

A GUIDE FOR



Arranging A Funeral or
A Memorial Service at
Christ Church Santa Fe

INTRODUCTION

The resurrection is a central doctrine of the Christian faith and shapes Christian attitudes and responses to the event of death. Death brings loss, sorrow and grief. However, Christians do not bear bereavement in isolation, but are sustained by the power of the Holy Spirit and the community of faith. Our church offers a ministry of love and hope to all who grieve.

Christ Church Santa Fe will hold Funeral or Memorial Services for church members or friends of the church if approved by one of the pastors. Ordinarily the service should be held in one of the usual places of worship, the Worship Arts Center or the Ascension Chapel.

PLANNING AHEAD

Because making important decisions during a time of emotional stress is difficult, all members of the congregation are encouraged to plan in advance the arrangements that must be made at the time of death.

As far in advance as possible, consider and prepare your answers to the following questions:

- Which funeral home do you wish to use?
- Do you wish to be cremated or to have a casket burial? (CCSF sees no theological conflict with cremation).
- Do you wish there to be a time of viewing at the funeral home?
- Should the casket be present at the Funeral Service?
- Should the service be a Memorial Service, with or without the urn present?
- Have you arranged for a burial site if burial is desired for either a casket or an urn?

WHEN DEATH IS NEAR

When death is near for a member of your household or a family member, please call the church office to inform the pastors and the Minister of Prayer. Our church can assist you with prayer and scripture readings that can bring great comfort and strength.

WHEN DEATH OCCURS

Contact the church office immediately at 505-982-8817. A pastor, or his designate, will contact you, offering prayer and comfort and then begin to assist you in answering as many of the following questions as possible:

- Is it your wish to have a CCSF pastor officiate at a remembrance service at the church?
- Will there be a graveside service?
- Which funeral home is the family using?
- Does the family wish to have a reception after the service?
- What will be the approximate date and time you would like to hold the service? (Scheduling will be done by Ministries Coordinator)
- Is the Worship Arts Center or the Ascension Chapel the most appropriate location for the service? How many people do you estimate will attend?
- Which family member (or designate) would you like to handle communications with the church?

The church staff will notify pastors, the Ministries Coordinator, the Minister of Prayer, the Director of Worship Arts (for music considerations) and the Funeral/Memorial Reception Coordinators to work with you to plan a meaningful service for your family and friends.

THE SERVICE OF WORSHIP

The service may be observed before or after the committal of the body. The service includes hymns, Scripture, the exposition of the Word, recollections of aspects of the life of one who has died, and prayers.

When a casket is present, it is ordinarily closed during the service in order that attention be focused on the resurrection to eternal life.

Funeral and Memorial Services at Christ Church Santa Fe are under the direction of one of the pastors. The pastor is responsible for the final order and content of all worship services.

The seasonal decorations in the sanctuary will remain in place for funerals or memorial services.

Visiting clergy may participate at the invitation of the pastor. The family may make the request to the pastor and the pastor will issue the invitation as appropriate.

Services are generally not held on Sunday.

Typically, the family is asked to provide one floral arrangement for the communion table. The Reception Coordinator will receive and display any additional arrangements. Please advise florists that flowers should arrive at the church 90 minutes before the time of the service. Either in addition or in lieu of flowers, memorial gifts will be announced or noted.

Funeral and Memorial or Committal Services provided by Christ Church Santa Fe are Christian services.

The singing of Christian hymns is appropriate during the service. Other music is allowed, but will need to be approved by the Director of Music and/or the Pastor.



FEES

Church Members:

No fees are charged to our members for the use of the Worship Arts Center or Ascension Chapel or the services of the pastor. Also, if the service is conducted in the Worship Arts Center, there will be no charge if a basic AUDIO recording is requested. However, there will be a fee if the piano or other equipment on the dais needs to be moved. If a soloist is desired, the Director of Music will contact a musician and discuss this fee with the family. The arrangement of flowers for the altar is usually provided by the family and should arrive 60 minutes prior to the service. The family should also provide a Guest Book if they wish to have that as a remembrance.

Non-Church Members:

Fees are as follows:

Sexton: \$50 per hour

Audio Technician: \$50 per hour

Pastor: Please speak to our Ministry Coordinator

Musicians quoted based on number, hours required, rehearsals, and individual rates.

Other fees may apply on a case by case basis.

RECEPTION

If the family desires to have a simple reception following the funeral or memorial service, contact the Ministries Coordinator. The church will provide refreshments that will consist of coffee or punch and appropriate finger foods and cookies. If the family members or friends would like to contribute finger sandwiches, or other finger foods, please discuss this with the Reception Coordinator. Receptions will be limited to no longer than 1 ½ hours.

FREQUENTLY ASKED QUESTIONS

1. May the funeral/memorial service be held at a location other than Christ Church Santa Fe?

- If the family desires a simple graveside service, one of our Christ Church pastors will be available to officiate. Be sure to check times and dates with the officiating minister before setting a time with the cemetery.
- A service at a funeral home: Please discuss this option with a Christ Church pastor.
- A service in another church: Should you wish to include a Christ Church Santa Fe Pastor or musician, professional courtesy requires that invitations must be issued through the Pastor of the host church.

2. Can I request that the choir sing at my funeral/memorial service?

- The Director of Music will have to decide whether this request is possible on the date and time that has been selected for the service.

3. May I have family or friends speak at my funeral/memorial service?

- Yes. Please discuss this with the Pastor who is leading the service. Often family and friends are able to add to the picture of the life of the deceased. If an individual is uncomfortable speaking, the pastor or another person can read their written remembrances.

4. Is it appropriate to bring photographs of the person who has died?

- Yes, often people enjoy remembering the person's life with photographs. The Reception Coordinator will provide a table in the reception area for this purpose. It is recommended that you choose a few representative photos, preferably in frames, instead of a large number. Posters do not work as well and are difficult to display.

LATEST UPDATE: 7.30.14



1213 Don Gaspar Ave.
Santa Fe, NM 87505