

# FUNERAL HANDBOOK

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Sunnybrook Community Church





# **CHRISTIAN FUNERALS**

The loss of a loved one is never an easy time in the life of family and friends. Sometimes the loss is expected and anticipated, giving families time to say their “goodbyes” and to at least mentally plan for the final arrangements. Other times, it is totally unexpected and grief-stricken families must make these decisions under time pressures.

You do not have to be a member of Sunnybrook Community Church (SCC) to have the funeral service conducted by SCC Staff—either on site, at the funeral home or at the gravesite. It is the goal and hope of SCC staff and volunteers that they can be there to minister to you in your hour of deep need.

The bottom line is that God loves you; He sees your hurt and pain. The SCC funeral ministry team wants to serve as the hands and feet of Jesus Christ as they help you walk through this valley of sadness and grief. We have prepared this booklet and these guidelines to help with decisions and to assist you during these difficult days.

## **CONTACT INFORMATION**

BJ Van Kalsbeek,  
Congregational Life Pastor  
bjvk@sunnybrookchurch.org

712-276-5814  
Ext. 28

Sylvia Kiel,  
Funeral Coordinator

712-276-0884

Sunnybrook Community Church

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# ROLE OF THE FUNERAL COORDINATOR

SCC employs a Funeral Coordinator to assist in planning and coordinating the details of the funeral or memorial service of your loved one.

Sylvia Kiel is the Funeral Coordinator and can be reached at 712-276-0884 or [sylvia@sunnybrookchurch.org](mailto:sylvia@sunnybrookchurch.org). Sylvia will be the one who will be in contact with you following your initial contact with the church office or BJ Van Kalsbeek.

Her duties include, but are not limited to:

- Serve as the liaison between the family and the SCC staff
- Facilitate completion of Funeral Information Form
- Secure officiating Pastor for the service
- Reserve building space as needed
- Secure technical/worship personnel if needed
- Coordinate building availability/use with custodian
- Serve as the contact person for Funeral Director of the chosen Funeral Home
- Secure volunteers as needed
- Coordinate music/musicians (live or recorded) and work with officiant to approve musical selections
- Communicate timing expectations to the family
- Work with the family to coordinate reception/luncheon if it is held at SCC
- Will be present for visitation and/or services hosted at SCC

## **ROLE OF THE OFFICIANT**

Funeral/Memorial services are conducted by one of SCC officiants. The officiant will meet with the family prior to the funeral/memorial service to offer comfort and to help the family in planning for the funeral service(s) of their loved one. He/she will approve the musical selections, conduct the service(s) and deliver the message.

If there is a family member or friend who is an ordained Pastor in another Christian church that you would like to officiate the service(s), prior approval is necessary.

## **SAMPLE OF ORDER OF WORSHIP**

Prelude

Seating of the Family

Opening Scripture

Prayer

Scripture

Music (optional)

Scripture & Message

Music (optional)

Time of Sharing (optional)

Prayer

Recessional

# SUNNYBROOK COMMUNITY CHURCH FEES

SCC Officiant conducting funeral.....	\$200
SCC Officiant for services other than the day of the funeral.....	\$50
SCC Officiant mileage for out of town services.....(current IRS rate)	
Funeral Coordinator.....	\$75
Funeral Coordinator/services other than the day of the funeral....	\$50
SCC Musicians (per person).....	\$75
Technical Support.....	\$100
Technical Support/services other than the day of the funeral.....	\$50
Custodian.....	\$100

Check should be made payable to the funeral home and the funeral home will be responsible for making payment to SCC. If a funeral home is not being used, fees can be payed directly to SCC.

## MISCELLANEOUS


**Flowers:** The family is responsible for the distribution of all floral arrangements and potted plants after the service.

**Video recording:** SCC allows the video taping of funeral/ memorial services if desired by the family but does not have the capacity to offer this service.

## POST FUNERAL SUPPORT

**Grief Share** is a 13 week support group that meets at SCC and is designed to support its participants as they progress through the grief journey. This group is available to anyone that is experiencing grief and open if you desire to join. The Funeral Coordinator can assist you with more information about how to connect with this ministry. You can also learn more about this ministry at [www.griefshare.org](http://www.griefshare.org).

**Grief Counseling** services are available to families in the grieving process. If you are interested in grief counseling please contact Sunnybrook Community Church for a list of recommendations.



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