

NEW CHAPEL

Funeral Service Request

PLANNING WORKSHEET

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.

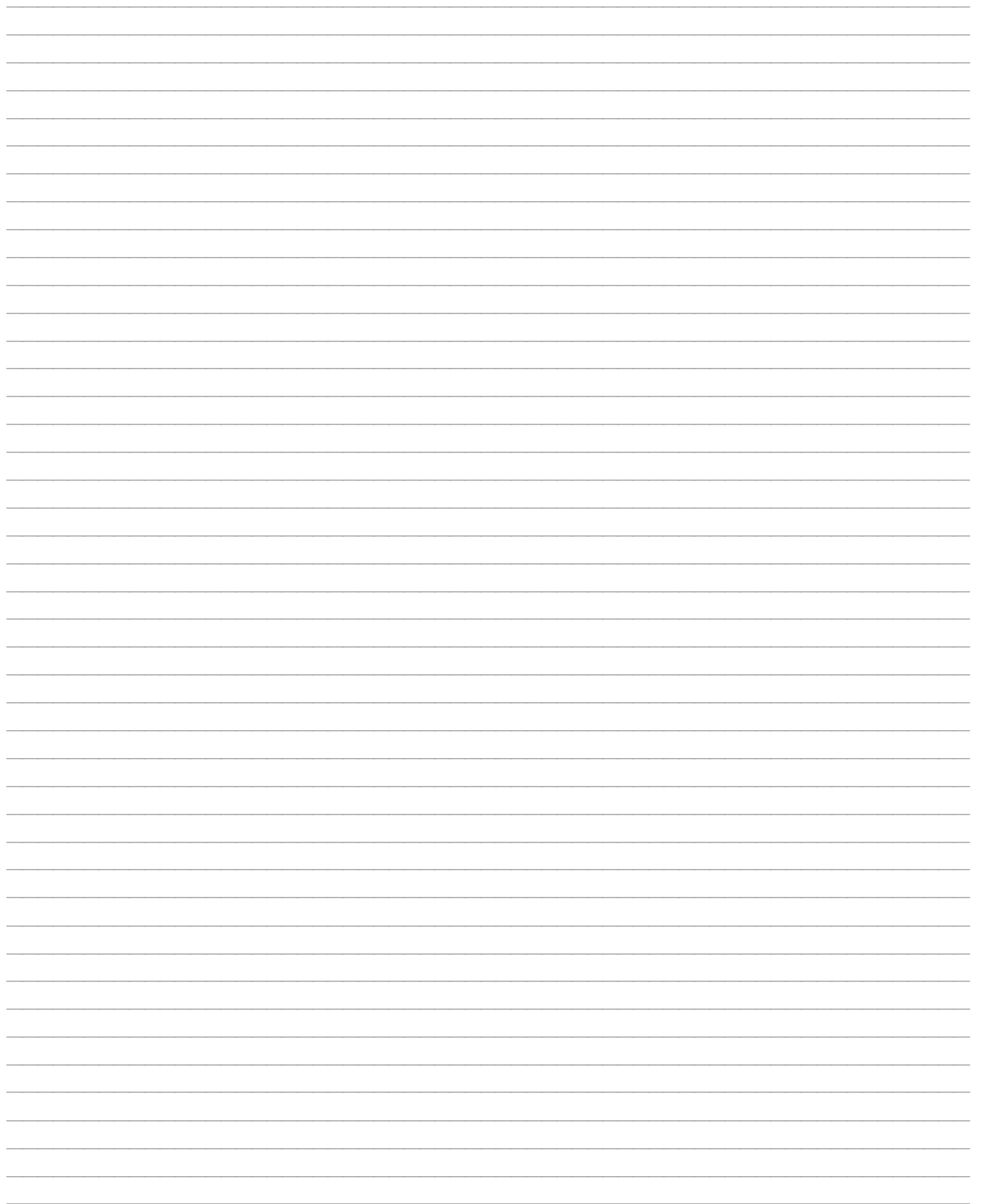
- ☐ Personal Stories or Comments for the officiant/ pastor/ minister to say:

- ☐ Scriptures:

- ☐ Music:

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

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

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.

2. Funeral Request Process

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

- newchapel.com/funeral
- connect@newchapel.com

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

3. Who we can serve

We serve families that fall into several different designations:

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

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.

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

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

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

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.

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

Welcome

Officiant will make a brief welcome and read Psalm 23

Prayer

Let's stand and hold hands and pray together

Officiant will lead congregation in prayer

You may be seated

Obituary

Officiant will read the obituary

Sermon

PART I

Officiant will deliver the first part of a sermon

Eulogy

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

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

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.

Graveside Committal

If planned: Officiant will deliver a committal service.

This is about 5 minutes in length.