



KING STREET CHURCH

Facilities Request Form: Funeral

162 E. King St, Chambersburg, PA 17201
Phone: (717) 264-4651 | Fax: (717) 264-9408
www.kingstreetchurch.com
Email: announcements@kschurch.org

CONTACT INFORMATION:

List the person who will be responsible for discussions with the office _____

Date: _____

Name of Deceased: _____
First Middle Last

Name to be used in service (if different): _____

Date of Birth: _____ Date of Death: _____

Family Contact: _____ Relationship: _____

Family Address: _____

Phone where you can be reached (List 2): _____
 Home Work Cell Home Work Cell

Email: _____

Relationship of deceased to KSC: Member Attender Related to Member/Attender: _____ Not Affiliated with KSC

FUNERAL ARRANGEMENTS:

Funeral Home: _____ Phone: _____

Requested Date of Service: _____ Time: _____

Type of service (Funeral/Memorial): _____

Will there be visitation before service? Yes No

SERVICE DETAILS:

Officiating Pastor(s): _____

Special Music: _____ Soloist: _____

Organist: _____ Other Musicians: _____

Will there be a meal reception at the church? Yes No Mark Caterer: KSC Food Coordinator Other (list below)

Caterer, if not KSC Coordinator: _____

FACILITIES/EQUIPMENT NEEDS:

Mark all applicable activities/ areas being requested:

Sound System: _____

Microphones, specify quantity: _____

Other _____

Service Location:

Sanctuary Baker Center

Technical Needs:

*48 hours notice, if possible

DVD Slide Show Power Point

Sound System

POLICIES AND PRACTICES

Funeral Services

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 (1Thessalonians 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 our families in planning and providing a Christ-centered funeral.

We provide funeral services for members, active attenders, and their immediate family members. Services for others are at the discretion of the pastoral staff. The size of our congregation limits our ability to accommodate funeral services of those not affiliated with King Street Church.

Please contact a KSC pastor as a first step in the funeral planning process.

Date and Time of Funeral Services

Dates and times for funeral services at KSC are to be arranged in consultation with the officiating pastor and the church office based on availability and the preferences of the deceased's family. Funeral services will need to be planned around previously scheduled events such as weddings, conferences, workshops, etc.

There can be alternative methods for the conducting of services at the time of death. These could include a private graveside service for family members as soon after death as possible and/or a public service of worship (a memorial service) conducted at a later time. The officiating pastor will assist you in your planning.

Who Will Officiate?

If requested and available, pastoral staff of King Street Church will conduct the service. Pastors not affiliated with the United Brethren denomination will need the approval of KSC pastoral staff.

Structure of the Funeral Service

A funeral service held in the church is a service of worship, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the church. The family may suggest other items to be included in the service, with the approval of the officiating pastor and communicated to the church office.

Funeral Music

Music appropriate to a worship service should be used. All musical arrangements (pianist, soloist, etc.) must be arranged/organized and completed by the family. The use of pre-recorded music, such as instrumental and accompaniment music, soloists, and guest musicians will be discussed and planned with the officiating pastor.

Video Presentation/Recorded Music/etc.

Video presentations, recorded music, etc. will be discussed and planned with the officiating pastor. We will do our best to accommodate technical needs for the service based upon our available resources. Please submit needs to the office 48 hours prior to the service, if possible.

Reception/Meal

The church will do everything reasonably possible to accommodate a members/attenders request for a meal after a funeral service. The meal is prepared in coordination with and under the direction of the church's food service coordinator. The family is responsible for the cost of the food only – preparation and presentation is provided. Checks should be made payable to King Street Church and noted for funeral meal. Other options are:

- The family is connected with a Sunday school class or small group from KSC and that group wishes to plan and prepare the food.
- Family and friends connected with KSC would like to plan and prepare the reception.

SPECIAL NOTE: Please notify the church if a group other than our food service coordinator is an option.

The following fees apply for funerals for a KSC Member/Attender

Facility Use	<i>No fee</i>
KSC Pastor	<i>No fee</i>
Guest Officiant	<i>Honorarium*</i>
Pianist/Organist	<i>Honorarium*</i>
Soloist	<i>Honorarium*</i>
Technical Support	<i>\$50</i>
Funeral Meal	<i>Cost of the meal/food</i>

*If the family has made arrangements with an available musician and/or soloist, typical honorariums for them range from \$50-\$100. The same is suggested for non-KSC pastors. Checks should be made payable to the individual.

I hereby certify that I have read and agree to comply with the Policies and Practices

Signature: _____

Office Use: Received: _____
Date Initials