

FUNERAL GUIDE

Dear friends: As a Beulah church family, we want to support you in this time of loss with our prayers and expressions of care. We trust that even coming into our building and having the 'celebration of life' here will minister peace to you. This guide was put together to assist you as we plan and work together. It is our hope that these specific details will facilitate a service and fellowship time that is full of joy and comfort for all.

What to Expect

INITIAL REQUEST

Contact Beulah Alliance Church to submit your request for a Funeral Service:

Email funerals@beulah.ca

- Please include the date, time, and location you prefer.
- Once the Funeral is confirmed we will set up a meeting...

MEETING

Meet with the Officiating Pastor to arrange the following:

- Confirm date, time, and location of Funeral;
- Arrange Food Services (not currently available during Covid-19);
- Coordinate Technical needs;
- Go through logistics and details of the service.

FUNERAL SERVICE

- Arrive 1-hour early to arrange any flowers, guestbook table, etc.
- The Officiating Pastor will lead you into the service and throughout the service.
- Prior to the service, an area is available for family prayer.
- After the Funeral, a gathering area is available for food, beverages, and community. (not currently available during Covid-19).
- If you would like to stream the service online, we can give you details for our designated Wi-Fi so you can set this up through your social media platform.

AFTER THE FUNERAL

- An invoice will be sent to you 1-2 weeks after the Funeral, for \$250 which covers Tech and Custodial costs.
- **Please provide the Officiating Pastor with an honorarium paid directly to them prior to the service. The recommended amount is \$200.**
- A series of Grief Books will be sent to you in the year following the loss of your loved one.
- If you require any additional support, please know you can contact us in the months ahead.



The following additional guidelines apply to Funerals during Covid-19 season...

Special Covid-19 Protocols

PUBLIC HEALTH RESPONSE GUIDELINES:

- Any person experiencing any signs of illness including cough, fever, shortness of breath, runny nose, or sore throat, is asked to stay home.
- We are limiting the attendance numbers for funerals and visitation gatherings to 10 people. This number may be adjusted in response to Alberta guidelines.
- Please remember to maintain social distancing of 6ft/2metres.
- The wearing of masks is mandatory in our building as per City of Edmonton bylaws.
- We ask that you avoid expressions of sympathy like handshaking, hugging and other direct physical contact with any guests who are outside your cohort, as per AHS guidelines.
- No food or beverages may be shared onsite, however guests are welcome to bring their own bottled water. Families may also choose to bring and provide bottled water for their guests.
- We encourage families to include these guidelines when inviting guests.

FAMILY HOST:

We suggest that families designate a Family Host or take on these responsibilities themselves, to be the liaison before, and during, the day of the funeral to help in the following areas:

- Prepare all audio/visual presentations on a memory stick and drop off at Beulah's Reception 48hrs before the service;
- To prepare guests before they arrive, communicate the Public Health Guidelines above, along with instructions for accessing our building (which will be emailed to the Family Host in advance);

On the day of the funeral service:

- Bring a tablecloth for the 8ft guest table;
- Set up guest table with family items, flowers, additional masks for guests, etc;
- Consider bringing hand sanitizer or wipes for the table if a pen is to be supplied with a guest book;
- Set up front of Chapel with flowers, photo, etc;
- Be available to Beulah staff and/or Funeral home staff when needed;
- Submit a guest list (an optional template will be provided) of those who attended, to our Funerals Admin at funerals@beulah.ca for contact tracing purposes;
- Work with our Facility Host who will be onsite to support with logistics



Your funeral is important to us. These details will be discussed when you meet with the Officiating Pastor...

Funeral Details

FAMILY INFORMATION

Name of Deceased	
Date of Passing	
Family Contact Info	
Family Host Contact Info (see Special Covid-19 Protocols)	

FUNERAL INFORMATION

Date of Funeral	
Start Time & End Time	
Officiating Pastor	
Name of Funeral Home	
Burial or Cremation	
Estimated Number of Guests (please note <u>10 maximum</u> during Covid-19 season ¹)	
Location of Service	Chapel
Location of Family Room to gather prior	Atrium
Entrance to be used	Youth Centre Lobby
Location of Reception	N/A during Covid-19
Guest Table (8ft) at the entry for photos, memories, etc	
Will Flowers be delivered: (note Reception Hours Mon-Fri 9am-12pm, 1-5pm)	
Table at front of Chapel for flowers, photo, etc	
Pallbearers	
Usher(s) at exterior doors (see Covid-19 Guidelines)	
Will you require Wi-Fi details and iPhone stand so you can livestream the service	

1. Maximum of 10 includes Officiating Pastor



PLANNING THE ORDER OF SERVICE How will you plan the funeral?

Order of Service (Sample)

¹Music Prelude
 Words of Welcome
 Opening Prayer
 Scripture Reading(s)
²Music for Reflection
 Eulogy / Tributes
³Picture Slideshow
⁴Hymn
 Meditation / Message
 Closing Prayer
⁵Postlude / Dismissal

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1. If you require specific songs, MP3 files must be provided to us. Otherwise, Beulah can provide songs before/after the service.
If you would like a background picture on the screen, please provide.
 2. Consider what you would like to have on the screen while music plays. E.g. pictures or lyrics
Video files such as MOV, MP4 files are fine, as well.
 3. Rather than Powerpoint files, please provide video files such as MOV, MP4 or picture files(JPG/JPEG) and music files separately.
 4. Consider how to set up the accompaniment and the screen (lyrics are recommended).
 5. Same as Prelude

Please contact funerals@beulah.ca if.....

1. YouTube links are your only option for Videos.
2. Songs would have more than 1 version (e.g. Amazing Grace – Hymn or Contemporary ‘My Chains are Gone’, etc.)

OPTIONAL SERVICE PLANNING CHECKLIST Which elements will you include?

Tech Services Needed	Audio		
	Lighting		
	Media		
Number of Mics			
	Checklist	Name/Owner	Notes/Details
Before Service Starts	Nothing required		
	Music (if no specific requests, Beulah can play from playlist)		
	Screen (image files to be provided)		
Music Prelude	N/A		
	Music (audio files to be provided)		
	Lyrics on screen (lyrics to be provided in Word/Website link/Hard copy)		
	Image(s) on screen (image files to be provided)		
Words of Welcome		Eg Pastor	
Opening Prayer			
Scripture Reading(s)			
Music for Reflection	N/A		



	Music (audio files to be provided)		
	Lyrics on screen (lyrics to be provided in Word/Website link/Hard copy)		
	Image(s) on screen (image files to be provided)		
Eulogy			
Tributes			
Picture Slideshow/Video	N/A		
	Slideshow (PowerPoint files preferred)		
	Music (audio files to be provided)		
Song/Hymn	N/A		
	Music (audio files to be provided)		
	Lyrics on screen (lyrics to be provided in Word/Website link/Hard copy)		
	Image(s) on screen (image files to be provided)		
Live Music	N/A		
	Lyrics on screen (lyrics to be provided in Word/Website link/Hard copy)		
	Image(s) on screen (image files to be provided)		
	Types of Instruments		
Meditation/Message			
Closing Prayer			
Postlude or Dismissal	N/A		
	Music (audio files to be provided)		
	Lyrics on screen (lyrics to be provided in Word/Website link/Hard copy)		
	Image(s) on screen (image files to be provided)		

