

Funeral Handbook

Sunnybrook Community Church



Contact Information

BJ Van Kalsbeek,
Congregational Life Pastor

☎ 712.276.5814 - Ext. 28

✉ bjvk@sunnybrookchurch.org



Sylvia Kiel,
Funeral Coordinator

☎ 712.253.7646

✉ sylviak@sunnybrookchurch.org



Sunnybrook Community Church

☎ 712.276.5814

Christian Funerals

The loss of a loved one is never an easy time in the life of family and friends. Sometimes the loss is expected and anticipated, giving families time to say their “goodbyes” and to at least mentally plan for the final arrangements. Other times, it is totally unexpected and grief-stricken families must make these decisions under time pressures.

You do not have to be a member of Sunnybrook Community Church to have the funeral service conducted by Sunnybrook staff—either on site or off site. It is the goal and hope of Sunnybrook staff and volunteers that they can be there to minister with you in this time.

The bottom line is that God loves you; He sees your hurt and pain. The Sunnybrook Funeral Ministry team wants to serve as the hands and feet of Jesus Christ as they help you walk through this valley of sadness and grief. We have prepared this booklet and these guidelines to help with decisions and to assist you during these difficult days.

Roles

Funeral Coordinator

Sunnybrook employs a Funeral Coordinator to assist with the details of the service.

Coordinator duties include, but are not limited to:

- Securing volunteers as needed
 - Working with the family to coordinate reception/luncheon if it is held at Sunnybrook.
 - Being present for services hosted at Sunnybrook.
 - Will be present for services hosted at Sunnybrook.
-

Officiant

Funeral/Memorial services are conducted by one of the Sunnybrook officiants. The officiant will meet with the family prior to the funeral/memorial service to offer comfort and to help the family in planning for the funeral service(s) of their loved one. He/she will approve the musical selections, conduct the service(s) and deliver the message.

If there is a family member or friend who is an ordained Pastor in another Christian church that you would like to officiate the service(s), prior approval from Sunnybrook is necessary.

Sample of Order of Worship

- » Processional (optional)
- » Opening Scripture & Statement of Purpose
- » Prayer
- » Music (Optional)
- » Scripture
- » Message
- » Music (Optional)
- » Prayer
- » Benediction
- » Recessional

Sunnybrook Community Church Fees

Sunnybrook Officiant conducting funeral.....	\$200
Sunnybrook Officiant for services other than the day of the funeral.....	\$100
Sunnybrook Officiant mileage for out of town services.....(current IRS rate)	
Funeral Coordinator.....	\$100
Funeral Coord/services other than the day of the funeral.....	\$50
Sunnybrook Musicians (per person).....	\$75
Technical Support.....	\$100
Technical Support/Videotaping service.....	\$150
Technical Support/Services other than the day of the funeral....	\$50
Custodian.....	\$100
Luncheon at Sunnybrook.....	\$100

Additional fees could apply if service is held in the auditorium. Check should be made payable to the funeral home and the funeral home will be responsible for making payment to Sunnybrook. If a funeral home is not being used, fees can be paid directly to Sunnybrook.

MISCELLANEOUS

Flowers: The family is responsible for the distribution of all floral arrangements and potted plants after the service.

Post Funeral Support

GriefShare - is a 13-week support group for people grieving the death of a loved one. GriefShare is designed to offer information and support through the journey of grief. You can learn more about this ministry at www.griefshare.org

Grief Support for Teens - is a 13-week support group that utilizes the GriefShare program curriculum to help teen-aged youth navigate through the pain and struggle of dealing with the death of a loved one.

Surviving the Holidays - is a two-hour seminar, sponsored by the GriefShare program, offering help and hope as you prepare for upcoming holidays after the death of a loved one. You need not be enrolled in GriefShare to attend. For more information, visit www.griefshare.org/holidays.

Bereaved Mothers Group - is a supportive community for mothers who have experienced the death of a child of any age, meeting at Sunnybrook on the second Tuesday of each month.

Widows Walking Together - is a support group for women of all ages that have experienced the death of a spouse, regardless of how long ago the loss took place. The group works together to learn how to navigate the challenges unique to widowhood.

Grief Counseling - services are available for your journey through the grieving process. Please contact the church office for more information.

For additional information on any of the above listed support opportunities, please contact the church office.



SUNNYBROOK
community church

5601 Sunnybrook Drive
Sioux City, IA 51106

☎ 712.276.5814

✉ info@sunnybrookchurch.org

🌐 sunnybrookchurch.org