



TABCHURCH

TABERNACLE CHURCH OF NORFOLK

GUIDELINES FOR FUNERAL/MEMORIAL SERVICES

This packet is designed to help and assist you in your time of grief and allow us to better serve and support you and your family. We encourage you to complete the “Celebration of Life Service Information” at the end of this packet and submit a copy to the church office as soon as feasible. A member of the Pastoral staff is glad to meet with you to discuss your plans and answer any questions.

Pastor Craig Rush - craig.rush@tabchurch.org

Church Office – shall@tabchurch.org

At the Time of Death:

The pastors and church staff want to minister to you in your time of bereavement. We encourage you to notify the church office, as soon as possible, of your loved one’s death or impending death. A pastor will schedule an appointment with you and other family members to plan the memorial or funeral service. Contact the church office if your loved one has completed information regarding plans. The purpose of this guide is to support families in this time of grief by assisting in planning a service that recognizes the loss of a loved one and the celebration of their life. The service, in expressing the faith of the church, will be an occasion of dignity, reverence and remembrance.

Staff

Memorial services are normally conducted by one or more of the members of our pastoral staff. Other church staff may include the worship leader, soloist(s), office administrator and facilities. The officiating minister will plan the service with you, help with additional arrangements, and give you all necessary instructions. If an outside pastor is going to officiate the service, they need to be approved by the Tab Pastoral staff. If different from Tab pastoral staff, please provide the name and contact information of the person officiating the funeral as soon as possible.

Funeral Directors and Mortuaries

There are many fine funeral homes in the Tidewater area. Please contact one with which you are familiar. If you need assistance in making a selection, the church staff will be happy to help you make your decision.

Visitation and Viewing the Body.

Some people are comforted by seeing the body, but this is a family decision. A visitation in the funeral home the evening before the funeral is often a helpful time for the family and friends. Ordinarily, the pastor will be with the family at the beginning of the visitation before friends arrive. If the family wishes to hold a visitation at the church that is often done after the service. In terms of viewing the body on the day of the service, it can be requested that the casket be open for an hour preceding the service. The casket is closed 15 minutes before the worship service begins.

Cremation.

In case of cremation, no casket is present, and the family may wish to have a picture of their loved one present on the day of the memorial service. The family may choose what they want to do with the ashes and if they want them scattered at a particular place. Typically, the ashes are present during the celebration of life service.

Burial

The pastor should be notified by the family and funeral home about the location of the cemetery. The service will be led by one of the pastors.

Place and Plans for the Service

The service ordinarily should be held in the sanctuary of the church. The Sanctuary seats a max capacity of 800 persons. If additional capacity over 800 persons is needed, overflow seating is available in the café and the fellowship hall. These details need to be discussed with the officiating pastor in advance so preparations and accommodations can be made. It is also appropriate to hold the service in a chapel of the funeral home or to plan an abbreviated service at the grave side or memorial garden/columbarium. The funeral or memorial service may be observed before or after the committal of the body.

Arriving for the Service and Parking

The family should plan to arrive at the church not later than 45 minutes before the service is scheduled to begin. Family members and those to be seated with the family are asked to go directly to the Family Room (designated by the church staff) upon arrival. It is important that they remain there until the service is ready to begin.

The Order of Service

A memorial service may include a variety of elements: slideshow of life, eulogy/memories of the loved ones, scripture readings, worship music, and musical specials. The pastor will deliver a 10-15 minute message from a Christian worldview on how we have hope even in death. The following sample order-of-service is simply a resource for planning the typical order of service. The final order of service will be developed after conversations with the family.

Sample Order of Service

Prelude - The pianist will play selected pieces or music will be played as worshippers arrive and as the family is seated. The pastors will lead the family to their seats.

Call to Worship and Prayer of Invocation - The pastor begins the service by calling the congregation to worship and then offers a brief prayer.

Music - The congregation may sing a hymn or worship song or a soloist may perform.

Reading of Scripture - Below you will find suggestions for scripture appropriate to the service. If you would like other suggestions, please speak to one of the pastor staff. Typically, we encourage a reading from both the Old and the New Testaments.

Old Testament:

Job 19:25-27

Psalms 23; 46; 90:1-12; 103; 121; 139:1-12

Proverbs 31:10-31

Psalm 23

New Testament

Romans 8:31-35, 37-39

2 Corinthians 5:1-10

Ephesians 3:14-21

1 Thessalonians 4:13-18

2 Timothy 4:6-8

Hebrews 12:1-3

Journey of Life Slideshow - If a slide show is created with a song of choice, this is sometimes a nice reflective piece to show during the service after the scripture readings. This must be on a thumbdrive and given to the audio/visual tech at least three days prior to the service.

Eulogy - At this point in the service, individuals may give thanks to God by offering memories of their friend or loved one. We suggest that there not be more than four speakers and that each one prepare written comments which can be delivered in two to five minutes each. Upon discretion of the pastor and if the family desires, the floor can be opened for the people who are attending to share their sentiments. This needs to be discussed in advance with the pastor who is officiating.

Message - A pastor delivers the meditation. Its purpose is to declare the gospel and address the circumstances of the day. This is normally about 10 minutes in length.

Music - The congregation may sing a hymn or worship song or a soloist may perform. We do not have access to a DVD player. All music must be ran by our audio/visual tech at least 3 days prior to the service.

Benediction - The officiating Pastor closes the service by pronouncing the benediction. The pastor concludes the service with a prayer of thanksgiving and intercession.

Postlude - The organist or pianist will play selected pieces as the family is escorted from the sanctuary as led by the pastors and as worshipers are dismissed.

OTHER ITEMS

Program

The church office will prepare a simple order of service bulletin for distribution to worshippers and family as they enter for the service. We need to be provided a picture of the deceased that you want to be used on the front of the program. A member of the family will be asked to proofread the bulletin before it is duplicated.

Arranging for the Music

Tab can help to provide music for the service - piano or other instruments as desired by the family and as available. Also, we may be able to provide soloist to perform based upon availability. If you have friends or family who would perform music during the ceremony, please discuss your desires with the Pastor.

Alter Decorations

We welcome flower arrangements, and an enlarged picture or 2 to be displayed at the front of the sanctuary. Please coordinate with the florist and print the images that you want to be used.

Memorial Table

A memorial Table can be placed in the café space or in the fellowship hall. This table often has pictures that are meaningful to the deceased.

Flowers and Mementos

The church office can make a recommendation for a florist in the area. If flowers are to be delivered, it is necessary that the florist coordinate the arrival time with the church office.

After the service, the family is encouraged to use the flowers as they wish. The remaining floral arrangements will be disposed of unless the family has made other plans.

If there are pictures or other mementos you wish to share, they may be displayed in the café or fellowship hall on tables.

Ushers

The family is encouraged to provide ushers from friends or family members. It is an excellent way for someone to show support. If the church needs to provide ushers, please let the officiating pastor know so arrangements can be made in advance. The ushers will reserve pews for the family, light the candles behind the communion table, hand out the bulletins, monitor the guest book(s), and provide the family with copies of the worship bulletin.

Other Fraternal, Civic, or Military Rites

The service of worship is an act of the Christian community in which the wider community is welcome. If other rites take place (military, civic, fraternal) are to be exercised, these rites shall be conducted in agreement with the pastor.

Reception

Our 1st Floor Atrium can be used for a reception following a service. This allows you and your family an opportunity to greet your friends. There is no facility charge for a reception. If food is catered then charges will apply based on the cost of such catering and any other direct cost to the church as a result of hosting the reception will be passed on to the family for payment. Please inform the officiating pastor if you would want the church to host the reception. If you desire to hold the reception at Tab then the church office will send a separate facility request form to be completed so that we have all of the details of the reception including estimated numbers, time, set up details, etc.

COSTS & FEES

Facility fees and administrative charges may apply; please inquire about rates. Any direct costs to the church as a result of the funeral will be passed along to the family with no mark-ups (pass-through charges); the goal of the church is to only cover its direct costs. If the family wishes to give an honorarium for the officiating pastor, this honorarium can be given to him directly or to the church office if other fees are being charged.

Here is a list of possible pass-through charges:

- production booth fees
- musician fees/pianist fees
- additional janitorial/cleaning fees
- catering fees
- decorating fees

ADDITIONAL RESOURCES

We are praying for you in your time of loss and grieving and want to do our best as a church family to serve and support you and your family.

The pastoral staff has several books and other resources they can suggest for dealing with the loss of a loved one and the grieving process. Please feel free to request these resources when meeting with the officiating pastor.

If desired, there are professional Christian/Biblical counseling services that the pastoral staff can recommend as well.

CELEBRATION OF LIFE INFORMATION

Name of deceased: _____

Date of Birth: _____ Date of Death: _____

Date of Funeral/Memorial: _____ Start Time: _____ End Time: _____

Surviving immediate family members: _____

Point of Contact of family for funeral service (include contact info): _____

Special elements you would like included in the service (pianist, video/slideshow):

Any fees associated with tech or music support should be paid to them directly.

Do you desire to have a reception in the Atrium after the funeral service? YES / NO

Funeral Home being used (include Point of Contact info)? _____

I would like a: ___ Funeral service (casket present: ___ open ___ closed)
 ___ Memorial service (casket not present)

Would you like a program available for guests? ___ yes ___ no

Please coordinate with Sarah Hall regarding information to be included or provide a program to be copied for guests.

Please write additional details or information below: _____

PLANNING WORKSHEET

office use only

Item/Person	Name	Notes
Open/Close Bldg		Will meet family & funeral home
Officiating Pastor		Greeting/Opening in Service
Add'l Pastor		Message in Service
Add'l Pastor		
Audio Tech		
Visual Tech		
Musician		
Musician		
Singer		
Singer		
Eulogy		
Eulogy		
Eulogy		
Benediction		
Usher(s)		
Greeter(s)		
Memorial Table		
Guest Book Table		
Reception Setup		