

Funeral Guidelines & Policy

(Services held at GFCC)

We consider it an honor and opportunity to host funerals at GFCC. We desire to honor God and the family and friends of those who have passed away. We also know there are many details that family members are faced with during this time. We want to serve you the best way possible.

With that said, if you would like to have services at GFCC, we **require** your family secure the services of a Funeral Home for many reasons:

- Handling the obituary and public announcement
- Providing the guest book, memorial envelopes, programs for the service and other items requested by the family
- Planning the service and people involved
- They can help coordinate or create a tribute video
- They have display items for pictures and flowers (the church does not have these items readily available)

The funeral home allows your family to grieve and come together without the burden of details to plan a funeral. It also allows the church family and staff to minister to those involved in the ways we are gifted.

Date and Time of Funerals

Dates and times for funerals at GFCC are to be arranged in consultation with the pastor based on availability and the preferences of the deceased's family. The pastor must be in agreement with the family and the funeral home before arrangements are announced to the community.

Funeral services will be planned around already scheduled events such as weddings, conferences and other events at the church.

Who Will Officiate?

GFCC ministers lead funeral services when held at GFCC. Any requests for another pastor or lay person to assist in the service must be approved.

Structure of the Funeral Service

The structure of the funeral must be outlined in tandem with all involved as soon as possible. A copy of the outline of the service must be given to the funeral director, minister, and sound technician.

Sample Outline: Welcome & Obituary, Prayer, Scripture, Special Song or Tributes, Message and Closing Prayer

Funeral Music

The church has access to background music appropriate for a visitation and funeral service. If certain songs are requested to be played these requests must be discussed with our Worship Arts Pastor at least 24 hours in advance of the service to ensure we have access to the correct rendition. When possible, please bring CD's or USB's with the appropriate music already loaded.

Video Presentation

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 format (not Power Point).

Most video formats are acceptable, including: MPEG-4 (MP4 or M4V), MOV (default format exported from iMovie), WMV (default format exported from Windows Movie Maker and PowerPoint). When you begin creating your slideshow, be sure your slides are 1280 x 720 (widescreen format).

Our screen is set-up for wide screen images, so please format your videos to 1280 x 720. PowerPoint format (.ppt, .pptx, etc.) is not ideal as some elements may not be retained (such as transitions, fonts, music, etc.).

Instructions for exporting your PowerPoint to WMV format can be found here:

<http://office.microsoft.com/en-us/powerpoint-help/turn-your-presentation-into-a-video-HA010336763.aspx>

Sound Technician

Sound and lighting needs for visitations and funerals must be completed by a trained member of the Worship Arts team. This will require the following fee dependent on the type of service requested in the sanctuary.

- **Visitation & Funeral Service over 2 days - \$75**
- **Visitation and Service all in one day - \$50**

These fees must be paid to the main office on or before the event. The payment method should indicate in the memo area- sound technician fee.

Nursery

The church does not provide a nursery for funeral services. If needed, the family is responsible for securing an attendant. If this service is needed, please contact the office to discuss if there is an additional room that can be provided for childcare.

Refreshments

When a visitation is held in the sanctuary we can often provide a room for the family to rest and get refreshments. This is typically held in the music room (room 216). When possible we do our best to provide some refreshments and also allow a place for guests to bring food for the family.

