

A large, stylized blue cross logo with rounded ends and a central vertical bar, set against a background of overlapping blue curved shapes.

# **Team Church Funeral Policy & Guide**

## **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.

# Team Church Funeral Process & Guide

- 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. It is up to the discretion of the pastor to allow himself or the church to participate.
- Funeral services will need to be planned around already scheduled events such as church services, weddings, conferences, workshops, etc.
  - Fill out the [Team Church Facility Usage Form under Funeral Request](#)
  - You will be contacted by a Team Church Staff Member if further details are needed
  - Once approved a Facility Use Agreement will be sent for signature.
- **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 chairs.
  - All decorations must be removed within 3 hours of the conclusion of the service.
  - No furniture shall be removed from the church building.
  - All Floral deliveries are to be arranged for by the family or Funeral Home Director.
- **Facility:** If the deceased or a member of their immediate family (spouse, parents, children, siblings) is an active member of Team Church there is no fee for the use of the facility. For all others there is a facility use fee. See Below.
- **Sound/Video:** Any use of our sound and video equipment requires a paid staff technician to be onsite to run the sound and video. Only recorded music appropriate to a worship service shall be used. Recorded music &/or media will need to be shared with the assigned staff member at least 48 hours prior to the funeral. See cost below.
- **Live Music:** Only music appropriate to a worship service shall be used. Team Church does not have paid staff musicians. All live musical arrangements (pianist, soloist, etc.) must be arranged by the family.
  - If your hired musician needs to plug into our stage sound system there will be fee for the required music/stage technician to be onsite. See cost below.
  - Your plans will need to be shared with the assigned staff member at least 48 hours prior to the funeral.
- **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 Team Church will be received by the church.

# Team Church Funeral Fees

- **Fees:**

<u>Item</u>	<u>Active Member*</u>	<u>Non-Active Member</u>
Use of Sanctuary	No fee	\$275 ~
Pastor	Honorarium**	Honorarium**
Sound/Video Technician	\$150***	\$150***
Music/Stage Technician	\$150***	\$150***

\*For the purposes of this policy, active members are defined as those members of Team Church 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: Faithful attendees of the church who attend regularly but who have not officially joined the church as an official member.

\*\*There is no fixed fee for the services of the officiating pastor, however, it is customary to give an honorarium for their time and preparation. Customary honorariums range from \$200-\$400. Checks should be made payable to the individual Pastor.

\*\*\*If the family has designed a service requiring a Sound/Video Technician and/or Music/Stage Technician. Checks should be made payable to the individual staff member providing those services needed.

~ Facility Fee to be paid on or prior to the day of the funeral by cash or check made payable to "Team Church".