

Waverly Presbyterian Church
FUNERAL/MEMORIAL POLICY

A Guide for Loved Ones

Contact information
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INTRODUCTION

We are so sorry to hear of your loss and if you choose to work with us, Waverly Presbyterian Church commits to supporting you at this time, and will create a service that points to the hope of the resurrection.

AUTHORITY AND SCHEDULING

The pastor of the Waverly Presbyterian Church has the final authority concerning your desires and plans for your funeral or memorial service.

All funerals and memorial services must be approved by Waverly's pastor and Session.

While we will make every accommodation to provide you with a time and space for a service, we can not guarantee that a space will be available for a reception.

FACILITIES AVAILABLE

The sanctuary seats 250 comfortably. It is not air-conditioned. It is accessible by a back entrance for those using wheelchairs or other movement aides.

On the day of the service, there is a side room available for family to prepare/wait.

There are two parking lots: the Forbes Avenue parking lot and a smaller (accessible) lot reached from Briar Cliff Road.

The lounge can also be used for a small reception. It has a limit of 50 people.

The social hall can be used for a larger reception. It accommodates 150 people.

CHURCH FEES

	<i>Members</i>	<i>Nonmembers</i>
Sanctuary	No charge	No charge
Custodial fee	No charge	\$100
Lounge (reception)	No charge	\$100
Social hall w/kitchen (reception)	No charge	\$150
Accompanist	\$100*	\$100*
Minister	No charge	\$150
Coordinator (required with reception)	goodwill offerings	\$100
Sound Engineer (to use our equipment)	goodwill offering	\$75

*Professional fees may vary by individual.

The funeral home may manage the distribution of payments. Please connect the funeral home with Waverly church in order to facilitate this process.

COORDINATOR

Waverly Presbyterian Church's coordinator will assist you if you choose to hold your reception at Waverly. The coordinator's job encompasses all the activities surrounding the funeral that take place on the premises of the church. Once a date has been reserved and approved by Session, the coordinator will send you a form used to gather some preliminary information and details about your plans. The completion of this form sets the stage for effective communication between you and the coordinator.

OFFICIATING CLERGY

The clergyperson charged with the responsibility of performing the service will contact you about your desires for the service. They will help with any questions you may have.

If you desire to have another clergyperson participate in the service, there is a certain protocol that should be observed. Our pastor will contact the guest clergyperson and issue the invitation. Each clergyperson who participates in the service should be compensated.

MUSIC

The sanctuary has a piano and keyboard available. Special permission and training are required to use the pipe organ.

Approved by session 4.24.24

If you wish to have an outside musician participate in the service, please let our pastor know. As is the case of visiting clergy, our pastor decides on issuing an invitation.

The sound system must be operated by a church representative or someone trained and cleared by the church sound team.

DECORATIONS AND CUSTOMS

All decorations and floral arrangements should be in keeping with the church and its decor. No nails, thumbtacks or tape should be used on the church furniture or walls. The florist should contact the coordinator to set up a delivery time and other instructions.

PHOTOGRAPHERS/VIDEOGRAPHERS

Video equipment is permitted but must not be a distraction during the ceremony.

Photographers and videographers must be unobtrusive and respectful of the sacredness of the service and place.

Photographers and videographers are expected to meet with the coordinator before the service for explicit instructions.

TIME ALLOTMENT

If you are not holding your reception at the church, on the day of the service, the Sanctuary will be open one hour before the service. The family will be able to stay for an hour after the completion of the service for receiving guests.

MISCELLANEOUS

The church building is a non-smoking area. No alcoholic beverages may be consumed on the premises. The church is not responsible for any missing belongings.

CONDOLENCES

We hope this has been helpful. If you have any questions, please feel free to ask. We're here to help. We want you to have a meaningful and sacred service that honors your loved one well.