate in the service at the discretion and invitation of Trinity's pastor.
4. All music, to include hymns and anthems, included in the funeral liturgy must be appropriate for worship. The Pastor and the Director of Music Ministries will have final approval of all music, soloists, and other musicians. (A list of suggested hymns is provided at the end of this document.) The Church Office makes arrangements with the Organist.
5. Altar paraments will remain the color of the liturgical season.
6. No photos of the deceased may be placed in the Sanctuary. No flowers (other than the vases on the altar) may be placed in the Sanctuary.
7. The only flowers used in the Sanctuary will be the two vases on the altar. These must be fresh cut flowers. The Church Office provides and pays for these flowers. Special requests with regard to altar flowers should be discussed with the pastor when planning the funeral. Any special requests that result in additional cost must be paid for by the family.
8. Services for fraternal orders, lodges, veterans groups or other organization are not appropriate in the church. Should the family desire these rituals, they must be executed at the graveside at the conclusion of the Christian committal rite. This is also true with military honors. If military honors are desired and a committal is not scheduled, arrangements can be made for military honors to be done on the front lawn of the Church at the conclusion of the worship service. All these arrangements should be made with the Pastor.

9. A homily will be offered at the worship service by Trinity's Pastor. The homily will be a time to remember our loved one and to proclaim boldly the good news of the gospel – the good news of the Easter promise of resurrection to new life. Eulogies are not permitted.
10. Because Holy Communion provides the people of God with a foretaste of the heavenly banquet, families are encouraged to include the celebration of the sacrament of Holy Communion within the funeral liturgy. At Funerals and Memorial Services, Holy Communion is administered by intinction.
11. In response to the goodness of God and in gratitude for the life of the deceased, families may choose to designate financial contributions in memory of the deceased. This often happens in lieu of flowers. We encourage memorials be made to Trinity Lutheran Church.
12. Because it is helpful and comforting for the family to gather after the service for mutual care and support, Trinity provides either a meal for the family or a simple reception for all who attend the service. Oftentimes, families choose to have a reception at the church instead of a separate visitation at the funeral home. If a family prefers a meal, the meal may be served at the church or in a family member's home. Receptions and meals are usually served in either the Assembly Room or Multipurpose Room depending upon the number of people involved and the availability of rooms. It is appropriate to have a memorial table at the reception which may include family photos, artwork, or items that were especially dear to the deceased. There is no fee for this reception as it is Trinity's joy and pleasure to provide this gift for a grieving family.
13. The staff and community of Trinity Lutheran Church, called by Christ to comfort those who mourn, plan and implement the Funeral or Memorial Service for the deceased. There is no fee for any of these services. There is also no fee for use of the Sanctuary.
14. Funerals and Memorial Services are scheduled through the Pastor at times that are mutually convenient for the family, the church, the funeral home, and the pastor.
15. Upon request to the Pastor, arrangements for an audio recording of the Funeral or Memorial Service can be made.
16. When a Funeral is held in the Sanctuary, the casket is covered by a pall (a white liturgical drape symbolizing baptism). The pall is provided by Trinity. Flags are not permitted in the Sanctuary.