



The American Protestant Church of The Hague
Esther de Boer-van Rijklaan 20, 2597 TJ The Hague, The Netherlands
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THE AMERICAN PROTESTANT CHURCH OF THE HAGUE (APCH) FUNERAL POLICY

Christians believe that God in Christ has conquered death and that though we recognize the inevitability of death, in our faith we affirm that death cannot separate us from the love of God who promises us a new existence in His eternity. The funeral service is a worship service focused on God. It is a means of bringing comfort to the hearts of those who mourn, through scripture reading, preaching of the Word, prayer, song and the expression of grief.

Notification of Death and Planning

In the event that a death occurs among members of the APCH, the Pastor should be notified immediately. The Pastor will encourage the use of the Church's facilities for an appropriate worship service.* The Pastor will also provide pastoral care for family members throughout the planning of the funeral.

The *Office Manager* should also be notified. The Office Manager will notify:

- the Worship Committee Chairperson,
- the Property Management Committee, namely the Funeral Assistant and Maintenance Officer and,
- if requested by the family, as many church members as possible.

The *Worship Committee Chairperson* will:

- contact the appropriate Worship Committee members,
- arrange for ushers (in the case of non-members, the family of the deceased should provide their own ushers), and
- make any other necessary arrangements to prepare the Church for the service.

The *Office Manager* should also be told which funeral home will be used.

The *funeral director* should be instructed as to the details of the funeral service at the church and the honoraria involved.

Service

The Pastor will plan the date, time and order of the funeral service with the family. It is customary to avoid burial on Sunday or on any religious holiday. Staff ministers will ordinarily conduct the services in their entirety. The casket will remain closed during the service in order to avoid any distraction from the service to God.

If requested, the Office Manager shall prepare and print programs to aid those congregating in following the funeral service.

Music

The funeral service may include music and hymns appropriate to a worship service. They will be selected by the family with the Pastor during the service planning process. The Pastor will notify the Director of Music if an organist is required for the ceremony.

Flowers

Flowers and wreaths should be delivered to the funeral home. In the event they are delivered to the church, the funeral director will see to it that they are taken to the burial ground. If a special floral dedication is required for the Sunday service, the APCH Flower Coordinator(s) should be consulted.

Reception/Coffee

If desired, a coffee reception can be held on the Church's premises after the funeral. This can be requested through the Church office.

* If a church service is desired at APCH, the Pastor's schedule, as well as that of the Church, should be considered respectfully. The Church should be consulted prior to planning the funeral. At the discretion of the Pastor, the service can also be officiated at another venue.

Fees

APCH Members

If an organist is required, church members are to pay a honorarium for the Organist (see Fee Schedule below). Unless otherwise agreed, the Church charges a fee for the Funeral Assistant (see Fee Schedule below). If the deceased has a funeral insurance policy the church will provide an itemized invoice of the fees to the family for submittal to the insurance company. However, if no insurance has been previously paid, no fees need be paid, either for the Pastor(s) or for the use of the facilities of the Church by church members, although donations are welcome.

Non-members

Non-members are required to pay a fee for the use of the facilities (for these fees please consult the Fee Schedule below), as well as a honorarium for the Organist and the Pastor(s) officiating the service. The Church also charges a fee for the Funeral Assistant and the Maintenance Officer (see Fee Schedule below).

Fee Schedule Funeral Service

(see the attached list for APCH services costs)

The Church respectfully asks that all fees be paid before the funeral.

All payments to be made through the APCH's bank account number:

ING Bank, IBAN: NL72INGB0002637900. Account name: The American Protestant Church of The Hague.

For additional information please contact the Church office (see above for contact details).