

Funeral Protocol

To All Members of the Holgate Church of Christ

In order to clarify procedures and improve the coordination of the Funeral Ministry, the following guidelines have been developed and approved by the Elders.

Part 1: Initial Communication

1. When news of someone's death occurs, one of the first contacts should be the Elder or the Church Office 206-324-5530.
2. As soon as possible, the Funeral Coordinator will be contacted by either the Office Administrator or one of the Elders.
3. The Funeral Coordinator will visit with the family to ascertain their plans and the role the Holgate congregation will play. The Fellowship Ministry Coordinator will be responsible for contacting the Elder, pallbearers and ushers regarding the family's wishes.
4. The Funeral Ministry Coordinator will contact members of the Funeral Ministry Committee including the hostesses, office support, kitchen staff, flower ladies, video personnel, ushers, grief counseling to ensure their functions are fulfilled.

Part 2: Understanding on the Use Of The Building, Services, Kitchen and Facilities

1. Flowers, cards, will be offered to family of deceased members' of Holgate Church of Christ. Preparation and food service will be offered to deceased member's family of Holgate CoC. Due to the size of some families within the church. The Church will limit its responsibility to 75. Numbers above this will need to be accommodated by the family. In order to maintain good communication, food preparations should be handled by Funeral coordinator and Kitchen personnel only. The Church is not responsible for meal plans or flower arrangements made by other members on behalf of Holgate Church of Christ.

The leadership encourages the family to offset expenses incurred by the Church Wherever possible.

2. Only ministers of the Church of Christ should conduct funeral services and preach eulogies at Holgate Church of Christ (See A & B). Remunerations (Love Gift) for the officiates professional service are the norm and are the responsibility of the family.

A. If a minister of the Church of Christ other than the local minister is selected to conduct a funeral service, the local minister should be informed as soon as possible.

B. The minister being used should also contact the local minister so that proper protocol can be established and to avoid any embarrassment.

3. Only acapella music (taped or live) will be performed during funeral services conducted by the Church. There are no exceptions to this protocol. Pre-recorded music (instrumental or acapella) may be played in the fellowship Hall for Power-point presentations during repasses and or special gatherings to honor the deceased. The set list of music must be tasteful and appropriate for the occasion. This music must be approved by Minister/Elder or Audio Technician before being played on church premises. **NO DANCING IS PERMITTED.**

4. No one who is not trained or authorized to use the Kitchen equipment should do so. Doing so may damage equipment causing great monetary damage to equipment. Therefore members or non-members wishing to have food cooked or served from the kitchen should contact authorized personnel. Contact 206-324-5530 for more information.

5. Members of the church may use the building for official services free of charge. However, they are to contact the Funeral Coordinator or the Church Secretary for availability of facilities.

6. A nominal fee will be charged to non-members wishing to use the facilities for funeral related activities such as dinners, family gatherings, memorials etc...where cleanup is required. This fee is required due to the need to have the church's custodian restore the building for its next use. * **SEE POSTED RENTAL FEES AND CHARGES**

7. If audiovisual equipment and adjustable lighting is needed, **a nominal fee of \$25.00 per hour will also be exacted for non-members.** The family will be put in contact with someone who is knowledgeable of the Church's equipment.

8. Pre-formatted Funeral Programs may be printed for the family of deceased members in black and white free of charge. Color programs are also available but due to the expense associated with color printing, a cost of \$1.00 per program is requested. Note: (Most professional printing establishments charge \$2.00 a page.)

Rental Fees* (Per hour)	Members	Non-Members
Small Rooms (1-400 sq. Ft)	\$15	\$35
Medium Rooms (40-1500 Sq. Ft)	\$20	\$45
Sanctuary	\$50	\$150
Small Kitchen (minimum 2 hours) The kitchen is not available for commercial use unless used in conjunction with a scheduled community special event held on site	\$12	\$25
Large Kitchen (minimum 2 hours) The kitchen is not available for commercial use unless used in conjunction with a scheduled community special event held on site	\$25	\$50
Staff Fee	\$0	\$25
Refundable rental and cleaning deposit for rentals outside of normal operating hours	\$0	\$250
* A non-refundable \$25 booking fee per room is requested for all rentals.		
** It is up to the Church's discretion whether or not a fee for facility use will be charged		

Respectfully,

The Elders

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