

Word of Life Ministries

Funeral Policies and Practices

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). This policy is provided to assist our families in planning and providing a Christian funeral.

Date and Time of Funerals

Dates and times for funerals at Word of Life are to be arranged in consultation with the church administrator and/or pastor based on availability and the preferences of the deceased's family. Funeral services will need to be planned around already scheduled events such as weddings, conferences, workshops, etc). The sanctuary must be evacuated immediately following the funeral service for cleaning.

Who Will Officiate?

All funeral services held at Word of Life Ministries will be conducted by a member of our ministerial staff, unless by agreement with another pastor, he/she is invited to share in the funeral or act on behalf of the pastor of WOL. Any requests for another pastor or lay person to officiate or assist in the service must be approved by our 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. The burning of candles or incense is not allowed.

Funerals for Non-members and Inactive Members

Conducting funerals for people who have no connection with the church is a normal part of the ministerial obligation. However, it is up to the discretion of the pastor to allow himself or the church to participate. Unless other arrangements are made, you will need to bring your own Ushers. The pastor or his designee will be available to open and close the church and will have ultimate direction over all matters involving the church such as parking, room/office space usage, decorations, etc.

Funeral Music

Only music appropriate to a worship service shall be used. Word of Life does not have paid staff musicians. 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, inspirational or Christian music would be appropriate.

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 in these situations: Any displays or pictures must be appropriate to a worship setting. No nails, tacks, staples or screws shall be

put in the walls or attached to the pews. All decorations must be removed after the conclusion of the service. No furniture/instruments shall be moved or removed from the church building.

Closed Casket

All caskets must be closed for the burial service, but may be open during the viewing (or preceding the viewing, for the family only), if desired. When closed, the flower blanket, flag or coverlet covers the casket. The casket remains closed throughout the service. The funeral director in concert with the pastor or his designee will have direction over such matters as timing, closed caskets, music, flowers, etc

Prepass/Family meal

A prepass is defined as food being served as before the funeral or immediately following the funeral prior to going to the cemetery for interment. The church will do everything reasonably possible to accommodate a member's request for a family meal before a funeral service. 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. 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.

Repasses will not be usually done except at the permission of the Pastor and the ability of staff to stay for closing and supervision of the cleaning process.

Fees

The cost for the use of the Sanctuary is \$100 per hour (minimum \$300). If the Fellowship hall is also used, an additional fee of \$200 will be required; \$100 of which is a cleaning deposit which will be refunded if the facilities are returned to the state of cleanliness you found them in and you do not go past your contracted time.

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is an active member* of Word of Life there is no fee for the use of the facilities. For the purposes of this policy, active members are defined as those members of Word of Life who regularly attend church services and contribute to the church as they generally provide regular financial and personal support for the church. These privileges are also extended to the following:

- Homebound members
- Faithful attendees of the church who attend regularly but who have not officially joined the church

For all other individuals, fees will be assessed. Those who have been members of Word of Life but now are considered inactive members will pay the same fees as non-members. Fees are payable (by cash or check made payable to "Word of Life Ministries") 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

Services by Fraternal Organizations, Lodges, Etc.

Services by fraternal orders, lodges, veterans groups or other organizations are not appropriate at our church. If they are held, they should be limited to the funeral home or graveside, and must be coordinated with the pastor prior to the graveside service.

Word of Life Ministries
Funeral Service Agreement

Contact Person: _____ Phone#: _____

Email address: _____ Cell #: _____

Address: _____

Date of Funeral: _____ Time: from _____ to _____

Name of deceased: _____

Will there be a prepass? Yes No

Non refundable fee for use of Sanctuary	
Non refundable fee for use of Fellowship Hall	
Refundable cleaning deposit fee	
Total due at signing	

I understand and will abide by the agreement as stated above.

Contact Person's Signature: _____ Date: _____

Office Notes: