

Funeral Policy & Procedures

Effective: November 2021



We are so sorry for your loss. We consider it an honor to host and conduct your loved one's funeral/celebration of life at Highpoint Church. Your church family is here for you during this difficult time and know we are praying for you and your family.

This document has been prepared to help you as you walk through this season, it helps to clarify expectations and gather information to help plan a meaningful memorial for your loved one.

Common First Questions

1. Where do I start?

It's common to feel overwhelmed. Planning a funeral / celebration of life (services) while experiencing grief is overwhelming. We encourage you to take time to reflect upon what you and your loved one's wishes are for the service. Realize that emotions are high and that you might feel pressured to make decisions quickly, it's ok to slow the process down and take your time. We are here to help you figure out what is available, what can be accommodated, and facilitate the logistics so that the services are meaningful for you and your family.

2. What is the purpose of a Christian funeral/celebration of life?

- To glorify God: a service is a way of expressing thankfulness to God for the life and contribution of your loved one. (Genesis 23:19)
- To honor the loved one: honor them by taking the time to identify and celebrate their legacy.
- To comfort the grieving: Jesus showed up at Lazarus's funeral and wept with the family. (John 11:33,35) Weep with those who weep (Romans 12:15)
- To encourage hope in heaven: allows Christians to proclaim the hope of resurrection. (1 Thessalonians 4:13-14).

3. Who is available to help me plan the services?

Once a time and date are approved, a Highpoint staff member (coordinator) will be assigned to walk through the details and coordinate the church resources. We ask that one (1) family representative be designated from the family, this will be the spokesperson/contact person who will work directly with the coordinator throughout the process. We ask that everything flow through this person as to not cause confusion or things to be missed. It's preferred that this person live in the area.

4. What can I expect from Highpoint Church?

To work with our coordinator to assist with the planning of the services at Highpoint Church facilities, access to the facilities and resources, a pastor, media & facility resources (see below).

Details

1. How do I reserve a date & time at Highpoint Church?

We ask that you provide your desired date & time in an email, and allow up to 48 hours for an approval to be received. We ask that you give the church a minimum of four business days between the time of approval and the ceremony. Keep in mind the following, we can not host services beginning after 11 AM on Saturdays or anytime on Sundays. All activities must be completed by 4 PM. Until the date & time has been confirmed please do not promote service times or locations. Church services, annual events, previously scheduled ministry functions or holiday productions that are already scheduled on the church calendar can not be cancelled to accommodate services.

2. How do I plan pastoral involvement?

All services held at Highpoint Church will be led by one of our pastoral staff, if unavailable we will find a pastor who attends Highpoint to lead the service. Any outside ministerial or officiant participation in funerals must have prior approval from the lead pastor.

3. What are the available venue options for services?

There are several locations where a service can be conducted and still have the involvement of one or more of Highpoint's pastors.

- 1) Local mortuary or funeral home. There are large meeting space provided by most mortuaries and funeral homes.
- 2) Gravesite or committal services. A short service (5-10 minutes) held at the actual gravesite or final resting place.
- 3) Highpoint Church facility. The specific location used for the service will be determined at the discretion of the coordinator, lead pastor and the family.

The following rooms are available:

- Vista Room (5-50 individuals) can be setup with chairs in rows, tables for refreshments can be provided, and has a large media TV, but limited sound).
- Aspen Theater (50-150 individuals) has chairs in rows, full media and sound).
- Alpine Auditorium (150-600 individuals) has chairs in rows, full media & sound).
- Atrium/Cafe (50-100 individuals) for a reception. Refreshment tables can be set up. All current cafe seating must remain where located and can not be removed or reconfigured.

4. What resources are available at Highpoint Church?

- Media: Highpoint will provide audio-visual support in the form of a sound person, microphones, projection equipment. We can not edit or create videos or slideshows. Highpoint does not employ musicians, video/slide show editors, soloists, or worship or song leaders for funeral/celebration of life service. We can provide information for individuals who may be available to provide these services and their fees.
- Facility resources: Table for guest book with black tablecloth, memory table with back tablecloth, round tables & chairs, limited cafe area with refrigerators (no kitchen or food preparation area available), any food or beverages being served at the facility will be the family's responsibility and needs to be coordinated with the coordinator prior to plans being made. We can not accommodate moving of furniture, equipment, displays, staging, or instruments.

5. What are the costs and expenses for using Highpoint Church?

- a. Active members, supporting attendees, and their immediate family: There will be no charge for facility usage.
- b. Nonmembers or inactive members: (if approval has been granted by the lead pastor for the service to be held at Highpoint Church). The following fee is charged and includes setup, cleaning of the rooms, utilities, and usage of equipment and personnel cost:

Alpine Auditorium: \$2500	Aspen Theater: \$1250
Atrium for reception \$500	Vista Room: \$300

6. What are the most important next steps?

- 1) Email the following information to funeral@highpointchurch.us
 - a) Name, cell phone number, and email address of the family contact person.
 - b) Send date & time request.
 - c) Name of desired pastor, if already spoken to one please indicate that as well.
- 2) Download and fill out the planning worksheet. This will help you as you start to plan the ceremony. It will help you focus your thoughts and will give us a valuable resource to assist in the planning. Please email the completed form to funeral@highpointchurch.us.
- 3) After you submit the above form, schedule a meeting with the coordinator to review and make specific plans for the services. This meeting should include the primary contact and any family members that would like to attend, and the pastor who will be officiating. Planning meetings are typically scheduled Monday through Thursday between 9 AM - 4 PM.

If you have any questions that arise, please send them to funeral@highpointchurch.us. There is also resources on the website at www.highpointchurch.us/funeral that you might find helpful.