



FUNERAL HANDBOOK

Booking

To check availability for your preferred date and time for the service, please complete our booking request form online or connect with your Redwood Park Church officiant to complete the request form on your behalf. Please be prepared to respond to the following questions to help us plan accordingly:

- What are your preferred dates? (provide Option A + Option B)
- What Funeral Home are you working with?
- What is the estimated number of guests attending?
- Are you requesting a Redwood Park Church Officiant to perform the service?
- Are you requesting a Redwood Park Church Worship Pastor to lead the music?
- Are you requesting the service to be livestreamed for out of town guests?
- Are you looking to book a service only or a service and standing reception to follow?

Some Considerations

Music and Musicians

We encourage families to rely on loved ones for the roles of ushers, musicians and singers. If musician services are requested, we can offer guitar and song-leading by our Worship Pastor, based on availability, with a \$250 honorarium. Please discuss music plans with your officiant.

Audio-Visual

All sound, lighting, or visual requirements should be discussed in advance including if you would like the service to be livestreamed for out of town guests. A sound technician and a media technician are included in the rental fee for the service.

Event host

A host is provided to assist the funeral home with set up, help with questions regarding building use and liaison with the designated family host for logistical needs during the event.

Room Layout

The chairs are in a pre-set location and are not to be relocated. Please note the maximum seating capacity for the auditorium is 545 people. If you are anticipating more guests than capacity allows, please let us know in advance as an additional room can be set up, at an additional fee, as an overflow room with the live-streamed service for up to 60 people.

Decorations

Redwood Park Church does not supply decorations, floral arrangements, or any decorating services. Please discuss all decorations and set up/ take down plans with your officiant in advance.



FUNERAL HANDBOOK

What to Expect

Week of the Funeral

Please be prepared to provide the name of someone in the extended family who can be designated as a **Family Host**. This person will serve as a liaison between Redwood Park Church and the family to help coordinate details.

Family Host Responsibilities:

At least 48 hours prior provide:

- Exact scripture verses and translations to be used if they are requested to be on image for the guests to read
- Photo image to be used on screens
- Number of anticipated family to use family room prior to the service
- Any special seating requests for family for the service
- Email downloadable cloud content or drop off a memory stick with all visual files as well as any music files being used. If using recorded music, please provide all songs in the correct order of service
- Communicate instructions for arrival time to immediate family, where to park, entrance to use and location of family room.

Day of service:

- Arrive 1 hour prior to the start of service to prepare the guest sign-in table with family items, flowers etc.
- Set up the table at the front of the sanctuary with service with a photo, flowers etc.
- Be available to the Funeral Home and Event Host to support with any additional questions or needs on the day of the service
- Oversee and guide decoration set up and removal if applicable
- Connect with Event Host for final walkthrough after the service & collect any miscellaneous items left behind

FUNERAL HANDBOOK

Costs & Fees

Option 1: Funeral or Memorial Service

\$750

- Sanctuary rental for 3 hours on the day of the service
- Family Room for immediate family to gather together prior to the service start with tea, coffee and light snack provided
- Sound Technician support for the service
- Media Technician support for the service
- Event host support for the service

Option 2: Service with Standing Reception to follow

\$1000

- Everything offered in Option 1 PLUS
- Foyer rental for 2 hours following the service for a standing reception
- Access to the kitchen for preparation of tea and coffee
- Drink supplies including: coffee & tea, milk, cream & sugar, cups and lids
- Access to the kitchen for serving light refreshments*
 - *Please note that all food, trays, paper plates, napkins, and cutlery are to be provided by the family and need to arrive in the kitchen fully prepared & ready to serve

Additional Fees

variable

- **Pastor Honorariums:**
 - \$500 honorarium for Officiating Pastor if requested
 - \$250 honorarium for Worship Pastor if requested
- **Requests for additional rooms or personnel:** Any additional requests must be discussed in advance and if available, the applicable fees will be added to the final invoice

Payment Information

Funeral Rental costs must be paid in advance to the church office at least the day prior to the service. Payment for Rental costs should be made out to Redwood Park Church either by cheque or e-transfer to accounts@redwoodpark.ca for the funeral rental fee. Honorarium cheques are to be made payable directly to the Pastor(s) performing the service.