

NEW CHAPEL

# Funeral Service Request

PLANNING WORKSHEET

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## Information about the Deceased:

Name of Deceased: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Date of Death: \_\_\_/\_\_\_/\_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

## Family Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Best phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## Funeral Director:

Funeral Home: \_\_\_\_\_

Name of Funeral Director: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### ***This service will be referred to as a:***

- Funeral
- Celebration of Life
- Memorial Service
- Other:

### ***Committal Service?***

*A committal (or graveside) service is a short final service before the remains are buried.*

- Committal Service  
*Where? When?*
- No Committal Service

### ***There will be a:***

- Visitation
- Viewing
- Wake
- None of the Above

### ***Visitation/Viewing/Wake:***

- At the Funeral Home or Church
- Directly before the service?
- Other: Time?*

## Funeral Arrangements Request

Date Funeral is Requested: \_\_\_/\_\_\_/\_\_\_\_\_

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

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

Burial     Cremation

Will the earthly remains be present for the funeral:

Yes     No

If cremated, will the cremains be present for the funeral?

Yes     No

Where is the desired service be held? *Funeral Home, Church, Other...* \_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_

Are the service and committal on the same day? \_\_\_\_\_

Will there be a luncheon or reception?

Yes     No

*A reception at the church is not always possible. There are limits to the hospitality we can provide in this area.*

Request a specific officiant/ pastor/ minister to perform the ceremony:

*Non-New Chapel officiants must be licensed or ordained and bring credentials to be filed.*

Eulogy/ Eulogies/ Specific person to pray:

*In this context, "eulogy" is a public and personal comment, story, or memory (spoken or in writing) to express condolences in honor of the deceased.*

Personal Stories or Comments for the officiant/ pastor/ minister to say:

Scriptures:

Music:

*Live music is not always possible. There are limits to the accommodations we can make with music.*

Will a Video be shown? Slide show?  Yes  No  
*New Chapel can rarely produce a video in time for a funeral.*

Would you like a video captured of the service?  Yes  No

**ACCESS TO BUILDING:**

The building will be open two hours before the service unless other arrangements have been made through the office. Upon arrival, the family will meet with a minister for final instructions and prayer. This will take place 10 minutes before the service is to begin. Note: All flowers, stands, and decorations must be taken. We do not keep/forward on flowers or stands. Funeral Home and family must coordinate to have all flowers and stands removed from the building.

Signed: X \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

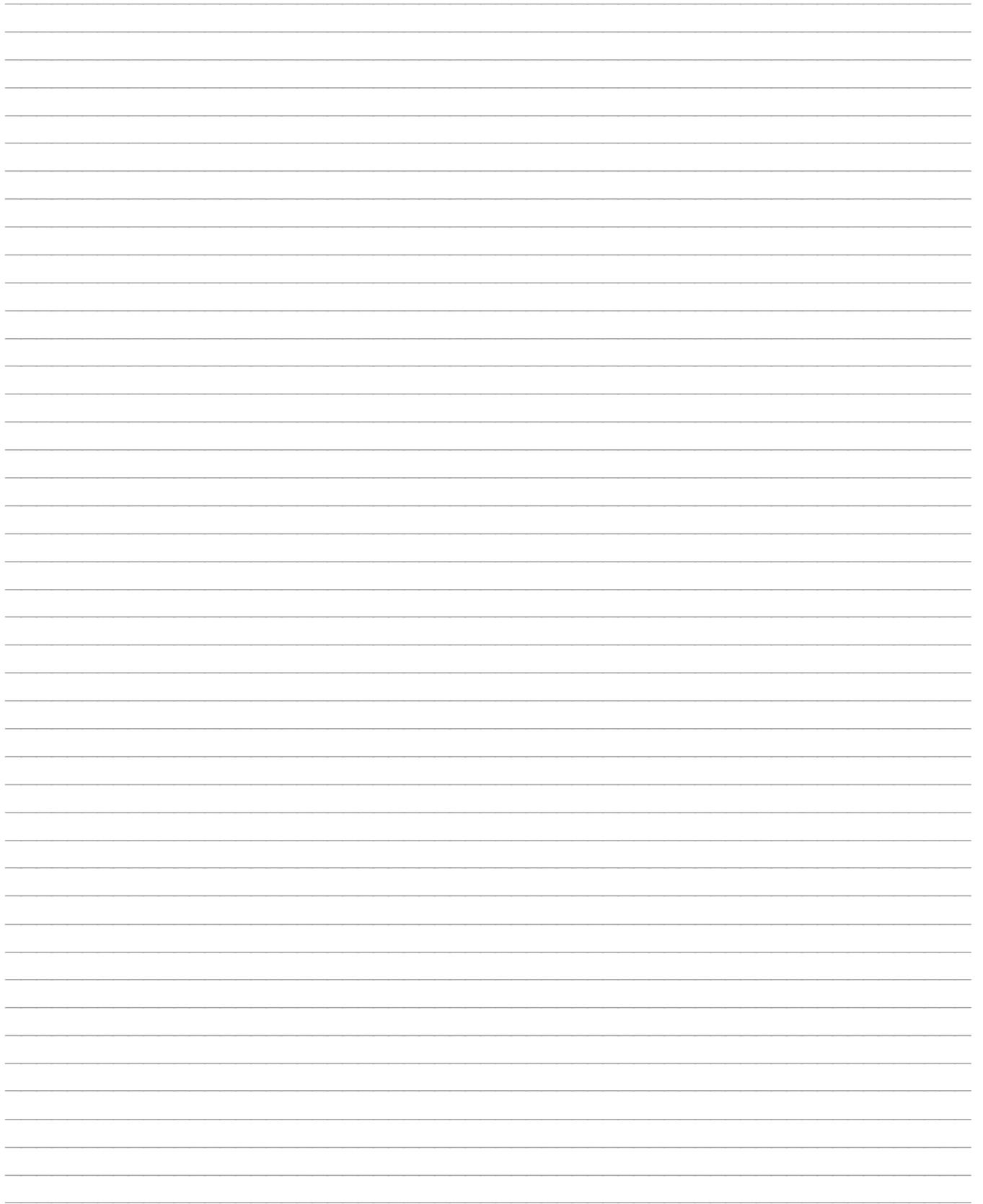
Printed Name: X \_\_\_\_\_

Pastor or Staff: X \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**\*\*We cannot confirm nor guarantee that we can accommodate an officiant, funeral service, or facility until after this meeting occurs, and payment arrangements are made or satisfied.**

FUNERAL COST ESTIMATE:
\$ _____
<i>Prices relating to these services are negotiated with your coordinator based on New Chapel's ability to provide services and any special requests.</i>



# Funeral Services – Standard operating Procedure

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## 1. Purpose & Philosophy

At New Chapel, we believe that walking with families through grief is a sacred ministry assignment. We don't get over our grief by forgetting. Rather, we get through our grief by remembering. A funeral is more than a formality — it's a holy moment where memory, honor, and Gospel clarity come together.

Losing a family member can be a challenging and difficult time. We consider it a privilege to serve our New Chapel family and provide help, support, compassion, and care when dealing with the death of a family member. We seek to help with the planning and officiating of funerals or memorial services to provide personal care during your time of loss.

**This ministry to families is part of our robust pastoral care plan, which includes:**

- Sincere eulogy and Gospel presentation
- Compassionate logistical support
- Ongoing follow-up, pastoral check-ins, and care for grieving families

*While we desire to help every family, plans are subject to availability of ministers, facilities, and church programming.*

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## 2. Funeral Request Process

All funeral or memorial inquiries should begin by contacting our team:

- [newchapel.com/funeral](http://newchapel.com/funeral)
- [connect@newchapel.com](mailto:connect@newchapel.com)

**A staff Funeral Coordinator will be assigned to guide the family through intake, scheduling, coordination, and support.**

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## 3. Who we can serve

We serve families that fall into several different designations:

Designation	Definition
<b>1. Active Partner</b>	A committed partner of New Chapel who actively attends and supports the ministry financially (within the last 6 months).
<b>2. Inactive / Inactive Attender</b>	A person who has not attended or given in the past 6 months.
<b>3. Extended Family of an Active Partner</b>	Immediate family of an Active Partner (e.g., parent, child, sibling).
<b>4. Unassociated</b>	No current or prior relationship with New Chapel.

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## 4. Scheduling & Availability: **Notice Required:** Minimum 3 business days for coordination

Availability is limited due to regularly scheduled and special events.

- **Monday–Thursday, 9:00 AM–5:00 PM:** *Considered "Standard hours"*
  - **After Hours (Evening M–Th):** *Available by rare exception (additional costs apply)*
  - **Friday/Saturday:** *Funerals are not offered apart from senior review. These are high-impact days requiring extreme exception. Friday and Saturday services are reviewed case-by-case. They rarely occur and are not guaranteed. Significantly increased costs are incurred. These days are discouraged.*
  - **Sunday:** *Funerals not offered*
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**5. Officiants** We are honored to serve during moments of loss.

**Officiant Assignments**

- **Appointed Pastor or Officiant** – Standard and default
- **Platform Pastor** – Available upon request; Specific Pastor schedule permitting
- **Senior Pastor** – Reserved scheduling to preserve leadership bandwidth. Availability is determined on a case-by-case basis, schedule permitting, with sensitivity and prayer.

**About Outside Officiants:**

Requests for outside officiants will be considered graciously, though they remain a rare outlier in funeral arrangements at New Chapel. Non-New Chapel officiants must be licensed or ordained and bring credentials to be filed.

<b>Monday – Thursday Standard Hours Officiant Rate Schedule</b>			
<b>Officiant:</b>	<b>Active Partner</b>	<b>Inactive Partner / Attender; Extended Family of a partner</b>	<b>Unassociated</b>
<b>Appointed Pastor or Officiant</b>	Complimentary	\$300	\$500
<b>Platform Pastor</b>	\$100	\$400	\$700
<b>Senior Pastor</b>	<i>Rate determined if Pastor is available</i>		
<b>Outside Officiant</b>	<i>\$.250 to New Chapel; Separate honorarium to the minister to be handled directly by the family</i>		
<b>Offsite (local)?</b>	+\$100	+\$200	+\$300

<b>After Hours (Evening M–Th) Officiant Rate Schedule</b>			
<i>If determined to be available</i>			
<b>Officiant:</b>	<b>Active Partner</b>	<b>Inactive Partner / Attender; Extended Family of a partner</b>	<b>Unassociated</b>
<b>Appointed Pastor or Officiant</b>	\$150	\$400	\$600
<b>Platform Pastor</b>	\$200	\$500	\$800
<b>Senior Pastor</b>	<i>Rate determined if Pastor is available</i>		
<b>Outside Officiant</b>	<i>\$.250 to New Chapel; Separate honorarium to the minister to be handled directly by the family</i>		
<b>Offsite (local)?</b>	+\$100	+\$250	+\$350

<b>Friday &amp; Saturday Officiant Rate Schedule</b>			
<i>These days are discouraged and cannot be guaranteed</i>			
<b>Officiant:</b>	<b>Active Partner</b>	<b>Inactive Partner / Attender; Extended Family of a partner</b>	<b>Unassociated</b>
<b>Appointed Pastor or Officiant</b>	\$350	\$600	<i>Rate determined if an officiant is indeed available</i>
<b>Platform Pastor</b>	\$400	\$700	<i>Rate determined if an officiant is indeed available</i>
<b>Senior Pastor</b>	<i>Rate determined if Pastor is available</i>		
<b>Outside Officiant</b>	<i>Not available</i>		
<b>Offsite (local)?</b>	+\$100	+\$250	+\$350

## 6. Facility Use & Rates

*Use of our facilities are not a requirement to have a New Chapel Officiant.*

### Monday – Thursday “Standard Hours” - Service Rate Schedule

Service Offered	Active Partner	Inactive Partner / Attender; Extended Family of a partner	Unassociated
Auditorium Use (Basic)	Complimentary	\$300	\$600
Tech Use (Slides/Audio)	\$100	\$400	\$500
Custodial	\$100	\$150	\$200
Reception	\$200	\$300	\$600
Tables & Host Setup	\$150	\$200	\$250

### After Hours (Evening M–Th) - Service Rate Schedule

*If determined to be available*

Service Offered	Active Partner	Inactive Partner / Attender; Extended Family of a partner	Unassociated
Auditorium Use (Basic)	\$100	\$450	\$800
Tech Use (Slides/Audio)	\$150	\$550	\$500
Custodial	\$100	\$200	\$250
Reception	\$300	\$400	\$700
Tables & Host Setup	\$250	\$350	\$350

### Friday & Saturday - Service Rate Schedule

*These days are discouraged and cannot be guaranteed*

Service Offered	Active Partner	Inactive Partner / Attender; Extended Family of a partner	Unassociated <i>Likely not available</i>
Auditorium Use (Basic)	\$300	\$800	\$850
Tech Use (Slides/Audio)	\$300	\$500	\$500
Custodial	\$250	\$300	\$350
Reception	\$300	\$700	\$750
Tables & Host Setup	\$300	\$350	\$400

*These rates are practical expressions of service that help offset the cost of staff, preparation, and facility use at our growing church.*

## 7. Family Planning Meeting

**Before details are finalized, a 30-45 minute Family Planning Meeting is required:**

- Required: Funeral Coordinator
- The Officiant will attend if possible
- Attendees: Immediate family members and service decision-makers *(3-5 people maximum)*

### Meeting Purpose:

- Negotiate logistics, officiant, facilities, tech, hospitality, and special requests
- Finalize order of service and elements *(Scripture, music, readers)*
- Collect memories and stories for the officiant to use in the message

**\*\*We cannot confirm nor guarantee that we can accommodate an officiant, funeral service, or facility until after this meeting occurs, and payment arrangements are made or satisfied.**

## 8. Special Request Rate Structure

Media & Technology Service	Rate Schedule
Audio Recording (raw)	\$75
Video Recording (raw)	\$150
Edited Video	\$400
Slideshow Creation	\$125
Tech Workers (2-hr min)	\$100/hr

Hospitality & Reception Services	Rate Schedule
Reception Room	\$200–\$500 ( <i>tiered</i> )
Table Setup & Host	\$100
Cleanup Support	\$150
Coffee/Water Station	\$50
Catering	Provided by family ( <i>approved vendors only</i> )

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## 9. Ongoing Pastoral Care

We don't stop at the funeral. Our pastoral care plan includes: Grief follow-up, Biblical counseling and referrals, helpful books, one full year on our prayer list, and the like.

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### ADMINISTRATIVE WORKFLOW

1. **Funeral Request Received; Coordinator Assigned**
2. **Funeral Intake Assessment Completed by Coordinator**
  - a) Availability Confirmed (*Pastor/Facility/Tech*)
  - b) Confirm Partner Designation and Rate Schedule
  - c) Schedule Family Planning Meeting with Family
3. **Family Planning Meeting Held**
  - a) Water & tissue available
  - b) Collect pictures for slide show (*if requested*)
4. **Details Reviewed** [*if exceptions*] (*Fri/Sat/Senior Pastor, etc.*)
5. **Written Confirmation of Quote Confirmed with Family**
6. **Payments Reconciled**
7. **Grief workflow initiated**
  - a) Information (flow, requests, dismissal announcements) shared with Officiant along with PDF of this document completed.
  - b) Send Flowers
  - c) Send Sympathy Card
  - d) Inform funeral home of order of service and family wishes concerning the casket, etc.
8. **Funeral Service - Delivered with Excellence**
  - a) Table or stand for guest book if needed?
9. **Pastoral Follow-Up Scheduled**
  - a) Care
  - b) Grief booklets

# Example Funeral Service Flow

## CELEBRATION OF LIFE - FUNERAL SERVICE

May 19, 1938 - July 30, 2024

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### *Welcome*

***Officiant will make a brief welcome and read Psalm 23***

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### *Prayer*

***Let's stand and hold hands and pray together***

***Officiant will lead congregation in prayer***

***You may be seated***

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### *Obituary*

***Officiant will read the obituary***

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### *Sermon*

#### *PART I*

***Officiant will deliver the first part of a sermon***

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### *Eulogy*

***Officiant will deliver a Eulogy based on memories shared from the family.***

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*What do you remember about her?*

*Family Memories & Personal Eulogies*

***Officiant will welcome selected family to share their memories, or if planned, offer others opportunity to share personal memories***

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### *Sermon*

#### *PART II*

***Officiant will deliver the second part of a sermon.***

***If there is not a public graveside or committal, Officiant will pray commending prayers and dismiss.***

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### *Graveside Committal*

***If planned: Officiant will deliver a committal service.***

*This is about 5 minutes in length.*