

FUNERAL HANDBOOK

Sunnybrook Community Church



CHRISTIAN FUNERALS

The loss of a loved one is never an easy time in the life of family and friends. Sometimes the loss is expected and anticipated, giving families time to say their “goodbyes” and to at least mentally plan for the final arrangements. Other times, it is totally unexpected and grief-stricken families must make these decisions under time pressures.

You do not have to be a member of Sunnybrook Community Church to have the funeral service conducted by Sunnybrook staff—either on site, at the funeral home or at the gravesite.

It is the goal and hope of Sunnybrook staff and volunteers that they can be there to minister to you in your hour of deep need.

The bottom line is that God loves you; He sees your hurt and pain. The Sunnybrook funeral ministry team wants to serve as the hands and feet of Jesus Christ as they help you walk through this valley of sadness and grief. We have prepared this booklet and these guidelines to help with decisions and to assist you during these difficult days.

CONTACT INFORMATION

BJ Van Kalsbeek,
Congregational Life Pastor
bjvk@sunnybrookchurch.org

712-276-5814
Ext. 28

Sylvia Kiel,
Funeral Coordinator

712-276-0884

Sunnybrook Community Church

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ROLE OF THE FUNERAL COORDINATOR

Sunnybrook employs a Funeral Coordinator to assist in planning and coordinating the details of the funeral or memorial service of your loved one.

Sylvia Kiel is the Funeral Coordinator and can be reached at 712-276-0884 or sylviak@sunnybrookchurch.org. Sylvia will be the one who will be in contact with you following your initial contact with the church office or BJ Van Kalsbeek.

Her duties include, but are not limited to:

- Serve as the liaison between the family and the Sunnybrook staff
- Facilitate completion of Funeral Information Form
- Secure officiating Pastor for the service
- Reserve building space as needed
- Secure technical/worship personnel if needed
- Coordinate building availability/use with custodian
- Serve as the contact person for Funeral Director of the chosen Funeral Home
- Secure volunteers as needed
- Coordinate music/musicians (live or recorded) and work with officiant to approve musical selections
- Communicate timing expectations to the family
- Work with the family to coordinate reception/luncheon if it is held at Sunnybrook.
- Will be present for visitation and/or services hosted at Sunnybrook.

ROLE OF THE OFFICIANT

Funeral/Memorial services are conducted by one of Sunnybrook officiants. The officiant will meet with the family prior to the funeral/memorial service to offer comfort and to help the family in planning for the funeral service(s) of their loved one. He/she will approve the musical selections, conduct the service(s) and deliver the message.

If there is a family member or friend who is an ordained Pastor in another Christian church that you would like to officiate the service(s), prior approval is necessary.

SAMPLE OF ORDER OF WORSHIP

Prelude

Seating of the Family

Opening Scripture

Prayer

Scripture

Music (optional)

Scripture & Message

Music (optional)

Time of Sharing (optional)

Prayer

Recessional

SUNNYBROOK COMMUNITY CHURCH FEES

Sunnybrook Officiant conducting funeral.....	\$200
Sunnybrook Officiant for services other than the day of the funeral.....	\$50
Sunnybrook Officiant mileage.....(current IRS rate) for out of town services.	
Funeral Coordinator.....	\$75
Funeral Coordinator/services other than the day of the funeral..	\$50
Sunnybrook Musicians (per person).....	\$75
Technical Support.....	\$100
Technical Support/services other than the day of the funeral.....	\$50
Custodian.....	\$100
Luncheon at Sunnybrook.....	\$100

Check should be made payable to the funeral home and the funeral home will be responsible for making payment to Sunnybrook. If a funeral home is not being used, fees can be paid directly to Sunnybrook.

MISCELLANEOUS

Flowers: The family is responsible for the distribution of all floral arrangements and potted plants after the service.

Video recording: Sunnybrook allows the video taping of funeral/memorial services if desired by the family but does not have the capacity to offer this service.

POST FUNERAL SUPPORT

Grief Share is a 13 week support group that meets at Sunnybrook and is designed to support its participants as they progress through the grief journey. This group is available to anyone that is experiencing grief and open if you desire to join. The Funeral Coordinator can assist you with more information about how to connect with this ministry. You can also learn more about this ministry at www.griefshare.org.

Grief Counseling services are available to families in the grieving process. If you are interested in grief counseling please contact Sunnybrook for a list of recommendations.



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