

Connection Point Church

Funeral Guide

March 2018

The death of a loved one is a difficult experience. It is our desire at Connection Point Church to minister to the families of our congregation in their time of need. To assist families through the preparation process of a funeral service, we have established a Connection Point Church Funeral Guide to help meet the needs of the family. Every attempt will be made to accommodate the family's requests. We join you in your grief of your loved one. May you know the Lord's comfort and may His love surround you during your time of sorrow.

I. DEATH OF A CHURCH MEMBER

A. Who to Contact

1. The family should immediately contact the Associate Pastor of Pastoral Care at the Raytown Campus. If a death occurs when the church office is closed, the family should contact the pastor on-call at the number listed below.
 - 816-353-1994 Raytown Campus Main Number
 - 816-778-1103 Larry Thomas, Associate Pastor of Pastoral Care
 - 816-916-9036 Pastor On-Call
2. The family should also contact a funeral home of their choice to coordinate the service arrangements.

B. Funeral Information

The Associate Pastor of Pastoral Care will gather the following information from the family:

- Name of deceased
- Date of death
- Funeral Home
- Visitation date, time and location requested
- Service date, time and location requested
- Cemetery (burial or cremation)
- Officiating pastor requested
- Name of Connection Point Church ministry designated for Memorial Fund Donations

C. Reserving the Church

Families are encouraged to schedule funeral services at the Raytown Campus due to limited support staff at the Lee's Summit Campus. Every effort will be made to honor the family's request for a funeral service at the church but **we must first check the church calendar for availability** before a funeral can be scheduled. If a death occurs when the church offices are closed on a weekend or a holiday, confirmation of availability of the church may not be available until the next work day.

D. When the Church is Closed

Funeral services will not be scheduled at either the Raytown Campus or the Lee's Summit Campus when the church is closed, including but not limited to the following dates listed below. If the church is closed on the date the family requests to have the funeral service, the family should make the arrangements at the funeral home.

- Holidays (Memorial Day, 4th of July, Labor Day, Martin Luther King Day)
- Thanksgiving (Offices close at 12:00 Noon on Wednesday before Thanksgiving through Sunday)
- Christmas (Offices close at 12:00 Noon on Christmas Eve through New Year's Day)
- Weekend (Offices are closed Friday through Sunday)

If the family requests to have a funeral service at the church on Friday or Saturday, charges for staff support will apply. The church is unable to schedule funerals on Sunday.

E. Officiating Pastor

The Associate Pastor of Pastoral Care will make every effort to officiate the funeral service of a church member. However, if the Associate Pastor of Pastoral Care is unavailable, the Ministry Care Coordinator will check the availability of another Connection Point Church Pastor or Deacon who is also an Ordained Minister. Based on availability, the Lead Pastor may officiate as part of the funeral service but the Associate Pastor of Pastoral Care will lead the funeral service.

F. Support Staff/Departments

The Ministry Care Coordinator will contact the following departments to check their availability to provide support staff for a funeral service. We respectfully request that families do not contact the departments directly.

1. Room Reservations (Calendar Coordinator)

The Ministry Care Coordinator will check the church calendar for availability of the Atrium or Worship Center (Raytown Campus) or the Worship Center (Lee's Summit Campus).

2. **Visual & Audio Support** (Media Department)

- a. Worship Center: One to two staff members or volunteers are required for visual and audio support in the Worship Center at the Raytown Campus and the Lee's Summit Campus.
- b. Atrium: One staff member or volunteer is required for visual and audio support in the Atrium at the Raytown Campus.
- c. If a power point or slide show is requested, the family should provide a CD to the Media Director no later than 24 hours before the service so the sound technician can check compatibility with the church's sound system.
- d. The Media Department is unable to record a DVD of the funeral service.

3. **Music** (Worship Ministry)

If a CD, vocalist, or instrumentalist is requested, the Assistant to the Worship Pastor will check availability and coordinate with the family.

4. **Set Up** (Facilities Department)

The Ministry Care Coordinator will coordinate set up for the funeral service with the Facilities Department. Set up for the service may include:

- Pipe and Drape (available at the Raytown Campus)
- Chairs on the Stage (for speakers and musicians)
- High Table at the Door (for guestbook and funeral programs)
- Skirted 6-Foot Table in the Front Lobby (for pictures and memorabilia)

G. **Order of Service**

The Officiating Pastor will meet with the family to prepare an Order of Service. As soon as the Order of Service is available, a copy will be provided to the Officiating Pastor and the Director of Media.

H. **Funeral Programs**

The funeral home or the family will be responsible for printing the funeral programs.

I. **Flowers**

Connection Point Church will send flowers or a plant on behalf of the deceased church member. Raytown Campus florist deliveries should be made through the ROC entrance at the Security Desk. Security will deliver the flowers and plants to either the Atrium or the Worship Center (Raytown Campus). Lee's Summit Campus florist deliveries will be coordinated during office hours through the front entrance.

J. **Letter of Condolence**

If it is customary for the family to receive a Letter of Condolence, the Ministry Care Coordinator will prepare a letter to be read at the service.

K. Charges (Church Member)

1. **Use of the Church:** There is no charge to the family of a deceased church member for the use of the church for a funeral service.
2. **Staff Support:** There are no charges for personnel participating in a funeral service scheduled Monday-Thursday. However, if the funeral is scheduled on Friday or Saturday (when the offices are closed), charges for staff support will apply.
3. **Honorariums:** If the family would like to provide an honorarium (pastor, pianist, musicians, and/or building fund), one check should be made payable to Connection Point Church with the name of the deceased in the memo line. The honorariums will be distributed to each department by the finance department. Suggested honorariums include \$150/pastor, \$100/soloist, \$100/musician, \$50/media personnel and \$50/building fund.
4. **Memorial Fund Donations:** The family can choose a specific ministry they would like memorial fund donations to be applied. Checks should be made payable to Connection Point Church with the name of the ministry in the memo line.
5. **Funeral Dinners and Repasts**
 - a. **Raytown Campus (Church Member)**
 - 1) **Room Availability:** The Ministry Care Coordinator will check the availability of the church calendar to reserve a funeral dinner or repast in the Fellowship Hall or Atrium at the Raytown Campus. A room will be provided at no charge to the family of a deceased church member.
 - 2) **Funeral Dinner:** The ROC Café will provide a dinner at no charge to the family of a deceased church member for up to 25 people at the Raytown Campus. The family may choose from chicken/rice, lasagna or brisket/potatoes. Iced tea, water, coffee and paper goods are also included. If the family would like a dinner provided for more than 25 people, the family will be responsible for the cost of additional meals (chicken or lasagna, \$7.00/plate; brisket, \$9.00/plate). The ROC Café will prepare the invoice for additional meals over 25 people and coordinate payment with the family. Contact: Linda Rogers, Director of Food Services, 816-872-7655 or linda@connectionpoint.tv. Food can also be brought in by family, friends and Life Groups. (No outside caterer please.)
 - 3) **Repast:** Where it is customary for families to hold a repast following the funeral service, a room will be provided at no charge to the family of a deceased church member to accommodate their guests for a potluck meal. (No outside caterer please.)

- 4) **Set Up:** The Ministry Care Coordinator will coordinate servers to set up the tables with tablecloths and table decorations and serve the meal. Life Groups are encouraged to assist with table set up, serving the meal and clean up afterwards.

b. **Lee's Summit Campus (Church Member)**

- 1) **Room Availability:** The Ministry Care Coordinator will check the availability of the church calendar to reserve a funeral dinner or repast at the Lee's Summit Campus. A room will be provided at no charge to the family of a deceased church member.
- 2) **Funeral Dinners and Repasts:** Funeral dinners and repasts at the Lee's Summit Campus will need to be provided by the family and can be catered by a caterer of the family's choice. Food can also be brought in by family, friends and Life Groups.
- 3) **Set Up:** The family will be responsible for tablecloths and table decorations. Life Groups are encouraged to assist the family with table set up, serving the meal and clean up afterwards.

L. **Grief Support and Independent Counselors**

1. **GriefShare Support Group**

Connection Point Church offers a support group called GriefShare, a video seminar series that features some of the nation's foremost Christian experts on grief and recovery topics as seen from a biblical perspective. The video seminars are combined with support group discussion of the materials presented during the video. GriefShare, with its biblical, Christ-centered perspective, is an effective tool to help people find or deepen their faith in Christ as they examine soul-level questions about death, dying, their own mortality and eternal life. GriefShare meets the first and third Tuesdays each month at 6:30pm, Room C-218 at the Raytown Campus. GriefShare facilitators are Nadine Kenney, Chris Reed, and Sherry Merideth. The class is free, but there is a workbook available for \$15. Childcare is available. For more information, contact Carla Williams, 816-353-1994.

2. **Independent Counselors**

Counseling is available by appointment at the Raytown Campus. To schedule an appointment, please contact one of the independent counselors directly:

- a. Lynne Baker, LCSW, LSCSW, MSW, MA, (816) 868-6085
- b. Lori Collins, LMSW, QMHP, (816) 799-1705
- c. William Bryan, MDiv, (913) 634-7262

II. DEATH OF A NON-CHURCH MEMBER

A. Funeral Services at the Raytown Campus or Lee's Summit Campus

1. Reserving the Church

Charges will apply for use of the church if the deceased is not a member of Connection Point Church. The family should contact the Calendar Coordinator at 816-778-1124 for availability and applicable charges. Families are encouraged to schedule funeral services at the Raytown Campus due to limited support staff at the Lee's Summit Campus.

2. When the Church is Closed

Funeral services will not be scheduled at either the Raytown Campus or the Lee's Summit Campus when the church is closed. If the church is closed on the date the family requests to have the funeral service, the family should make the arrangements at the funeral home.

3. Officiating Pastor

A pastor or minister of another church or ministry must be approved by a Connection Point Church pastor to officiate a funeral service at either the Raytown Campus or the Lee's Summit Campus. A Connection Point Church pastor is not required to officiate the funeral of a non-church member.

4. Support Staff/Departments

Charges will apply for the necessary support staff to provide a funeral for a non-church member. The family should contact the Calendar Coordinator at 816-778-1124 for availability and applicable charges.

5. Funeral Dinners and Repasts (Non-Church Member)

- a. **Room Availability:** The family should contact the Calendar Coordinator at 816-778-1124 for room availability and applicable charges.
- b. **Funeral Dinner (Raytown Campus):** Funeral dinners for non-church members at the Raytown Campus will be catered by the ROC Café and should be coordinated by the family. Contact Linda Rogers, Director of Food Services, at 816-872-7655 or linda@connectionpoint.tv for menu, pricing and payment. Food can also be brought in by family and friends. (No outside caterer please.)
- c. **Repasts (Raytown Campus):** Food for a repast can be brought in by family and friends. (No outside caterer please.)
- d. **Funeral Dinners and Repasts (Lee's Summit Campus):** Funeral dinners and repasts for non-church members at the Lee's Summit Campus can be catered by a caterer of the family's choice. Food can also be brought in by family and friends. The family will be responsible for clean-up afterwards.