Calvary
CHURCH

FUNERAL POLICY

The death of a loved one is a difficult experience. We grieve the loss of one who has been close, but as Christians, we do not sorrow without hope (1 Thessalonians 4:13). During this time, Calvary Church staff is here to minister to your family.

Calvary Church welcomes the use of the church building for funeral services and will provide a Funeral Coordinator, Officiating Pastor, and Technical Director to provide guidance and oversight of the service. It is our hope that as friends and family gather to remember their loved one, they will be reminded of the hope and assurance we have in Jesus.

This policy will give you the information you need as you prepare for the funeral and help you make necessary decisions along the way.

WHOM WE SERVE

- **CALVARY CHURCH MEMBERS & COMMITTED REGULAR ATTENDERS** Funerals for members and committed regular attenders of Calvary Church will be arranged in consultation with the Funeral Coordinator based on availability of a Pastor, the church building, and the preferences of the loved one's family. Decisions concerning areas outside the scope of this **Funeral Policy** shall be decided at the discretion of the Officiating Pastor and Funeral Coordinator.

- **LOCAL COMMUNITY MEMBERS** Conducting funerals for people who are not members or committed regular attenders of the church and have no connection with a church is a normal part of the ministerial obligation. However, funeral services will be scheduled based on availability of an officiating pastor and the church building.

FUNERAL SERVICES & GUIDELINES

- **OFFICIATING PASTOR** A Calvary Church staff pastor will conduct all funeral services held at Calvary Church except in rare cases. If the family desires the presence of another pastor, he/she may be invited to share in the funeral officiating duties or to act on behalf of the pastor of Calvary Church. Any requests for another pastor or lay person to officiate or assist in the service must be approved by the Executive Pastor.

- **STRUCTURE OF SERVICES** A funeral service held in the church is a service of worship celebrating the loved one's life and the promise of eternal life through Jesus Christ.

Consequently, all parts of the service are to be consistent with the present worship practices of the church. Calvary Church will provide an outline for a standard funeral and burial service, and the family may suggest other items to be included in the service. Additions to the service must be approved by the Officiating Pastor.

- **MUSIC** Only music appropriate to a worship service shall be used as a funeral is a service of Christian worship. Therefore, sacred or Christian music would be appropriate. Music and musicians (pianist, soloist, etc.) are to be provided or arranged by the family, and taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have the approval of the Officiating Pastor. A list of musicians for hire may be obtained from the Director of Worship..

- **VIDEO** A video may be used during the service following review by the Technical Director. Please submit the video at least 24 hours prior to the funeral service on a thumb drive and in a format conducive to "Pro Presenter." Videos should not exceed 10 minutes in length.

- **FRATERNAL ORDERS, LODGES, ETC** Services by fraternal orders, lodges, veterans groups, or other organizations may not be held at Calvary Church. When a Calvary Church staff pastor is officiating a funeral where such services are desired at the graveside, he must be informed beforehand and allowed to coordinate the graveside service accordingly.

- **DECORATIONS** Mementos or photographs of the loved one and his/her family may be displayed and ample space will be available for flower arrangements. The following guidelines apply to decorations:
    - Any displays or pictures must be appropriate to a worship setting.
    - No nails, tape, adhesive, tacks, staples, or screws shall be put in the walls or attached to the chairs.
    - All decorations must be removed within 3 hours of the conclusion of the service.

- **FLOWERS** Fresh cut flowers and planters may be used in the sanctuary.

- **CASKET** For the viewing and funeral service at the church, families may opt for an open or closed casket or may choose a "memorial service" style. Caskets must be closed for the funeral and burial service. When closed, a flower blanket, flag, or coverlet may cover the casket.

- **ROLE OF CALVARY CHURCH-PROVIDED STAFF** The Funeral Coordinator and Officiating Pastor will have direction and discretion over such matters as timing, closed caskets, music, flowers, etc.

ADDITIONAL CONCERNS

- **CHILDCARE** The church does not provide childcare for funeral services. If onsite childcare is needed, the family is responsible for requisitioning a Nursery Room, securing adult childcare workers, and adhering to the Nursery and Facility Guidelines. A list of reputable childcare providers may be obtained from the Director of Children's Ministries.

- **FAMILY MEAL** Oftentimes families like to share a meal together before or after a funeral service for a loved one. The family may utilize the church facility for a meal if space is available; however, the family is responsible for providing food, refreshments, and food service supplies. Our Facilities Manager will coordinate set up and tear down of tables and chairs as well as setting tables with tablecloths and centerpieces. Families are responsible to clean up food and supplies afterwards.

- **MEMORIALS** In certain circumstances, the family might request a contribution to the church or a charitable organization in lieu of flowers. The church will not manage, receive, or distribute designated funds for an outside institution. Calvary Church will receive undesignated funds and funds designated for an established project at Calvary Church. Funds designated for a project or ministry not previously established will be designated for such only with approval of the Executive Pastor.

FEES

- **CALVARY CHURCH MEMBERS & COMMITTED REGULAR ATTENDERS** There are no fixed fees for funeral services held at Calvary Church for deceased church members and committed regular attenders;* however, it is customary to give an honorarium to the Officiating Pastor and those providing professional services. Honorariums should be made payable to the individual(s). (Suggested honorariums range from $75-$150 per person.)

- **LOCAL COMMUNITY MEMBERS** Fees for funeral services held at Calvary Church for any other persons, including occasional attenders* and those unaffiliated with Calvary Church, are as follows:
    - Worship Center: $250
    - Additional Room (i.e. Kitchen, Nursery, etc.): $50
    - Gym $100
    - Officiating Pastor: $150

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I agree to adhere to the Calvary Church Funeral Policy and its guidelines.

Family Member: _____

Calvary Church:_____

Date: _____

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FUNERAL INFORMATION

Name of Deceased:

Family Contact:

Relationship:

Family Address:

Family Phone:

Other Contact Phone:

Funeral Home Address:

Phone:

Funeral Director:

Phone:

Number of expected attenders:

Family Hour/Viewing Scheduled (circle one): **Yes** or **No**

Funeral Location:

Burial Location:

Floral Requests:

FUNERAL SERVICE INSTRUCTIONS

Date & Time of Service:

Officiating Pastor:

Scripture Reader:

Prayer Offered by:

Eulogy or Tribute Given by:

Person(s) doing Eulogy MUST be named. Open tributes are discouraged.

Video Presentation (circle one): **Yes** or **No**

If so, Format of Video:

Viewing (circle one): **Beginning of Service** or **After the Service**

Interment (Cemetery):

Pallbearers:

Music Provided by:

SAMPLE PROGRAM

Processional of Officiating Pastor and the Family

Welcome/Reading of Scriptures

Prayer

Music/Solo (if wanted)

Eulogy

Music/Solo (if wanted)

Message

Prayer

Recessional