



1322 Las Posas Road, Camarillo 93010 | Ph: 805.482.2657 | [camarillocommunitychurch.com](http://camarillocommunitychurch.com)

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Funeral Services Revised July, 2010

Dear Friend,

We are so sorry to hear about your recent loss. We know that this is a very difficult time for you and we want to do everything we can to help you through your time of grieving. If we can be of any additional help to you in the form of formal counseling or if you just need someone to talk to, we are here for you. Thank you for considering us for the privilege of honoring your loved one with a quality memorial service. We look forward to celebrating their life with you very soon. Please simply read, review and fill out the following forms and return them to our office. Once we have received the necessary forms, someone from our office staff will contact you and schedule an appointment for you to meet with one of our Pastors. God Bless.

In Christ,

Daryl Lundberg  
Pastor, Congregational Care  
Camarillo Community Church

Please review our funeral services and policies attached below. Note that it is not the intent of the Church or the Pastors to make money performing funerals. This fee schedule is designed to compensate for the minimum costs involved in the memorial. Compensation for members and attendees are partially subsidized by the Church. It should be noted that considering all factors (preparation, ceremony), the minimum honorarium for our Pastors works out to less than \$10 an hour. Minimum fees for the church use cover only the utilities used during the ceremony and cleaning. If special financial arrangements must be made, please advise the Pastor performing the funeral before any commitment is made concerning the memorial service. Thank you for your understanding.



## MEMORIAL COSTS

Service	Church Members	Attendees	Non-Attendees
Suggested Pastoral Honorarium	\$100	\$200	\$300
Suggested Pastoral Travel Time	\$25 per half hour	\$25 per half hour	\$25 per half hour
Suggested Music Performance Honorarium	\$75	\$75	\$75
Sound/Light Technicians per person required	\$75	\$75	\$100
Custodial Services required	\$75	\$75	\$75
Facility Use – Funeral – Main Church Auditorium	\$0	\$200	\$400
Facility Use – Funeral – Activity Center Auditorium	\$0	\$150	\$300
Facility Use – Reception in Activity Center	\$0	\$100	\$200

**Members:** Officially welcomed into the formal membership and  $\frac{3}{4}$  of Sunday attendance for the last 6 months.

**Attendees:** Attend Camarillo Community Church but have not attended membership classes and officially joined the church; attend  $\frac{1}{4}$  of Sunday attendance for the last 3 months.

**Calculate your cost below:**

Service	Church Members	Attendees	Non-Attendees
Suggested Pastoral Honorarium			
Suggested Pastoral Travel Time			
Suggested Music Performance Honorarium			
Sound/Light Technicians per person required			
Custodial Services required			
Facility Use – Funeral – Main Church Auditorium			
Facility Use – Funeral – Activity Center Auditorium			
Facility Use – Reception in Activity Center			



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## FAMILY INFORMATION

Contact person: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_  Cell  Home

E-Mail: \_\_\_\_\_

Full name of deceased: \_\_\_\_\_

Birth date/Place: \_\_\_\_\_

Married:  Yes  No Name of Spouse: \_\_\_\_\_

Anniversary Date: \_\_\_\_\_

Education: High School: \_\_\_\_\_ Graduated (year): \_\_\_\_\_

College: \_\_\_\_\_ Graduated (year): \_\_\_\_\_

Major: \_\_\_\_\_

Masters/ Doctorate: \_\_\_\_\_ Graduated (year): \_\_\_\_\_

Survivors/Family:

Work History:



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Recognition at work:

Where have they lived? When did they move to California?

Words to describe them:

Favorite Music Styles/ Artists:

Favorite Hobbies:

Favorite TV Shows/ Movies:

Favorite Sports Teams/ Athletes:

Pets:

Outstanding accomplishments:



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What would friends say about them?

Favorite Poetry/ Books:

Favorite Scripture:

Spiritual/church background:

Humorous incidents:

Quotes from their life:

Military Involvement:

Clubs/ Organization membership involvement:



## MEMORIAL SERVICE OUTLINE

There are many decisions to be made about the memorial service. Below we have outlined the typical elements that go into a memorial service. Of course these elements are just suggestions. We are open to adding an element into the service if the family desires to remember their loved one in a special way. Look over these elements with your family, fill out the attached Memorial Service Information Form and you will have an opportunity to discuss them with one of our Pastors when you meet.

***Pre Service:***

*The family may select background music to be playing in the background that holds special meaning to their loved one and family members.*

***Memorial Book Table:***

*A table for a memorial guest book for people to sign as they enter the service.*

***Remembrance Table:***

*A table with special pictures and items for people to view as they prepare for the service.*

***Hospitality Table:***

*The family may wish to have a hospitality table for water, tissues, and memorial service programs to be available for guests.*

**Welcome:**

The Pastor will welcome guests on behalf of the family.

**Scripture or special reading:**

The Pastor, family member or friend may read a Scripture verse, poem, special memories of deceased.

**Opening prayer:**

Pastor will begin the memorial service with prayer.

**Eulogy:**

The Pastor, family member or friend will read the eulogy. (See attached Eulogy Outline)

**Time of worship:** The family will often enjoy a time of worship with either some selected hymns (Amazing Grace, How Great Thou Art, etc.) or songs that were a favorite of the deceased.



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**Special presentation:**

The family will often times like to include a special song, multi-media presentation, or other special presentation in remembrance of their loved one. This can either be prepared by the family or arranged by someone on our Creative Arts staff.

**Memorial message:**

The Pastor will share a memorial message based on Scriptures (Eccl. 3:11; Luke 24:13-15; John 1:12; John 3:16 and 1 Cor. 13:13) to offer hope and encouragement. The message will reflect on qualities of the loved one being remembered. The Pastor will also talk about the reality of eternity and the message of hope found in Jesus Christ. The message will end with a prayer that will include thankfulness for the love they shared with their loved one and an invitation for people to receive God's love.

**Open sharing:**

The Pastor will invite family and friends to share memories. Family members may read special letters, poems, Scriptures, etc. The Pastor will close this time of sharing after an appropriate amount of time has been offered.

**Closing prayer:**

The Pastor will invite all to close in prayer.

**After service instructions:**

The Pastor will provide after service instructions for guests.

**Post service:**

The family may select background music to be playing in the background that holds special meaning to the deceased and family members.



## Memorial Service Information Form

Date of the Memorial Service: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

[NOTE: We are unable to formally agree to the date and time until the family is able to meet with one of our Pastors. Date and Time may need to be adjusted due to Pastoral & facility availability]

### What will be present at the memorial service?

Picture  Casket [ Open  Closed]  Cremation Ashes

### Music:

What music would you like playing pre and post service?  Yes  No

Will you provide CD's of selected music?  Yes  No

Do you desire to have any live music played?  Yes  No

Who and when during the service? \_\_\_\_\_

\_\_\_\_\_

Do we need to provide any sound equipment?  No  Yes, if so what specifically:

\_\_\_\_\_

### Flowers:

Do you have any flower arrangements that will be displayed at the service?  Yes  No

Are they being:  Delivered  Brought by family  Handled by Funeral home

### Multi-media Presentation:

Do you have a multi-media presentation (i.e., slide show) planned for the service?

Yes  No

Do you need one of our staff to create it for you?  Yes  No





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**Room Set-Up:**

Will you have a memorial book for guests to sign?  Yes  No

Would you like a hospitality table with water and tissues available for guests?

Yes  No

Would you like us to provide a special memorial program for guests?  Yes  No

How many guests are expecting? Family: \_\_\_\_\_ Others: \_\_\_\_\_

Do you have any special requests for setting up the room? \_\_\_\_\_

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**Reception:**

Will a reception follow the service?  Yes  No

Who is invited?  Family Only  All Guests

Where will the reception be held? \_\_\_\_\_

Address: \_\_\_\_\_

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Time: \_\_\_\_\_

**Memorial message:**

The Pastor will share a memorial message based on Scriptures to offer hope and encouragement. The message will reflect on qualities of the loved one being remembered and also present the gospel. The gospel is the message of eternal hope found in Jesus Christ. The message will end with a prayer that will express thankfulness for the love they shared with their loved one and an invitation for people to receive God's love through Jesus Christ. If one of our Pastors is to present the Memorial message then the presentation of the Gospel message is a mandatory part of the service.

Are there any special Bible verses that would be meaningful to you during the service?

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**Eulogy:**

Who will prepare the Eulogy?  The family  The Pastor  Other: \_\_\_\_\_



## **FAQ's for Multimedia Creation**

1. **How long is a typical slideshow?** A typical slideshow is about 3-5 minutes long or takes the full length of one song.
2. **Can it be longer than 5 minutes?** We do not suggest slideshows over 5 minutes based on our experience on what is best for the 1 hour service and for the excellence that we can do with a shorter show.
3. **Can I use more than one song?** Yes, however, we suggest a nice blending of two songs together to keep it under 5 minutes.
4. **How many pictures do I need?** You can figure that it takes about 25 pictures per minute of song.
5. **How do I deliver the pictures?** Please deliver the pictures to our office on a disk. You can have your pictures digitalized by any Kinko's shop for very cheap.
6. **When do you need the pictures by?** The creative team needs your pictures at least 4 days prior to the day of the memorial service.
7. **What can I expect in return?** You will be given a DVD master of the slideshow within 5 days following the service that you are free to copy at your leisure.



## Eulogy Outline

The eulogy is typically read by the pastor or a family member. It can be prepared by either the family or one of our Pastors. Typically, this is no longer than **3-5 minutes**.

The elements of a eulogy usually include:

### 1. Background

*Where the deceased was born and raised.*

*The names of those who the deceased are survived by*

**2. Major “benchmarks” or “turning points” in the person’s life** (e.g., when and where they graduated from high school or college, who and when they married, when children were born, etc.)

### 3. Significant contributions in life

*Noteworthy accomplishments*

*Employment*

*Service in church*

*Family*

*Memorable story*

*Personality traits*

### 4. Closing

*When and where the loved one passed away.*