

CBC Memorial Service Policy & Guidelines

Community Bible Church of Central Point

Memorial Services

Even for Believers, the death of a loved one can be a difficult experience. We grieve our loss of a loved one, but we do not sorrow as those who have no hope (1 Thessalonians 4: 13). It is our desire and privilege to comfort and minister to our church family during this time of need. It is through the Word of God that we have hope when we have loved ones called home (Romans 15: 4). This policy is provided to assist our families in planning and providing a Memorial Service through Community Bible Church.

There are many places to hold a memorial service but we feel the best place is at the home church to which he or she belonged. By having the service at the church, all who attend will be reminded of our hope and assurance in Jesus Christ. However, there are other appropriate venues instead of or in addition to CBC. These would include at the graveside, at a private home, in a public park, the chapel at the V.A. cemetery, or other similar locations. Our goal is to work with the family to provide the most comforting and appropriate setting in which to memorialize their loved one.

At Community Bible Church, we are committed to providing the best resources we can to our church family members, past and present. Once we become aware of the need, a Pastor will work with the family to make all necessary arrangements. If we receive a request to hold a service for a person that was not part of the CBC family, the Pastoral staff will work with the Elder Team evaluate the request and make a decision on an individual basis. It is at the discretion of the Elders Team to decide upon Community Bible Church's level of participation for any request received.

Dates & Times

The date and time of the memorial service will be arranged with the Pastor overseeing the service. If the service is to be held at a location other than CBC, the family will be responsible to make all arrangements with the venue and communicate with the Pastor.

If the memorial service is to be held at Community Bible Church, it will need to work within the CBC calendar of events. The day of the week and time of the service will need to fit within the existing schedule for CBC as many things are simply too difficult to relocate or reschedule.

CBC Memorial Service Policy & Guidelines

Community Bible Church of Central Point

Amenities Provided

There are many amenities we may be able to provide for a memorial service. All of these must be arranged with the Pastor working with the family. These amenities are based on our ability to provide and arrange for them based on the details for each individual memorial service. We will communicate with each family what we are able to provide and what we are not able to provide for their service. The availability of any amenities should not be assumed and must be discussed with the Pastor.

These amenities may include:

- A Pastor to officiate the memorial service at CBC
- A Pastor to officiate the graveside service or other off-site service
- A Musician or Musical Team to lead worship at the service
- Sound and other Technical Personnel to assist with the service
- A Décor team to decorate the venue
- Refreshments and/or a meal for the service (before or after)
- Preparation of the Memorial Service Program
- Childcare for the service
- Other Assisting People, as needed

These amenities do not include:

- Arrangements with the Funeral Home for the preparations of the remains
- Transport of the remains
- Obituary arrangements
- Travel and other accommodation arrangements for those coming to the service
- Ordering fresh flowers or arrangements for the service
- Preparing special displays for the service
- Preparation of videos, slideshows, or other multimedia presentations
- Providing a guest book for the service
- Arranging for non-CBC participants in the service
- Additional meals for the family. These may be arranged by the church but are not part of the service.

CBC Memorial Service Policy & Guidelines

Community Bible Church of Central Point

Fees

This is our basic fee structure. The Pastor working with each family will communicate the actual fee for each service based on the amenities included as well as other potential factors.

- | | |
|--|-----------------|
| • Officiating Pastor | \$175 |
| • Facility Fee | \$125 |
| • Meal Team | \$150 |
| • Musicians | \$75 per person |
| • Technicians | \$75 per person |
| • Other Assistants | \$75 per person |
| • Memorial Service Program Preparation | \$50 |
| • Childcare Personnel | \$75 (total) |
| • Additional Janitorial Fee | \$100 |

All amenities and fees must be agreed upon prior to the date of the service and payment needs to be made in advance or on the day of the service.

Additional Information

Please take note of the following:

- CBC is a non-denominational evangelical Christian church
- CBC is a smoke free facility
- CBC is a food-nut free facility
- All musical selections, photographs, multimedia presentations, and other elements of a service must respect and conform to CBC's standards as a Christian Church.
- Sonshine Early Learning Center is a preschool/daycare center that is located within CBC. They are open Monday through Friday from 7:00am to 6:00pm. The planning of all memorial services will need to take into account their schedule (meals, drop-off, pick-up, etc.). The Pastor will be aware of this schedule when working with the family but certain times on certain days may be unavailable due to this schedule.