



## **FUNERAL POLICY AND GUIDE**

This policy is provided to assist our families in planning and providing a Christian funeral. We hope that this information will help in making the days ahead as easy as they can be.

Upon the death of a loved one, please notify us as soon as possible. By being involved early in situations of death or impending death, our ministry team can help with the necessary decisions regarding service arrangements, as well as caring for the spiritual needs of those involved.

To contact the bereavement coordinator, contact the church office at (409)769-6437.

Funeral services are designed to meet the needs of the family and every attempt is made to accommodate the family's requests. The bereavement coordinator will speak with the family regarding the list of items below. **Please do not finalize your service date and time without initially speaking with the Office Staff at Eastgate United Pentecostal Church.** This will allow the Office to check the availability of the Pastor, facilities, and needed ministries.

### **WHEN DEATH OCCURS WITHIN THE CHURCH FAMILY**

1. Contact us about your loss as soon as possible.
2. The bereavement coordinator will contact you to pray with you and see what needs you may have.
4. We will ask you if you would like a **Care Minister** to come visit with the family.
5. At this point, if you would like for Eastgate to assist or host the funeral, we will be happy to have our bereavement coordinator help plan the funeral.

### **Funeral Services**

Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not sorrow as those who have no hope (1 Thessalonians 4:13). It is our desire and privilege to minister to the families of our congregation in their time of need. It is through the Word of God that we have hope at the time of the death of a loved one (Romans 15:4). To help us minister to your need during this time of loss most effectively, we have set up guidelines to assist families through the funeral preparation process.

### **Date and Time of Funerals**

Dates and times for funerals at Eastgate are to be arranged in consultation with the bereavement coordinator based on availability and the preferences of the deceased's family. The pastor must approve all funeral arrangements at Eastgate UPC. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the pastor.

Funeral services will need to be planned around already scheduled events such as weddings, conferences, workshops, etc. Funerals should be planned around the availability of officiating minister and staff. All efforts will be made to accommodate the family, but we strongly recommend confirming the date and availability with our bereavement coordinator.

### **Who Can Officiate**

Pastoral ethics require that Eastgate's pastor or bishop conduct all funeral services held at Eastgate United Pentecostal Church unless, by agreement with another pastor, he/she is invited to share in the funeral or act on behalf of the pastor of Eastgate. Any requests for another pastor or laity to officiate or assist in the service must be approved by Eastgate's pastor.

### **Structure of the Funeral Service**

A funeral service held in the church is a service of worship, celebrating the deceased'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. Generally, the outline for the funeral and burial service will take on a traditional Christian form. The family may suggest other items to be included in the service, with the approval of the pastor.

### **Order of Worship**

This is the approved Order of Worship that will be used during the funeral service at Eastgate United Pentecostal Church; please provide this information to the program maker. Please consider/fill in as many items as possible.

1. The Prelude (music played during visitation before service begins)
2. The Processional of Clergy & Family
3. Song
4. A Prayer of Comfort
5. Obituary Reading
6. Song
7. Eulogy
8. Closing Prayer
9. Burial/Cemetery – Instructions
10. Pass by song for Recessional

### **Family Requests/Needs**

- Please communicate any special needs for service:
- Special guests, clergy or speakers\*
- Reserved parking
- Special sound request – Playing of CD or DVD
- Special Ceremonies
- Reserved seating
- Soloists/Guest Musicians\*
- Repast (*If Eastgate will cater the Repast please provide a headcount immediately*)

\*All guest ministers, musicians and singers on the platform at Eastgate are asked to adhere to the Platform Guidelines of Eastgate United Pentecostal Church.

## **Funeral Music**

Only music appropriate to a worship service shall be used. Eastgate United Pentecostal Church does not have paid staff musicians for funeral services. All musical arrangements (pianist, soloist, etc.) must be arranged for and taken care of by the family. If possible, we will make every effort to help you, but please remember that time and date may affect the availability of our musicians. A funeral is a service of Christian worship. Therefore, sacred or Christian music is appropriate. Taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have the approval of the pastor.

## **Video Presentations**

If a video is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service for review. All presentations should be in DVD or flashdrive format and should not exceed five minutes in length.

## **Decorations**

Families may wish to display the deceased's remains, as well as certain mementos or photographs of the deceased and his/her family. The following guidelines would be applicable to these situations:

- Any displays or pictures must be appropriate to a worship setting.
- No nails, tacks, staples, etc. shall be put in the walls or attached to the pews.
- Please remove all decorations within 3 hours of the conclusion of the service.

## **Flowers**

Fresh cut flowers and planters may be used in the sanctuary and may be brought no sooner than the day of the funeral service.

## **Nursery**

The church does not provide a nursery for funeral services.

## **Parking / Traffic Assistance**

Parking assistance is generally provided by the funeral home.

## **Family Meal**

The church will do everything reasonably possible to accommodate a member's request for a family meal before or after a funeral service. The meal is prepared under the direction of the church's Ladies Ministry Team. (Only active members\* of the church and their immediate family, spouse, parents, children, siblings, etc. will be eligible for this ministry.)

There is no fee charged for this meal ministry, nor is there any cost for preparation and serving; however, free will donations are accepted. Members of the church provide this service as a

ministry in the spirit of Christian love. Their mission is to serve willingly and pleasingly, inspired and led by God.

Funeral meals will be provided for immediate family only on the day of the funeral. Please provide a headcount immediately to the church office for preparation of this meal.

Non-members and inactive members may utilize the Fellowship Hall but are responsible for the indicated building expense use fees and for providing the food or refreshments.

### 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. Undesignated funds and funds designated for an established project at Eastgate will be received by the church. Funds designated for a project or ministry not previously established will be designated for such only with the approval of the Pastor.

### Funeral Fees

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is an active member\* of Eastgate there is no fee for the use of the facilities. Those who have been members of Eastgate but now are considered inactive members will pay the same fees as nonmembers. Fees are payable (by cash or check made payable to "Eastgate UPC") on or prior to the day of the funeral. Normally, honorariums for the pastor, pianist, or musicians are paid following the service or through the funeral director.

*Member/Attendee Use of Sanctuary...No Fee	Non-Member Use of Sanctuary...\$275
Use of Fellowship Hall.....No fee	Use of Fellowship Hall..... \$125

\*\*Pastor.....Honorarium  
\*\*\*Pianist/Soloist.....Honorarium  
Sound System Operator ..... \$50

\*For the purposes of this policy, active members are defined as those members of Eastgate United Pentecostal Church who contribute to the church as they regularly attend Eastgate church services and support financially in tithes and offerings and personal support for the church.\*

These privileges are also extended to the following:1. Homebound members. 2. Faithful attendees of the church who attend regularly but who have not officially joined the church as an official member and 3. Those who have served as former pastors of the church.

\*\*There is no fixed fee for the services of the Eastgate minister; however, it is customary to give an honorarium to the officiating minister. Typical honorariums range from \$150 - \$300. Checks should be made payable to the individual minister.\*\*

\*\*\*If the family has made an arrangement with an available musician and/or soloist, typical honorariums for them range from \$75 - \$150 per person. Checks should be made payable to the individual musician(s) or soloist(s).

### WHAT TO DO WHEN YOUR LOVED ONE DIES...

- Contact Other Family Members and Close Friends
- Contact Your Church
- Notify employer of the deceased and your own employer
- If children are in school, notify the school
- Choose a Funeral Home

**WHERE TO FIND HELP TO DEAL WITH YOUR GRIEF:**

Our church offers pastoral counseling to anyone who requests it, or we can refer you to a counselor. It is especially helpful, supporting members who have lost loved ones. If you are interested, please call the church office at (409)769-6437.

**WE ALSO PROVIDE GRIEFSHARE CLASSES:**

It may be hard for you to feel optimistic about the future right now. If you've lost a spouse, child, family member, or friend, you've probably found there are not many people who understand the deep hurt you feel.

This can be a confusing time when you feel isolated and have many questions about things you've never faced before.

GriefShare groups meet weekly to help you face these challenges and move toward rebuilding your life. If you are interested, please call the church office at (409)769-6437 to receive the dates and times these classes will be provided.