

Funeral Guidelines

Providence Presbyterian Church is pleased to make its facilities available for funerals of its members or regular attenders and their family members. The information family members planning the service (the “Family”) need to know about using PPC’s facilities include the following:

Eligibility for Facility Use. The Church is considered the best and proper place to hold a funeral for a member or regular attender of PPC or their close family member. The Church is happy to make its facilities available to the Family for the funeral as long as it is scheduled to not interfere with regular Church activities. The services of PPC, its staff and volunteers described herein are offered to the Family to the Glory of God and without charge.

Facilities available. The Church sanctuary, kitchen and fellowship hall are available for use. The nursery rooms and the provision of nursery services are unavailable, however, due to compliance issues with the Church’s insurance carrier. The fellowship hall may be used for a reception after the funeral service, but the Family should be aware it is limited in size and cannot seat more than about 65-70 persons at one time.

Seeking Permission to Use Facility. The Family should first discuss their wishes concerning the funeral with the one of the Church Pastors, who will confirm their eligibility to use the facility, determine a tentative date, and discuss and determine the details of the funeral service. The Pastor will refer the Family to the Church Administrator, Music Director and the Hospitality Committee to work out administrative details associated with the funeral and any reception.

Funeral Service Music and Sound System. The Pastor and Music Director of the Church may be approached to assist the Family in choosing appropriate music. The Church Session strongly recommends that the music selected for the funeral service be God-honoring and spiritually uplifting. The Family may bring in or hire their own outside musicians, whose musical selections shall comply with this policy. The Church Leadership reserves the right to decline musical selections or other media that it considers inappropriate. There must be a PPC soundboard technician present for the ceremony. No outside individuals will be allowed to run the soundboard. The Music Director will arrange for a Church soundboard technician to be available for the funeral.

Food Service and Clean Up. The PPC kitchen is a warming kitchen only and is not set up for cooking or preparing food. The Family must communicate with Hospitality Committee as soon as possible to coordinate food delivery and set up. If the family wishes to have food available for their guests, they will need to make arrangements to procure and deliver the food items to the Church at least one (1) hour before the beginning of the funeral service. The vendors listed below have catered and provided satisfactory food items to the Church in the past, though their services are neither endorsed nor required by the Church. The Hospitality Committee will provide (unless otherwise requested by the Family) table coverings and table-staging for the food delivered, as well as water, lemonade, iced tea, hot coffee, paper products and plastic utensils. Deacons will be on hand to open/close the facility, set up tables and chairs, and assist with clean up.

Decorations and Memorabilia. The Family is welcome to set up and display commemorative items and memorabilia in the Church entry area. However, nothing may be attached to or permitted to damage the walls, furniture, or present a hazard (*i.e.*, no push pins, tacks, or tape may be used that might damage or leave holes, marks or residue on floor or walls).

Time Schedule. As a courtesy to those involved in clean-up and close-up of the facilities, the reception should conclude not more than two (2) hours after the end of the funeral service.

Possible Caterers

Jerry Fletcher (delivery available)	302-875-9057
Taylor's BBQ (delivery available)	720 E. College Ave 410-860-2972
Back Street Grill	401 Snow Hill Rd 410-548-1588
Trax Deli (delivery available)	Canal Park Dr. 410-742-2000
Panera Bread	2618 N. Salisbury Blvd 410-334-3546
Food Lion	232 Tilghman Rd 410-742-8155
Pat's Pizzeria	1151 S. Salisbury Blvd 410-677-0877
Cakes by David (delivery available)	410-742-1571