

COSC Funeral and Memorial Service
Policy
June 1, 2024

SUBJECT. Funeral and memorial service policy.

OVERVIEW. This policy documents COSC's building usage.

PURPOSE. To clarify the acceptable and properly ordered use of the COSC building for funeral services.

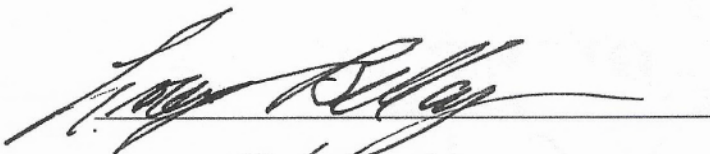
SCOPE. This policy applies to funeral and memorial services held at COSC.

EFFECTIVE DATE. 06/01/2024

EXPIRATION DATE. 12/31/2026

FREQUENCY OF REVIEW. This operational policy is formally reviewed by the Diaconate and/or COSC Policy Workgroup annually, and as required, in accordance with policy changes.

Lorenzo Bellamy
President,
Christ Our Shepherd Church



Date

5/30/24

Version Number	2.0
Date Approved	See above
Effective Date	06/01/2024
Author	COSC Policy Committee
Owner	Diaconate
Approver	COSC Policy Workgroup
Required Approver	Lorenzo Bellamy

DOCUMENT HISTORY

Version	Date	Author	Description
1.0	11/29/2023	Amy Simon	Initial policy draft
2.0	05/29/2024	Amy Simon	Revised draft

1.0 PURPOSE

The policy is establishing guidelines and rules for use of the Christ Our Shepherd Church building for funeral and memorial services.

2.0 ROLES AND RESPONSIBILITIES

The COSC Building Manager, Senior Pastor, and Diaconate have responsibilities under this policy.

3.0 OVERVIEW AND SUMMARY

This policy outlines the types of uses of the COSC building, the appropriate use of the building and the expectations of the key people.

4.0 FUNERAL AND MEMORIAL SERVICE POLICY

Introduction

Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not sorrow as those who have no hope (1 Thessalonians 4: 13). It is our desire and privilege to minister to the families of our congregation in their time of need. It is through the Word of God that we have hope at the time of the death of a loved one (Romans 15: 4). This policy is provided to assist COSC members and their families during this difficult time.

Funerals Overview

COSC members and their immediate family are eligible for funerals at COSC. Regular attenders and members of other congregations are eligible on a case-by-case basis with Senior Pastor approval.

Date and Time of Funerals

Dates and times for funerals at COSC are to be arranged in consultation with the pastor based on building availability and the preferences of the deceased's family. To request a funeral or memorial service be held at COSC, a **Building Use Form** should be submitted to the Diaconate (deacons@christourshepherd.org). In addition, the following elements should be included via email with the completed Building Use Form:

1. Name of person submitting form / relation to deceased / contact info
2. Name of deceased (birth date + death date)
3. Is the request for funeral (with body) or memorial service (not with body)?
4. What days and times are you considering for the service?
5. Are you a member of COSC?
6. Do you intend to use only the sanctuary or the sanctuary and the kitchen?

7. Do you want the COSC Senior Pastor to officiate?
8. Will you have any A/V needs (presentations)?
9. Will you use the nursery?

The pastor must approve all funeral arrangements at COSC. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the pastor. Funeral services will be planned around already scheduled events or approved building uses.

Please note that the layout and architecture of Christ our Shepherd Church does not provide elevator access to the sanctuary for anything other than individual congregants or attendees. Caskets cannot be taken to the sanctuary via this lift.

Officiant

COSC's Senior Pastor will conduct all funeral services held at COSC, unless by agreement with another pastor. Requests for another pastor or lay person to officiate or assist in the service must be approved by COSC's pastor.

Order of Service and Supporting Materials

The following is a general outline for a funeral or memorial service. This is intended as a suggestion only. The host family or designee can modify this in conjunction with the Senior Pastor.

1. Processional and Seating of the Family
2. Music/Solo (Optional)
3. Reading of Scriptures
4. Prayer
5. Testimonies or Eulogy (Optional)
6. Music/Solo (Optional)
7. Video Presentation (Optional)
8. Brief Pastoral Message
9. Prayer
10. Recessional

Video presentations: COSC has a large projection screen for video or slideshow presentations. Completed presentations must be submitted at least 48 hours in advance of the service to ensure compatibility. The guidelines for usage of video and musical equipment is covered under the Building Usage Policy.

Funeral Meals

If desired, the COSC lower level and kitchen can be used for a meal immediately following the funeral or memorial service. The church cannot provide food or supplies for the meal but can provide tables and chairs for up to 30 participants. The meal must conclude within 2 hours of the end of the funeral service. The host family or designees are responsible for set-up and clean-up.

Fees

	Sanctuary Only	Sanctuary + Kitchen
Members	no fee	\$50
Non-Members	\$75	\$150

If fees present an obstacle to holding the funeral or memorial service at COSC, other arrangements can be made with the approval of the COSC Diaconate and Senior Pastor.

Additional Notes

FRATERNAL, CIVIC OR MILITARY RITES: The worship service shall be complete in itself, and any fraternal, civic, or military rites must be conducted separately, apart from the service and place of worship.

NURSERY: The church does not provide a nursery attendant for funeral services. If needed, the family is responsible for securing an attendant

STAFF PRESENCE: The COSC Building Administrator or designee will be on the premises for the duration of the funeral.

FLOWERS: Floral arrangements should be removed at the end of the funeral or memorial service.

Note: much of this policy content has been informed by or is from the following sources: Funeral Policy I; Funeral Policy II; Funeral Policy III