

## **Peace Church Funeral Policy**

*Last Revised, April 2024*

Since a funeral is a very significant event in the lives of people, Peace Church offers the following procedures and services.

### **Our Mutual Agreement**

1. We have the capacity to conduct funeral services for church members and their parents, children, and grandchildren.
2. Filling out the online funeral form does not make the funeral date official. The funeral is not placed on the church calendar until the **Discipleship Administrative Assistant** gives confirmation.
3. Funerals/memorials can be held during weekdays with the exception of Mondays and Thursdays during the academic year. Saturday funerals are permitted, however; **the church is to be cleared of all persons and equipment/decorations by 3 PM.**
4. Visitations are to be held directly preceding funeral services. Other visitations times may be available upon request.
5. Luncheons may be held in the gym at an additional cost to cover custodial services. All luncheons must be catered by a third-party caterer.
6. Only church staff may move church property, such as monitors, video and sound equipment, and power cords.
7. Peace Church is unable to provide service bulletins/pamphlets for funerals or memorial services.
8. If a non-Peace Church pastor is desired to officiate the funeral, please include that in the funeral form. All officiants must be approved prior to scheduling the service.
9. Groups must be confined to the areas that have been designated to them. The contracting party shall be responsible for all damage to building and equipment. Smoking is not permitted anywhere in the church.
10. Peace Church is not responsible for any lost, stolen, or damaged items of the funeral attendees.
11. All fees are to be paid by check and submitted to the Peace Church office **on or before the day of the service**. The office will see to the distribution of the checks to the appropriate persons.
12. Please note that the Funeral Policy is reviewed periodically. Policies and fees are subject to change.



## **Required Funeral Fees**

### Pastoral Services: \$200

- This cost covers planning and officiating at the funeral service.
- Check payable to officiant.

### Funeral Contact: \$100

- This cost covers coordinating day of plans on-campus.
- Check payable to day of staff.

### Sound and Video Technician: \$200

- This cost covers services such as slideshows, lyrics on the screen, or videos played during the service.
- Check payable to day of staff.

### Chapel Rental: \$100

- Seating up to 140 people. Covers custodial services relating to set-up/cleaning.
- Check payable to Peace Church.

## **Optional Funeral Fees**

### Gym Rental: \$200

- This cost covers custodial services relating to set-up and cleaning for luncheons.
- Check payable to Peace Church.

### Video Recording: \$150

- If you would like a recording made of the service, it requires an extra video technician.
- Check payable to day of staff.

### Musician: \$100

- This cost covers a live musician.
- Check payable to day of staff.

