

Church Staff Responsibilities:

A. Pastors/Funeral Coordinator

The Funeral Coordinator will set up a meeting with the family and pastor/staff to guide you in planning the service, including such details as: officiating pastor(s), musicians (instrumental and/or vocal), worship leader, tech media staff, songs, Scripture, video, family memories, order of service, funeral bulletin, and more.

The Funeral Coordinator will also arrange for the family to connect with the Hospitality Coordinator to plan the type of reception desired.

B. Hospitality Staff

The staff can provide tables, linens, card basket, easels and more for use during the service, as needed/requested. If you wish to hold a reception on site, the staff will arrange for the type of reception you desire:

- cake and beverages, luncheon, full dinner (sample menus are available)
- china or disposable table settings
- whether catered by our church staff and volunteers, or by an individual/caterer of your choice.

All receptions are served buffet-style unless requested otherwise.

Family Responsibilities

The family is requested to provide the following for use in creating the funeral bulletin for the service: the obituary and photo of their loved one, names and spellings of any service participants, names of songs, and which charitable organization(s) will be designated to receive memorial gifts. The family will be given the opportunity to check the bulletin before printing.



The family is also requested to provide the loved one's personal Bible, if available, and to share brief memories and/or stories in writing or via email for the officiating pastor to use in planning the funeral message. Short videos are also welcome to be shown during visitation or included in the service.

The family is welcome to display any photos and/or physical memorabilia that they wish to share with guests during the visitation period.

*He makes me lie down in green pastures.
He leads me beside still waters.
Psalm 23:2 ESV*



Honoraria/Service Fees

It is customary to show appreciation with an honorarium to those involved in the funeral service. Your funeral director will usually have this information. If not, please contact the church's Funeral Coordinator for a list of suggested honoraria (pastors, musicians) and service fees (custodian, tech, and hospitality staff).

There are no fees to use the church building, but there is a charge to cover the cost of food purchased for the reception. Cake and coffee/tea are provided at no charge.

Questions

If you are pre-planning the service and have questions about this information, please feel free to contact the church's Funeral Coordinator at mary.d@e-free-family.com or 920.452.6520.

*Now may the Lord of peace himself give you
peace at all times in every way.
The Lord be with you all.
2 Thessalonians 3:16 ESV*

Purpose of this brochure:

This brochure will assist the family in planning their loved one's funeral or memorial service, whether it is held at church or in a funeral home. It includes information about planning the details and use of the church facilities. The pastors and church staff will shepherd you through this process as needed.

The First Step in arranging the funeral:

Generally, when a loved one passes, either the family or the funeral home will notify the church/pastor.

The day, time and location of the funeral/ memorial service is determined by the funeral home and church working together with the family. Determining factors include scheduled church events, funeral home commitments, travel by family members, and more.

Who May Use the Facility:

In general, the facility and church staff are available to serve individuals and families of those who regularly fellowship at the eFree Church. Plans to include other clergy must be approved in advance and coordinated by the Senior Pastor. Exceptions to this policy are reviewed on a case-by-case basis by the pastors.



Evangelical Free Church

Funeral and Memorial Services



in memoriam



at the eFree Church

**The LORD is near to the
brokenhearted and saves the
crushed in spirit.**

Psalm 34:18 (ESV)

1710 North 15th Street
Sheboygan, WI 53081
920.452.6520

e-free-family.com

**Let not your hearts be
troubled. Believe in God;
believe also in me.**

John 14:1 (ESV)