



Buncombe Street Methodist Church

Funeral/Memorial Service

Policy and Guide

200 Buncombe Street
Greenville, South Carolina 29601
(864) 232-7341
www.buncombstreet.com

Rev. Dr. Justin Gilreath
Senior Pastor
(864) 371-6086

Rev. Grover Putnam
Pastor of Congregational Care
(864) 414-5997

Rev. Chris Ashley
Pastor of Congregational Engagement
(864) 373-6461

Rev. Janice Holliday
Pastor of Worship & Prayer
(864) 371-6084

Vance Jenkins
Director of Music/Organist
(864) 371-6092

Karen Gambrell
Church Administrator
(864) 371-6085

Church Office
(864) 232-7341

Rev. March 2024

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A Little History About Us

Buncombe Street Methodist Church was founded in 1834 and the new Buncombe Street building was dedicated in 1873. However, the seed of its existence was planted on that day in 1832 when Vardry McBee deeded a frame building on Coffee Street to the Methodist Denomination. Down through the years this Church has watched and been an integral part of Greenville's growth from a small village to a major metropolitan area. Our parishioners have diligently worked hard to respond to the needs of our growing and thriving congregation as well as to the community at large.

Buncombe Street Methodist Church continues to meet one of the most important needs of our parishioners and community and that is to offer a ministry of love and hope to all who grieve. Just as the church embraces us in our baptism and throughout our Christian life, so it should embrace us in our death and in our hope of resurrection to eternal life. Christians believe that the death and resurrection of Jesus Christ gives them hope and cause for thanksgiving in the face of death. In this faith, we entrust those who have died to the infinite mercy and love of God.

Introduction

Buncombe Street Methodist Church is humbly honored that you are considering choosing this venue to celebrate the life of your loved one. Many precious passings have been celebrated in the church's 190 years of existence and a celebration of your loved one would give it one more golden glorious memory to add to Buncombe Street Methodist Church's history.

This booklet is designed to provide you with information and guidelines in the planning and preparation for the celebration of life for your loved one.

After reading through this booklet, if you feel you need further information or have questions or concerns, please free to contact our Congregational Care Pastor, Rev. Grover Putnam at (864) 371-6098.

It is an honor to assist families, members, ministers, and funeral homes in planning and conducting comforting, and reverent funerals.

We must remain mindful that any church ceremony is a worship service and those who choose to share in the ceremony are fellow worshippers and not just spectators. As you would expect of a fellow worshipper, all aspects of the service will be conducted with dignity and reverence and in keeping with the liturgy, ritual, and traditions of this Church.

Types of Services

All services conducted by the pastors of the church are services of worship for the community of faith. While the form of the services may differ, each is a Service of Witness to the Resurrection of Jesus Christ.

Memorial Service—The Memorial Service is a service in which the body is not present. The interment of the remains is a Service of Committal that has either preceded the Memorial Service or will take place later.

Funeral Service—The Funeral Service is a service in which the body is present in either a casket or an urn. The Funeral Service is concluded with a Service of Committal.

Graveside Service—The Graveside Service is a service that takes place at the burial site. The Service of Committal is part of the Graveside Service.

Memorial, Funeral and Graveside Services are acts of worship among the Christian community. The purpose of such services of worship are to glorify God, to affirm our belief in the resurrection to life everlasting and to comfort the bereaved. Additionally, gratitude and honor are to be expressed to God for the life and witness of the deceased. The pastor will collaborate with the family to design a service that both honors your loved one and glorifies God.

Guidelines

It is Buncombe Street Methodist Church's policy that any member may use the Sanctuary or Memorial Chapel for funeral services. Also, that member's children may use the facilities for the same purpose. All funeral services will be scheduled at the discretion of the Church. Anyone wishing to use the Sanctuary or Memorial Chapel that is not a member, or the child of a member must be approved by a church minister.

Unfortunately, there are a few times throughout the year that the Church may not be available for funeral services. Unless it is necessary and it has been approved by the Clergy, funeral services may not be scheduled during the following times:

- ❖ Easter weekend
- ❖ Weekend after Thanksgiving
- ❖ Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

If it is possible, we ask that funeral services are held between the hours of 10:00 a.m. and 3:00 p.m. Monday through Friday. The church is reserved for worship and other ministry events on Sundays. No services may be scheduled to begin after 7 p.m.

The Church takes pride in keeping its facility and all surrounding outside areas clear of any debris; therefore, we must ask that no personal food or drinks be brought into or left in the building, outside walks, outside stairways, driveways, or parking lots.

All services, events and special arrangements must be approved by a church minister.

What to do first

If you have access to a computer, please go to the Buncombe Street Methodist Church website to obtain all the information for Funerals. This information can be found by going to www.buncombestreet.com, click on the MENU button on the left side of the screen, click on [About](#) and then click on [Baptisms, Weddings, Funerals](#) and then click on [Funerals](#). This booklet can be obtained electronically by clicking on [Funeral Policy and Guide](#) in this window. After you have read through this booklet please go to the [Funerals](#) page on the website and click on [Funeral Service Request](#) to complete and submit the form. Once we have received this information and it is approved your requested minister will call to set up a meeting with the family. You are always welcome to contact the Church office at (864) 232-7341 with any questions you may have or if you need a copy of the guide and request form.

Once the funeral service time and date has been approved the spaces will be reserved and added to the church calendar. Below are the next steps to take in preparation for the service.

1. Meet with the Minister to discuss the order of worship and tour the facilities.
2. Meet with the Director of Music to discuss the music selection for the service.

Facilities

Church facilities that are available for funeral/memorial services are; 1) Main Sanctuary, 2) Memorial Chapel, 3) Sisk Hall, and 4) Columbarium. The main sanctuary will seat approximately 800 guests and Memorial Chapel will seat approximately 200 guests. Sisk Hall seats 750-800 and provides a more casual atmosphere. The Columbarium may be used for a memorial service for the family or small group to witness the interment of the remains.

Church facilities are also available for receptions following funeral services. Receptions may be held in the Truluck Room, which seats 50 and is equipped with a small kitchen, or in Sisk Hall, with the option of using the main kitchen. Arrangements for the reception must be approved. After approval, notify the church office of any deliveries and/or time necessary for preparations. All spaces are to be restored to their original state after use or extra cleaning costs could be incurred.

An elevator and wheelchairs are available for those who need assistance. Volunteers will be available to help with special needs visitors.

All church doors are locked in the safety of our children in the Child Development Center and our staff, however, certain doors will be unlocked thirty minutes prior to an event.

Reserved parking will be provided. Immediate family and Funeral home attendants may park in the circle at the 211 College Street Entrance. Please see page 20 for a map of all available parking spaces.

Funeral/Memorial Service

The gathering of family and friends, who form a community of hope for a funeral or memorial service, is a rich opportunity to recall the promises of God through Christ. Because of His suffering, death, and resurrection to new life, each time we gather to worship upon the death of a loved one, we do so in the context of God's promise. Every funeral includes praising God in Christ who is our hope and our salvation, even as we remember the deceased and give thanks to God for the time shared with that person.

Buncombe Street Methodist Christians believe in Jesus Christ whose bodily death and resurrection made possible life everlasting. Christians view death as another step in our life as children of God. Yet, Christians also experience death as a time of loss when sorrow, grief, and bereavement are both natural and appropriate. These two truths inform the Christian funeral service and guide the church in its ministry to those who have lost a loved one to death, affirming with both joy and tears the promise and hope of the Good News of Jesus.

A funeral or memorial service should be comforting to those who mourn as well as bear witness to our faith in Jesus Christ. The concern of gathered friends does minister to our grief but, above all else, a funeral is a service of worship to God. There, in God's presence together, we witness to our faith in the communion of saints, the resurrection of the body, and the life ever-lasting. In doing so, the assurance of God's love and salvation in Christ become a ministry, especially to the bereaved. Since a funeral is a service of worship, all that takes place should be consistent with this principle.

A funeral/memorial service may be held in the Sanctuary, Memorial Chapel, Sisk Hall, at the funeral home, or graveside. Church Congregational Care volunteers will be provided for helping with the Sanctuary and Chapel services. The family may gather in Orders Parlor or the Sanctuary Lobby prior to the service.

Please advise your Pastor if there is a need for reserved seating (i.e., Sunday School Class, Circle, Co-Workers).

Funeral services may be recorded and/or live streamed at an additional cost. A copy of the recording will be provided to the family.

The family may request security provided by the Greenville Police Department at a set rate for a minimum of three hours.

Any family members and participants in the funeral service are to arrive early and are welcome to wait in Orders Parlor or the Sanctuary Lobby. Congregational Care volunteers will be available to assist in any way possible.

Ministers

Funeral services at Buncombe Street Methodist Church may be performed, by one or more of our staff ministers.

Many funeral services are conducted by our Congregational Care Pastor, Rev. Grover Putnam. Other Church pastors may be requested; however, they often have limited availability.

If you wish to have a visiting minister to assist in the ceremony, please submit your request to the Buncombe Street Methodist

Church minister that has been assigned to your service. Your assigned minister must oversee all aspects of your service.

The Congregational Care Committee

Buncombe Street Methodist Church takes every measure possible to assure that a funeral/memorial service is a true celebration of a unique life and that the family members and participants are as comfortable as possible and have everything they need. To ensure this, we will provide a team of congregational care angels to help with every aspect of the funeral service. The Buncombe Street Methodist Church Congregational Care Volunteers will be present at both the visitation and service to assist, direct, instruct, and assist you and your family as well as greeting visitors as they arrive. Each visitor will be handed a funeral bulletin as they enter the doors.

Music for the Funeral Service

The Church Director of Music will meet with the family to discuss selections of sacred and classical music for the service. Please keep in mind that all music, instrumentals, and vocals will need to follow the standards of dignity and formality of traditional worship at Buncombe Street Methodist Church.

Your music selections must be finalized at least 72 hours prior to the service. However, if there is a request for additional musicians, the church will need to be notified a week prior to the

service. All music selections and/or any additional musicians must be approved by the Director of Music.

It is church policy that all musicians wear choir vestments or black attire.

Please advise us of any specific instrumental requests or music selections. The Director of Music is responsible for securing an organist for the service as well as any vocal or instrumental soloists. You will be notified of any additional costs for special music.

A few music suggestions:

A Mighty Fortress Is Our God

Amazing Grace

Blessed Assurance

How Great Thou Art

Love Divine All Loves Excelling

Great Is Thy Faithfulness

In the Garden

My Faith Looks up to Thee

My Hope Is Built on Nothing Less

This Is My Father's World

What a Friend We Have in Jesus

Rock of Ages, Cleft for Me

Funeral Bulletins

A funeral bulletin is provided by the church for services held at the church. Upon request, we will also provide a funeral bulletin for services held at the funeral home or graveside. Please provide your Pastor with any specific scripture passages you would like to be read and, any items you would like printed in the funeral bulletin (i.e., scriptures, poems, etc.). All funeral bulletin content will be approved by your requested Pastor and the Director of Music.

Some Passages of comfort and strength:

Job 19:25-27

Psalm 23; Psalm 46:1-5, 10-11; Psalm 90:1-10, 12; Psalm 121;
Psalm 130; Psalm 139:1-12

Isaiah 40:1-11; Isaiah 40:28-31; Isaiah 65:17

Matthew 5:1-12a

Luke 23:33, 39-43

John 11:17-27; John 14:1-6, 25-27

Romans 8:14-23, 31-39; Romans 14:7-9, 10b-12

1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58

2 Corinthians 4:16-5:1

1 Thessalonians 4:13-18

Revelation 21:1-4, 22-25, 22:3-5; Revelation 22:1-5 8

Below is a suggested order of worship for the funeral bulletin.

Buncombe Street Methodist Church

Suggested Order of Worship for Funeral Services



Visitation *(May have visitation in the Parlor or Welcome Center)*

Voluntary

Chiming of the Hour

*Processional Hymn

UHM

Words of Grace

Words of Greeting

Prayer

Old Testament Lessons

Hymn/Anthem/Special Music

*Gospel Lesson

“Words of Remembrance & Reassurance”

Pastoral Prayer

The Lord’s Prayer

*Closing Hymn

UHM

*Blessing of the People

*Recessional

*Please Stand

Flowers

Elegance and simplicity go hand in hand for a Buncombe Street Methodist Church funeral service. The use of fresh flowers and greens should enhance the religious ceremony and not overwhelm it. To help protect our beautiful spaces and to keep safety and simplicity in mind, below are a few restrictions:

- ❖ Flowers may not be used on the pews.
- ❖ Flowers or ribbons should not be placed outside the Church.
- ❖ Tacks, nails, scotch tape, pins, wire, or other attachments may not be used on any furniture, walls, woodworking, or carpeting.
- ❖ Furniture may not be moved.

Flowers are furnished by the family or may be used from a previous Sunday if available.

Only fresh flowers or greenery may be used for the Altar. Flowers may be dedicated in memory or in honor of loved ones. The flowers will remain for use on the following Sunday; please advise of the dedication wording for the funeral bulletin.

A pall is available for use inside the church in lieu of a casket spray if desired.

Flowers are placed in footed urns furnished by the church for Sanctuary and Chapel services. Arrangements are placed on either side of the altar or in the middle of the altar. Two flower arrangements, placed on either side of the Altar, are allowed in the Memorial Chapel and the sanctuary. However, for sanctuary funeral services, the family may elect to have only one center arrangement on the Altar. For two arrangements, including the

urn, the arrangements may be 32" tall (from the top of the liner) and 38" wide. For a single arrangement, including the urn, the arrangement may be 30" tall (from the top of the liner) and 37" wide. The urn liner is 9" across the top and lip, 8" deep, and has a bottom dept of 5.5". Flowers are only permitted on either side of the altar and on the casket.

All flowers should be at the church at least two (2) hours before the service. Please contact the Church Office at (864) 232-7341 for the best time to deliver.

The church florist is Expressions Unlimited (864) 271-9972. You are welcome to contact another florist if you choose.

Funeral Guest Book

The Funeral Home will bring the Funeral Guest Book for the visitation and after the service. A stand will be provided to place your Funeral Guest Book on for visitors to sign.

Crucifer/Acolyte

All funeral services will begin with a crucifer carrying the cross to the Altar. The church will provide the crucifer. To request a specific person, please contact the Director of Music. All family members will follow in the procession.

Although an Acolyte is not required, a specific person may be requested through the Director of Music; otherwise, acolytes may be provided by the Congregational Care Team.

Visitation

Visitation provides opportunities for friends and acquaintances to meet with the family of the deceased and offer their condolences. This can be a difficult and emotional time, but it can also be a time of healing and support. By including visitation in your funeral plans, you give others the opportunity to show their love for you, support you, and offer words of kindness and sincerity.

Please advise your Pastor if you would prefer to offer visitation immediately prior to, immediately following, on the day before the service or if you prefer no visitation. If you choose to have a visitation at the church, please advise your Pastor if you would prefer it to be in Orders Parlor, in Sisk Hall, or at another location.

Memorial Gifts

A memorial gift is a thoughtful way to remember a loved one who has passed away by making a gift in his or her memory. The family will provide memorial gift designations and they will be listed in the funeral bulletin with the name of the entity and address. In the case of memorials given to the church, please designate which ministry of the church will receive those gifts.

Mortuary

Please provide your Pastor with the name of the mortuary that will be handling arrangements for your family. The mortuary will be listed in the funeral bulletin.

Columbarium

Please advise your Pastor if deceased purchased a Niche at Buncombe Street Methodist Church and the number of the Niche purchased. Committal services may be held with the approval of your Minister and will be held at a time convenient to the minister and the family. Please keep in mind that no memorabilia, such as flowers, pictures, letters, or other articles and materials shall be placed within, around, or on the Niche or grounds of the Columbarium. However, flowers may be placed in the deceased's memory by contacting the Worship Committee.

Funeral Service Participants

Musicians

The Director of Music is responsible for securing an organist for the service as well as any vocal or instrumental soloists.

Ushers

Ushers are provided by our Congregational Care Team.

Pallbearers

Please provide your Pastor with the names of the pallbearers to list in the funeral bulletin. Family and pallbearers will be seated in the front rows.

Readers/Speakers

A reader or speaker should dress in pulpit-appropriate attire. Minister will meet with the readers/speaker prior to the service.

Mortuary Representatives

Representatives of the mortuary will be at the funeral service and will provide assistance where needed.

Parking

The immediate family may park in the circle nearest the church office (personal vehicles or those provided by the mortuary). You may utilize the College Street parking lot, as well as the large lot off Buncombe Street opposite the entrance to the Sanctuary. Our building is handicap-accessible from with traffic circle. Parking areas will be designated with “Funeral Parking Only” signs. (see map below)



Rules of Decorum

The funeral service is held in a holy place dedicated to the worship of God, and therefore, all participants should act accordingly.

- **The Church takes pride in keeping its facility and all surrounding outside areas clear of any debris; therefore, we must ask that no personal food or drinks be brought into or left in the building, outside walks, outside stairways, driveways, or parking lots.**
- **It is important that the family and participants be on time for the service.**
- **It is important that the funeral service begins on time.**
- **Out of respect for the musicians and family, it is appropriate to refrain from talking after the prelude has begun.**

Charges and Fees

Prices listed below may vary.

Clergy (Honorarium for Pastor \$200 or more).....\$_____

Organist (Consultation & Performance).....\$200

Instrumentalist (contact individual for pricing)\$_____

Vocalist (contact individual for pricing)..... \$_____

Crucifer\$25

Sound System Operator\$50

Live Streaming.....\$_____

Maintenance (Saturday Funerals)\$150

Security (Greenville Police Officer(s)).....\$60
Per hour with a three (3) hour minimum.

Funeral Service Fee Worksheet

The following fees should be paid directly to the individual prior to the funeral service. For the church mailing address, please see front cover.

Clergy	\$ _____
Organist	\$ _____
Instrumentalist(s)	\$ _____
Vocalist(s)	\$ _____
Crucifer	\$ _____
Sound System Operator	\$ _____
Live Streaming	\$ _____
Maintenance (Saturday Only)	\$ _____
Security	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL DUE PRIOR TO FUNERAL SERVICE	\$ _____

Psalm 23

The Lord is my shepherd; I shall
not want.

He maketh me to lie down in
green pastures: he leadeth me
beside the still waters.

He restoreth my soul: he leadeth
me in the paths of righteousness
for his name's sake.

Yea, though I walk through the
valley of the shadow of death, I
will fear no evil: for thou art
with me; thy rod and thy staff
they comfort me.

Thou preparest a table before
me in the presence of mine
enemies: thou anointest my
head with oil; my cup runneth
over.

Surely goodness and mercy shall
follow me all the days of my life:
and I will dwell in the house of
the Lord for ever.