

# **POLICIES AND PROCEDURES**

## **Funeral**

### **POLICIES**

#### **Options for the Rite of Burial:**

All [Church Name] members and their family are welcome to be buried from [Church Name] with a funeral in the church. If the deceased did not attend church regularly, it would be more appropriate for a Funeral Service (led by [Church Name] Clergy) to be held at the Funeral Home.

Non-church members who live within the territorial boundaries of [Church Name]'s area are also eligible to be buried from [Church Name], but if they did not attend regularly we would encourage family to arrange for a funeral service at the Funeral Home instead of at [Church Name].

If an outside Pastor is asked by family members of the deceased to participate in the services, he must be of like faith and order, otherwise, he must be approved by [Church Name] Senior Pastor and/or Leadership Team.

### **PROCEDURES**

The Funeral Director's staff will personally contact the Pastor and/or Leadership Team to confirm the date and time of funeral and of all the arrangements. Members of the [Name of Ministry for Funerals] will coordinate all the other funeral arrangements including meals with the family, the Funeral Director, and the Clergy.

#### **Times**

The funeral service date and time will be scheduled with the Senior Pastor and/or [Church Name] Leadership Team.

#### **Fees**

##### **Church Members**

Members and their immediate family members (father, mother, child, spouse) may use the [Church Name] facilities at no cost.

### **Non-Church Members**

Non-Church members shall obtain approval of from the Senior Pastor and/or [Church Name] Leadership Team for use of the [Church Name] facilities for funerals. The requested donation to the church is a minimum of \$300 to maximum of \$1,000 deposit prior to funeral depending on facilities and personnel to be used (unless it would create a hardship on the family). Refunds will be mailed by check to person paying deposit, and fees greater than the deposit requested to be paid prior to depositor's departure of funeral, and fees not paid prior to depositor's departure will be billed to depositor's address in record. All food and beverages are to be served in the kitchen/fellowship area only.

### **Funeral Supervision**

A [Church Name] Funeral Supervisory Director must be on [Church Name] grounds for funerals of non-church members. He will available and facilities open one hour prior to scheduled time to begin funeral. He is to coordinate funerals on [Church Name] grounds and will do his best to accommodate family and guest, but his decisions will be final in all matters while on [Church Name] grounds. No smoking, alcohol or drugs allowed on [Church Name] grounds. A [Church Name] Custodian will be responsible for locking all doors and making sure all lights are out.

### **Nursery for Funeral**

The nursery area will not be open unless special arrangements have been made by the family of the deceased 48 hours in advance of the funeral, the [Church Name] Nursery Supervisor must be used to supervise nursery. The [Church Name] Nursery Supervisor will arrive 15 minutes prior to scheduled time of event. [Church Name] requires only 5 children, ages 3 years or younger, per nursery worker. Additional nursery workers may be used to assist the required [Church Name] Nursery Supervisor secured.