

FUNERAL PROCEDURE AND PROTOCOL

Death and grief are very difficult moments for those remaining. Intensity and complexity of grief is influenced by many factors. Coral Ridge desires to minister to our church family during such times of loss in a most meaningful and helpful way. The following information is provided to assist families in planning a service that will comfort and encourage them, and remember and celebrate their loved one. The arranging of funeral/memorial services will be facilitated by considering the following procedures and suggestions. There is flexibility and latitude in these things.

Remember:

1. A funeral is a service with a casket (or cremation urn) which usually follows a death within 3-7 days.
2. A memorial service has no casket present and can follow the 3-7 day time frame usually attending a funeral, or be months before it is observed.
3. Both funeral and memorial services may be held either here at CRPC or at a Funeral Home facility or even in some other location.
4. Clergy are not required to officiate a funeral or memorial service as is necessary for a wedding.
5. There is great variety to the elements and liturgy of a funeral/memorial service.
6. These services are times of worship, celebration and consolation.
7. These services are a great opportunity for the gospel to be made known.

Procedures:

When a death has occurred and there is a request for a service:

1. Eligibility needs to be established. Usually, church members and any of their family are automatically approved. For persons outside the church family, staff approvals are required. Such approval is based upon availability of personnel and facility.
2. Family member(s) contact the Congregational Care office or the CRPC person they wish to conduct the service, and an appointment is set to meet with the person officiating to plan the service and discuss arrangements. It is recommended that the meeting be held at the church.
3. Reservation of facility in EMS (Event Management System) can be made by the department overseeing the service or by Congregational Care: Sanctuary and Chapel are the most frequently used but other rooms of adequate size could be used.
4. Set-up details for the service can include:
 - a. podium for speaking
 - b. guest book podium
 - c. tables and cloths for flowers and/or photos; food/beverage reception
 - d. audio/video needs
 - e. stands, easels etc.
5. Personnel Needs:
 - a. Minister/other to preside service (honorarium)
 - b. Musicians—instrumentalists; vocalists have service fees. The person(s) seeking the service are required to make those arrangements with the desired musician (s). Fee are paid directly to the individual. (Organist--\$200-400, Soloist--\$200)
 - c. Audio/Visual—for basic sets (microphone), sound personnel will assemble these before the service time. For functions that require a technician to be present, a service

fee of \$200 is required and is to be paid directly to the Audio/Visual technician. The person(s) seeking such arrangements are required to make those agreements directly (Caleb 954-334-5174) and confirmation is necessary to the person/department responsible for the service. Pre, post and inter service audio/visual elements (powerpoint; slides; video) have become quite common place. For any such element within the service, length of time and content must be known and approved. Any such element to be used within the service should be made available to the technician in advance to confirm that our equipment is compatible.

- d. Speakers other than the pastor—often a service will have “eulogy” and those persons who are to bring the “good words” are selected by the family. Caution is given that persons speaking are appropriate to the church, are informed of a time limit and have at least an outline of their comments to use during their moments of delivery.
- e. Food and Beverage—Services may or may not have a reception to follow. These can vary from a beverage/cookie table to a finger food and on to a full meal. All food arrangements are subject to the Food Service department of CRPC and the fees set by them. There are occasions when friends of the family prepare food to bring or an outside caterer is used. Preparation for these may still require facilities usage and set up which must be arranged through EMS.

6. Arranging an Order of Worship—

- a. Incorporate into the service favorite hymns
- b. Incorporate into the service favorite Scripture
- c. Eulogy—(good words) While often important, it should be observed that presentations ought to be brief, to the point and limited, and kept to no more than a few. Open “testimonial” times should be kept to the reception or gathering after the service.
- d. Invocation and Benediction are important—While invoking the presence of God, clearly state why we are here; to mourn and be comforted in the face of death: the Father who loves His children, the Son who has accomplished all things including the defeat of death and the Spirit whose ministry is applying the work of the Son and to especially comfort His own. The Benediction reminds of the promises of God to the empowering of godly life and service as the service is concluded.
- e. The service is arranged around the elements so that there is balance, (arrange hymns, readings, testimonials, prayers and meditation to compliment each other). The meditation ought to be the last spoken element followed by a hymn if desired and then the benediction.
- f. The printing of an “order of worship” (bulletin) is not necessary but can be provided upon request. A template for such is readily available from Congregational Care.
- g. Grave Side Service
Following many funerals, grave side services are held at the cemetery. Time and location are arranged by the Funeral Home. Some complete funeral services are performed at grave side, not using CRPC facilities. To be kept in mind here is that these proceedings are out in the elements. Most grave side services are brief...Scripture readings, prayers, meditation and committal.
Committal services are also brief. They are a final reminder of the promises of God from Scripture and, usually, final words of committal...ashes to ashes, dust to dust, etc.