

East Koshkonong Lutheran Church
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Funeral and Memorial Policy 2024

Updated June 2024

EAST KOSHKONONG LUTHERAN CHURCH FUNERAL POLICY 2024

Arrangements for burial will be made by the family and/or friends of the deceased and is a separate issue from the details of a funeral worship service. Alternate arrangements for ceremonies or tributes of military or fraternal societies may be made apart from the Christian worship service.

Who officiates at funerals at East Koshkonong Lutheran?
The pastor of East Koshkonong Lutheran will officiate at funerals.

Who officiates in the absence of the pastor of East Koshkonong Lutheran?
An ordained ELCA pastor will officiate in the absence of an East Koshkonong Lutheran Pastor. If the pastor is on vacation, the pastor-on-call will be asked to officiate.

Scheduling of the Funeral

The family, the funeral home and the pastor will confer to schedule the funeral.

Order of Worship

The order of worship in Evangelical Lutheran Worship will be the basis for the funeral worship. The service includes:

Prayers

Scripture Readings

Apostles' Creed

Commendation

Options that may be include:

Hymns

Musical Solo/choir anthems

Pre-recorded Special Music (per pastor approval)

Pastoral Homily

Sacrament of Holy Communion

Words of Remembrance

Music and Musicians

Sacred music will be the norm. All music will be chosen by the family in consultation with the pastor and the organist. Hymns may be sung by the congregation. Solos and/or choral music may also be used. The organists of East Koshkonong Lutheran will normally be the organist for the funeral.

Funeral Pall

East Koshkonong Lutheran has a white funeral pall which may be placed on the casket or urn prior to the very beginning of the service. This pall is a visual reminder of baptism into Christ.

Bulletins for Worship

The order of worship may be printed on worship bulletins at no charge to the family.

Suggested Scripture Readings - Options for Readings:

Psalms 23, 121, 139, 42, 46, 103, 118

John 10

Matthew 11:25-30

John 14

Luke 12:35-40

Revelations 7, 21, 22

Isaiah 43

1 Peter 1:3-9

John 11:25ff

Romans 8, 14, 6

John 3:13-17

2 Timothy 4:6-8

Paraments

The paraments of the current season of the church will remain in place.

Refreshments for the funeral

Food served after a funeral will be provided by the family, perhaps in conjunction with a caterer.

The church will provide:

table settings, including placemats, napkins, paper plates, cups and glasses, and tableware

coffee and water

Women of the ELCA at East will serve the food brought in, and provide desserts

Contact person for Women of East is Carolyn Lien 608-669-4249

Cemetery Arrangements

Contact Person:

Lane Taylor
(608) 423-4267

Fees

Members:

No fees for members

Honorariums at discretion of family per guidelines of Funeral Home. *If there is no Funeral Home serving the family please see non member fee's below.*

Family pays food costs for lunch

Traditionally, \$100 is donated to the circle serving the lunch, if not included in Funeral Home expenses

Non-Members:

Use of building	\$150
Organist	\$150
Soloist	\$100
Pastor	\$150 - \$250
Food	Provided by the family
Church Circle (for serving)	\$100

Any exceptions to fee policies will be made by the pastor and/or a member of the Church Council.

Possible caterers include :

Bon Ton 920-674-3262

Festival Foods 920-563-3531

Piggly Wiggly 608-423-4004

Carla's Catering 920-728-3246

NOTES

Area Funeral Homes

- Nitardy Funeral Home, Cambridge 608-423-3414
208 Park St.
Cambridge, WI 53523
- Nitardy Funeral Home, Fort Atkinson 920-563-5898
1008 Madison Ave
Fort Atkinson, WI 53538
- Dunlap Memorial Home 920-563-2575
604 South Main St.
Fort Atkinson, WI 53538
- Gunderson Funeral and Cremation Care 608-873-4590
1358 US-51
Stoughton, WI 53589
- Olson-Cress Funeral Home 608-873-9244
206 W. Prospect St
Stoughton, WI 53589
- Albrecht Funeral Home & Cremation Service 608-884-6010
1004 S. Main St.
Edgerton, WI 53534
- Apfel Ehlert Funeral Home & Cremation Service 608-884-9466
315 Lord St.
Edgerton, WI 53534

Memorial

Introduction

Donating memorials is a wonderful way to honor the memory of a loved one who has died. The following guidelines must be followed for all memorial donations to EKLC.

MEMORIAL POLICY

All memorial gifts should be just that — gifts. Donors may request funds be directed to projects and specified needs identified by the Congregational Council. Monies toward new projects will not be received unless the project is approved by the council. Donations to missions other than those annually approved by the congregation for support should be made directly to that organization.

Memorial Item Donations

- 1) If anyone desires to donate any memorial items to EKLC, a detailed proposal must be written up and submitted to EKLC church council for their review.

- A) Each proposal must include all relevant information about the items and what the donors desire to be done with them. Please include detailed descriptions of the items themselves, i.e., the dimensions, weights, and materials from which they are constructed. Also, a statement of the precise location that donors would like for the items to go and how they would like items to be used should be included in proposals. Finally, include an estimated time frame of when the item(s) will be completed and how they will be installed at EKLC.
- B) EKLC council shall have the right to determine any relevant information about the memorial items and how they shall be used that was not included in the written proposals. EKLC council also reserves the right to refuse donation of any memorial item proposals. All council decisions regarding memorial items are final.
- 2) It shall be the responsibility of the donors to coordinate transporting the items to EKLC once they are completed and ready to be installed.
- 3) Upon its installation, a memorial item becomes the property of EKLC who shall strive to use it as was stipulated by both the written proposal and council's decision.

4) If donors wish to have any memorial items dedicated, they must consult with the pastor and church office to determine the date and time for the dedication.

Memorial Fund Donations

1) Monetary memorial gifts to EKLC are either designated or undesignated.

A) Undesignated are funds for which donors did not stipulate for the money to be used for any specific account or area of ministry. After these kinds of funds have been received, they shall become **part of EKLC's undesignated memorial fund**. EKLC council determines how funds from this account shall be distributed as various needs and opportunities arise.

B) Designated funds mean donors requested that they be directed towards a particular ministry area or account, giving donors a measure of say in how the gift will be used, but without specifying an exact or immediate use or project,

2) All monetary memorial gifts shall be submitted directly to the EKLC office.

Memorials and Commemorative Gifts may be directed to a specified ministry or project as outlined in the *Memorial List*, or to one of the establish funds listed in the next section.

Receipt for Gifts Given To East Koshkonong Lutheran Church

Gifts given to East Koshkonong Lutheran Church (EKLC) made in the form of bequests, estates, memorials, insurances, stocks and real or other assets.

Gift given By / in Memory/Honor Of: _____

Gift Amount / Item given to EKLC: _____

Date gift was received: _____ Received By: _____

Contact for Given Gift (for future communications)

Name: _____

Address: _____

Phone Number: _____ E-Mail: _____

Intended use of Gift (as listed below)

- EKLC General Offering
- EKLC Special Programs (Youth, Ed, Adult, Specify); _____
- EKLC Maintenance (Bldg, Equip, Furnishing, Specify); _____
- Women of EKLC, Specify; _____
- Trust Fund – Memorial Fund Investment (Principal and earned income can be used)
- Trust Fund – Perpetual Fund Investment (Only earned income used can be used)
- Aagot Borge Fund (Upper Church maintenance and improvements)
- ELKC Cemetery
- Missions (Global, Local, Specify); _____
- Other, Specify; _____

