



**Metropolitan United Methodist Church  
Funeral Policies and Procedures**

*ernal God is thy refuge, and underneath are the everlasting arms.”  
Deuteronomy 33:27 NIV*

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❖ **Pastoral Services**

The Pastor must be notified before any funeral arrangements are made. Appropriate arrangements will be made in consultation with the pastor, family and mortician. Payment is made directly to the Pastor or designee and is due during the final consultation or on the day of the funeral.

❖ **Pastoral Counseling**

If it is requested, Pastoral counseling and assistance can be given to families in selection of funeral directors and/or any other services that the family may need.

❖ **Funeral Service**

The funeral service will be held in the sanctuary and the casket will be placed before the altar in front of the chancel rail. Persons who wish to view the deceased may do so upon entrance to the church. Before the service begins, the casket will be closed with no further viewing. (Exceptional circumstances will be left to the discretion of the Pastor.)

Services may be held at Metropolitan UMC for active members, inactive members, and community members. Internment is only provided for active members.

❖ **Church Musician**

The family is responsible for contacting the church musician. Please call the church office at 301-375-9088 for additional information.

❖ **Interment in the Church Cemetery**

Due to limited space in the cemetery, only active members are eligible for interment. Please contact the church office at 301-375-9088 to discuss eligibility for interment. Location of the grave site is determined by the Board of Trustees Chair.

❖ **Funeral Program** (*Programs are prepared only for active members in good standing*)

Metropolitan will provide 200 copies at no charge. There is a charge of \$200 for copies 201 to 300 (300 maximum).

If Metropolitan is not preparing the funeral program, Pastor must review a draft of the program before the final printing. Please email a copy of the program to: metroumc.ofc@gmail.com one (1) week before service.

Programs are limited to:

- ❖ One front cover color photo of the deceased
- ❖ The order of service,
- ❖ Obituary
- ❖ One poem
- ❖ Listing of pall bearers/honorary pall bearers
- ❖ Acknowledgements
- ❖ Repast and Interment information

We no longer include photo collages in our programs. Families may have a collage of photos in our fellowship hall or narthex entrance. The final copy of the program (listing all complete information and photo) must be submitted to the Administrative Assistant five (5) days before the service. Programs are not distributed during the family hour. Programs are distributed to the public fifteen (15) minutes before the funeral, or at the discretion of the Ushers.

#### ❖ **Video Presentation**

If a video is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service for review. All presentations should be in Power Point or DVD format and should not exceed five minutes in length.

#### ❖ **Lodge, Organizations, Fraternity and Sorority Presentations**

Any lodge, organization, fraternity, sorority that wish to make their presentation will do so at the family hour or at the grave site following the committal services. Lodges and organizations that wish to have ceremonies must get clearance and time for presentation from the Pastor before the date of the family hour. **There will be no service in the Sanctuary after the Spoken Word.** [The Book of Worship, pages 139-155].

#### ❖ **Fees and Payments**

Services and usage of facilities for active members may be paid by cash, check or money order. Make checks and money orders payable to: Metropolitan United Methodist Church. A returned check fee of \$25.00 is applied for all checks returned for insufficient funds.

The family is responsible for contacting Board of Trustee Chair, Aaron Kane, Jr. (240-412-5868) as soon as possible to discuss fees for usage of our facilities.

#### ❖ **Opening and Closing of Grave**

Metropolitan UMC is not responsible for opening and closing of graves. Due to limited space in the cemetery, selection of a specific area in the cemetery is not guaranteed. Grave sites will be selected along with, and approved by the Chair, Board of Trustees. The contractor's fee is \$800.00. Please make your check payable to Metropolitan United Methodist Church which can be delivered to the church official as late as the day of the funeral.

#### ❖ **Grave Maintenance**

All graves must have a proper marker not wider than a grave width. Special occasions and holiday grave decorations should be removed after three (3) weeks and placed in the dumpster. Live flowers, plants, or shrubs shall not be planted on or around the graves.

#### ❖ **Meals for Bereaved Families**

Due to the ongoing Coronavirus, we no longer provide repast services for funerals.