



Deacon's Ministry **Practical Funeral Arrangements**

Grace Fellowship Church would like to make its facility available for funerals of members, regular attendees, and their immediate family. There will be no charge for this service.

Funerals can be accommodated in the main sanctuary unless otherwise requested. Funerals expected to be smaller than 200 people may be held in the smaller, first floor auditorium.

Up to 125 people can be accommodated for a seated reception. GFC deacons will set up tables, chairs and place the tablecloths.

Additional items:

- There will be no charge for set up and tear down of a reception.
- An arrangement of flowers will be purchased from Pastoral Contingency for members and regular attendees.
- The family may provide food for the reception.
- A Funeral Coordinator will assist the family with arrangements for the service and the reception. At this time, the Funeral Coordinator will be the administrative assistant for the officiating pastor.

Funeral Coordinator responsibilities:

- Meet with the family of the deceased to discuss service/reception details
- Coordinate service details with the officiating pastor
- Music needs coordinated with Worship Director – sound technician & piano musician provided
- Coordinate facility needs with Facilities Director
- Coordinate reception details
- Purchase flower arrangement
- Arrange to have Deacons available for set up/tear down
- Arrange for tablecloths to be cleaned/rented
- Be present before & after the event to assist the family
- Coordinate with Facilities Director to notify custodial staff for clean up