

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 and Funerals Admin to arrange the following:

- Confirm date, time, and location of Funeral;
- Arrange Food Services;
- 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.
- 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.
- **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.

To Consider in your Planning

PUBLIC HEALTH GUIDELINES:

- Any person experiencing any signs of illness including cough, fever, shortness of breath, runny nose, or sore throat, is asked to stay home.

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:

- Load all audio and/or visual files on a memory stick and drop off at Beulah's Reception 48hrs before the service;
- Prepare guests before they arrive by communicating any Public Health Guidelines and 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, 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;
- Work with our Facility Host who will be onsite to support with logistics

IMPORTANT TECHNICAL REQUIREMENTS:

- A memory stick with all audio and/or visual files will need to be dropped off at Beulah's Reception 48hrs before the service.
- If you would like a picture on the screen as people arrive, please provide a hi-resolution JPEG.
- If you require specific songs (for Prelude and Postlude, etc) MP3 files must be provided to Beulah.
- Consider what you would like to have on the screen while music plays (eg pictures or lyrics).
- For videos, MOV, MP4 files are fine.
- Please provide any video files, picture files (JPEG) and music files separately.
- The recommendation for the length of a slideshow is around **6 minutes altogether**. This is up to approximately 100 pictures when presented every 4 seconds.
- Please do **NOT** compile the pictures and music as a PowerPoint file (PPTX).
- Your musicians and/or song leader will need to bring their own sheet music.
- Will you require Wi-Fi details so you can livestream the service?

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

Funeral Details

FAMILY INFORMATION

Name of Deceased		
Date of Passing		
Family Contact Info	Email address and/or Cell phone no.	
	Mailing Address	
Family Host Contact Info		

FUNERAL INFORMATION

Date of Funeral	
Start Time & End Time	
Officiating Pastor	
Name of Funeral Home	
Burial or Cremation	
Estimated Number of Guests	
Location of Service	Chapel
Location of Family Room to gather prior	Atrium or Green Room
Entrance to be used	Eg Youth Centre
Location of Reception	Atriums or Conf. Rms
Pallbearers	
Usher(s)	
Viewing	

Funeral Pricing

Standard Chapel Funeral: \$250

(include Sound Tech & Facility Hosts for 1 hour service)

Chapel Funeral followed by Reception: \$300

(includes Sound Tech & Facility Hosts for 1 hour service plus Facility Hosts for 1 hour reception)

Standard Auditorium Funeral: \$625

(includes Audio Tech, Sound Tech & Facility Hosts for 1 hour service)

Standard Auditorium Funeral followed by Reception: \$937.50

(incl Audio Tech, Sound Tech & Facility Hosts for 1 hour service plus Facility Hosts for 1 hour reception)

- If Funeral Service or Reception are extended, additional fees will apply -

Food & Beverage Fee

Basic Refreshments: \$4 per person

(Fruit trays, Cheese & Crackers, Dessert squares, Coffee, Tea, Fruit Punch and Water)

PLANNING THE ORDER OF SERVICE

Funeral Service Template

Music Prelude –

Family Procession

Words of Welcome –

Opening Prayer –

Group Singing – Song/Hymn: _____ Led by: _____

Scripture Reading(s) –

Music for Reflection – Song/Hymn: _____

Eulogy / Tributes –

Picture Slideshow –

Group Singing – Song/Hymn: _____ Led by: _____

Meditation / Message: Pastor

Invite to coffee time, Closing Prayer –

Dismissal (family leads the way to Atrium/Conf Rooms)

Postlude –