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## KC FIRST CHURCH OF THE NAZARENE



## FUNERAL POLICY

Facing the death of a loved one is a difficult experience. As Christians, 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). The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes about and responses to death. Christians affirm with tears and joy the hope of the gospel. We do not bear bereavement in isolation, but are sustained by the power of the Holy Spirit and the community of faith. It is the desire and privilege of the KC First Church of the Nazarene staff to minister to the families of our congregation in their times of loss. This policy is provided to assist families in planning and preparing for a Christian funeral.

All services conducted by pastors of the church are services of worship for the community of faith. While the form of services may differ, each is a witness to the Resurrection of Jesus Christ. In general there are three types of services celebrating the life of a loved one:

- The Memorial Service is a service where the body is not present. Interment of the remains in a service of committal has either preceded the service or will take place at a later time.
- The Funeral Service is a service where the body is present in either a casket or an urn. The service is concluded with a service of committal at the burial site.
- The Graveside Service is a service that takes place at the burial site.

All of these services are services of worship, celebrating the life of a loved one and the promise of eternal life through Jesus Christ. All who attend are reminded of our hope and assurance in Jesus Christ.

### **Worship Bulletin**

The church will provide a printed order of service. You may choose to have a simple half sheet bulletin, or a folded bulletin. Samples of both are available upon request. Bulletins will feature a photo of the deceased on the cover, the order of service, obituary (if desired), Scripture (if desired), designation for memorial gifts, and any other information requested by the family.

### **Slideshows & Mementos**

If a slideshow is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service in order to ensure that everything runs smoothly. All presentations should be in DVD format (not PowerPoint). You may choose to use a looping video slideshow during the visitation, or a shorter memorial video (3-5 minutes) during the service itself. If you would like our staff to compile the service video, please have all photos and special instructions to our office at least three days before the service, if possible.

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## **FUNERAL POLICY, PAGE 2**

Families may wish to display mementos or photographs of their loved one at the service. If requested, our staff will provide suitable places for displays in the foyer. Additionally, families may want to have a guest book for family and friends to sign. Please check with the funeral home to see what they will be providing.

Some funeral homes will provide a guest book and slideshow for families. Please check to see what specific services may be offered by the funeral home.

### **Technical Support**

A First Church technical assistant will be available to handle all audio/visual aspects of the service. Unless otherwise requested, they will arrive 30 minutes prior to the memorial service or visitation. All technical needs for the event should be communicated to the pastoral staff prior to the service.

### **Family Meal**

As a ministry to the bereaved, the church is able to provide a meal for the family and specified guests. If desired, please coordinate specific requests and arrangements with the pastoral staff.

### **Nursery Care**

The church does not provide nursery care for funeral services. However, arrangements may be made for childcare space at the church to be provided. If needed, the family is responsible for arranging childcare.

### **Honoraria**

There will be no charge for the use of our facilities or for the services of our pastors during a funeral service. However, families often choose to pay an honorarium of \$50-150 for each pastor, musician, and technical assistant involved in the service, based on different levels of involvement and considering the financial resources available. Typically, these honoraria are paid following the service by the family directly or through the funeral home director. Checks should be made payable to the individual. If you have any questions or concerns about who to pay, please ask one of our pastoral staff.

### **Music**

We are able to recommend musicians for the funeral, including a pianist and/or organist. Typically, instrumentalists will provide 10-15 minutes of music for prelude, will accompany the hymns and any special music during the service, and then provide a postlude long enough to cover the exit of all the guests. If additional music is desired before the service, special arrangements can be made with the instrumentalist(s), or recorded music may be played up until the live instrumental music begins.

While we hope to accommodate musical requests, it is at the discretion of our pastoral staff whether musical selections are appropriate. The use of congregational hymns/songs is encouraged and may be selected with the pastor in consultation with the family during the service planning process. Music should be chosen which affirms the goodness and grace of God, gives comfort and support to those who grieve, or was particularly meaningful to the deceased.

**Timeline & Checklist**

**1. Contact the Pastoral Staff**

Church office: 816.942.9022

- *For after hours emergencies, please call the main office number for information on contacting the on-call pastor.*

**2. Select and Contact a Funeral Home or Crematorium**

Funeral Home/Crematorium \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

**3. Type of Worship Service**

- \_\_\_ Funeral
- \_\_\_ Memorial
- \_\_\_ Graveside

**4. Coordinate Date & Time of Service with Pastoral Staff**

Date of Service \_\_\_\_\_ Time \_\_\_\_\_

**5. Visitation Desired?**

- \_\_\_ Yes      Date \_\_\_\_\_ Time \_\_\_\_\_
- \_\_\_ No

**6. Burial/Cremation Preferences**

- \_\_\_ Burial
  - Cemetery Name \_\_\_\_\_
  - Interment Date \_\_\_\_\_
- \_\_\_ Cremation
  - Columbarium Location \_\_\_\_\_
  - Interment Date \_\_\_\_\_

**7. Information for Worship Bulletin**

Full Name of Deceased (to appear in print) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Preferences Regarding Memorial Contributions:

"In lieu of flowers, memorial contributions may be made to \_\_\_\_\_"

Estimated Number of Worship Bulletins Needed \_\_\_\_\_

*\*\*Please send a photo for the printed bulletin to [kcfc@kcfc.org](mailto:kcfc@kcfc.org) or bring a copy of the photo to the church office at least 24 hours before the service*

**8. Sanctuary Platform Arrangements**

*Often the following elements are present at the front of the sanctuary during the service.*

- Casket or Urn Present?  
\_\_\_ Yes                      Open casket \_\_\_              Closed casket \_\_\_  
\_\_\_ No
- Picture/Portrait present? (*often, in situations where there is no casket, the family will opt to display a large portrait on an easel at the front of the sanctuary*)  
\_\_\_ Yes                      \_\_\_ No  
Floor easel needed? \_\_\_ Yes                      \_\_\_ No
- Placement of floral arrangements?  
funeral home \_\_\_\_\_  
church staff \_\_\_\_\_  
family \_\_\_\_\_
- Number of pews reserved for family members \_\_\_\_\_

**9. Funeral Dinner Arrangements**

Number of persons \_\_\_\_\_

Funeral dinner location \_\_\_\_\_

Other special instructions (e.g. *food allergies*) \_\_\_\_\_

## SERVICE PLANNING

### Personal Information

Service for \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Relationship \_\_\_\_\_ Email \_\_\_\_\_

### Service Information

Funeral Home/Crematorium \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Location of Service \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Location of Visitation \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Pre-Recorded Music? Yes \_\_\_\_\_ No \_\_\_\_\_  
Provided by KCFC \_\_\_\_\_ Provided by Family \_\_\_\_\_

Slideshow Placement:

During Visitation \_\_\_\_\_ During Service \_\_\_\_\_

### Participant Information

Minister(s)	Role	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tributes given by \_\_\_\_\_

Scriptures read by \_\_\_\_\_

Obituary read by \_\_\_\_\_

Prayer by \_\_\_\_\_

Vocalist(s) \_\_\_\_\_

Pianist \_\_\_\_\_

Organist \_\_\_\_\_

Pallbearers \_\_\_\_\_

(*Honorary Pallbearers* \_\_\_\_\_)

Rehearsal Time(s) \_\_\_\_\_

**Service Elements**

Prelude/Postlude \_\_\_\_\_  
*(Please list any specific requests or instructions here.)*

Scripture passages \_\_\_\_\_

Congregational Songs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Music:

\_\_\_\_\_  
\_\_\_\_\_

Tributes?

\_\_\_\_ Yes      \_\_\_\_ No

Obituary Read?

\_\_\_\_ Yes      \_\_\_\_ No

Service Slideshow Placement \_\_\_\_\_

*(Because fraternal or civil rites are not part of the worship service, these organizations should pay tribute to the deceased at another hour and place, e.g., the graveside service.)*