**Funeral Procedures**

**Impact Church of The Woodlands**

**On behalf of The Impact Church of The Woodlands family, we extend our deepest sympathy to you during the death of your loved one.** May our Lord continue to comfort you with infinite love and grace.

Death is such a sensitive matter, we established guidelines to assist families with the funeral preparation process. The following guidelines will assist you with your final need according to the dignity and decency befitting your loved ones.

The family of the deceased will need to use the services of a Funeral Home to handle funeral arrangements.

**Date and Time of Funeral**

1. **Approval of Funeral Arrangements:**
All funeral arrangements must be approved by Impact Church of The Woodlands.
2. **Scheduling:**
Funeral dates and times are arranged in consultation with the Office Administrator, based on the church's availability.
3. **No Funerals on Fridays or Saturdays:**
Funerals will not be scheduled on Fridays or Saturdays. This policy is non-negotiable, and requests for exceptions will not be considered.
4. **Viewing Duration:**
Viewings are limited to a maximum of two hours, with the funeral service to follow immediately after. Our view begins at 9:00 am or 10:00 am and services begin at 11:00 am.
5. **Conflicts with Pre-Scheduled Events:**
Funeral services must be planned around existing church events, such as weddings, conferences, or workshops.

**Who Will Officiate?**

Pastor Coleman will officiate all funerals unless otherwise approved.

 Any requests for another pastor to officiate, or assist in the service, must be approved by Impact Church of The Woodlands administration.

**Funerals for Non-members and Inactive Members\***

 Conducting funerals for people who are non-members of Impact Church of The Woodlands is determined by the church administration and fees are required.

**PowerPoint Presentations**

 If you desire to use a PowerPoint presentation at any point during the service, you must submit the final form to the church office ***3 days prior*** to the funeral service for review. If the PowerPoint is not received ***3 days*** prior to the funeral, Impact Church of The Woodlands cannot guarantee the presentation viewing during the funeral services. PowerPoint presentations should not exceed five minutes in length. PowerPoint must be emailed to info@myimpactchurch.org

**Viewing**

The viewing will take place one hour prior to the funeral. The casket will close before the service begins and will ***remain closed*** throughout the service. It ***will not*** reopen after the allotted viewing time. Please do not ask.

**Resolutions**

All resolutions should be submitted to info@myimpactchurch.org no later than 8:00 am one day prior to the funeral. All other resolutions must be given directly to the family.

**Childcare**

 The church does not provide childcare for funeral services.

**Reception/Family Meal**

 A reception area is not provided at Impact Church.

**Fees**

**Active Member Definition:** An active member of Impact Church of The Woodlands is someone who:

* Regularly attends worship services.
* Actively participates in ministry activities, small groups, or church events.
* Supports the church through consistent tithing, offering, or other financial contributions.
* Is officially registered in the church's membership database and is considered to be in good standing.

**Non-Active Member Definition:** A non-active member of Impact Church of The Woodlands is someone who:

* Has ceased regular attendance at worship services and church activities for an extended period of time.
* No longer participates in ministries, small groups, or church events.
* Has not contributed financially through tithing or offering in the past 12 months.

 If the deceased is an **active member** of Impact Church of The Woodlands, most fees are waived. However. fees are required for the following items:

Regardless of membership status, the following fees apply:

* **Audio Technician** - $200
* **Media Technician** - $200
* **Recording Technician** (if the family desires the service to be recorded) - $200
* **Musician** - $200 (if available)
* **Use of Musical Instruments** - $250 (if Impact musician is not available)
* **Cleaning Service** - $400
* **For ALL non**-members, additional fees will apply. See chart below.
* **All fees are payable to Impact Church of The Woodlands**
* **Officiant fees are paid directly to the minister.**

###  **Additional Details for Scheduling a Funeral Service at Impact Church**

* **Funeral Home Coordination:**
The family of the deceased is responsible for hiring and coordinating with a Funeral Home Director. The Funeral Director should communicate with Impact Church staff to finalize arrangements. Our office administrative assistant will be your primary contact.
* **Facility Use and Responsibilities:**
Impact Church will provide the facility for active members. However, we are not responsible for organizing or leading the funeral service.
* **Volunteer and Staffing Limitations:**
Impact Church is not responsible for securing volunteers to assist with funeral arrangements, such as greeters, ushers, servers, or individuals to move tables and chairs. While a general request may be sent to our membership, families should be prepared to make additional arrangements for volunteers if needed.
* **Family Meals and Reception:**
Impact Church staff will not organize, plan, or purchase meals for the family. Any meals or receptions must be arranged independently by the family or through outside services.
* **Special Requests:**
All special requests must be submitted at least 3 days prior to the funeral. We will do our best to accommodate these requests, but fulfillment is not guaranteed.
* **Order of Service:**
The family must complete and submit the "Order of Service" form for approval. Please note that the eulogy must be scheduled before any public remarks. We encourage limiting remarks to 3-4 speakers and 2-minute time slots.
* **Document Submission and Payment:**
All required documents must be completed, signed, and submitted before Impact Church will confirm any dates or services. Full payment of fees is required no later than 3 days prior to the funeral service.
* **Service Time Restrictions:**
If a family wishes to extend the funeral service beyond the standard time (i.e., with 3-4 speakers for remarks or additional ceremonies), additional fees will be required to compensate staff extra time. Please be mindful that volunteers and staff are scheduled for limited durations.
* **Funeral Program Printing:**
The family is responsible for printing the funeral programs. Impact Church is not responsible for the creation or printing of these materials.
* **Personal Items:**
Impact Church is not responsible for personal items left in the church during the funeral. Families should ensure that all belongings are collected before leaving.

\*For the purposes of this policy

 - **Active Members** are defined as those members of Impact Church of The Woodlands who attend church services and provide financial and personal support on a regular basis.

 - **Inactive Members** are defined as those who do not attend services, and do not provide financial and personal support on a regular basis.

# Signature of Family Contact Person:

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 Date

**All forms and fees must be submitted prior to moving forward with funeral arrangements. Funerals date will not be secure until paperwork is received.**

Reminder: Funeral Director will be responsible for planning, organizing, and making sure all areas of covered. Impact Church will make our best effort to assist with getting volunteers but there is no guarantee.

**NON-MEMBER**

**FUNERAL FEE SHEET**

Officiant $1,000.00

\*Please write a separate check

payable to the officiant. Submit with paperwork.

Building use $2,000.00

Building Cleaning $400.00

Audio Technician $200.00

Visual Technician $200.00

Recording technician $200.00

Musician $200.00

soloist $200.00

Use of Instruments $250.00

Security TBD- \*\*if necessary

# Signature of Family Contact Person:

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 Date

**All forms and fees must be submitted prior to moving forward with funeral arrangements.**