

Funerals/Memorial Services at Tree of Life Lutheran Church in Conroe, Texas

The Funeral/Memorial Service Policy

As an extension of God's love for all people, we desire to walk with anyone who has suffered the loss of a loved one. Guests, visitors, friends, non-members in search of a church home, and members alike are invited to inquire about Tree of Life Lutheran Church hosting their loved one's Christian funeral or memorial service. We strive to care for families pending availability of our pastors and facilities.

All funeral/memorial services are officiated by the Tree of Life pastor and are specifically Christian in nature.

DATE AND TIME OF FUNERAL:

Funerals may not be scheduled when in conflict with facility use, church ministry events, or on holidays observed by Tree of Life Lutheran Church. The family will choose the date and time of the funeral during an initial planning meeting with the Pastor.

PASTOR:

The Pastor will meet with the family to schedule the date and time for the service. The Pastor will discuss the details of the service and speak with them about their loved one.

EVENT COORDINATOR:

The Event Coordinator will work with the family and the pastor to coordinate details of the service and the use of the church facilities. The Event Coordinator will ensure that the projection slides and Bulletin/Order of Worship are ready for the service and will work with the Worship Team to secure ushers, altar guild, and other volunteers as well as people to handle production (livestream, slides, sound, lights) for the service. The Event Coordinator will create a slide show from submitted photographs for presenting prior to the service. It is the Event Coordinator's responsibility to supervise the use and care of church property; the Event Coordinator will attend the service (arriving two hours early to allow for floral delivery) and in most cases will close the facility, ensuring that the facility is ready for worship, Sunday School, and other planned events.

FACILITIES AND COSTS:

Church facilities available for use for Funeral/Memorial Services are the Sanctuary, Narthex area, and Music Room. If a reception following the service is to be held at the church, the Fellowship Hall and Kitchen are available. There is no charge for the use of the Sanctuary building, but fees apply for the use of the Fellowship Hall and Kitchen and are due on the date of the service. Any honorariums/payments for the pastor, event coordinator, organist/pianist, etc. are paid directly to the individuals on the day of the service. (The event coordinator will provide a list of names in advance.)

RECEPTION:

The church will provide volunteers to assist with the reception if a reception is held at Tree of Life.

All church facilities and items must be left in the condition in which found. If the Fellowship Hall and/kitchen are used:

- all tables and chairs should be wiped with a damp cloth and returned to their original position;
- the stove and countertops must be thoroughly cleaned;
- All dishes, pots and pans, and utensils must be washed, dried, and put in their proper places;
- the hard floors should be swept (and mopped, if needed) and the carpeted areas should be vacuumed; and
- all trash is to be taken to the dumpster.

The church will provide garbage bags, cleaning supplies, and use of dishes (NOT disposable plates, utensils, napkins or cups), serving utensils, punch bowl, and pots/pans.

In the event a caterer is used, the church provides facilities only, including a limited number of tables and chairs. Everything else necessary for a complete reception must be provided by the caterer.

MUSIC:

The Tree of Life Pastor and/or Director of Worship and Music will help you choose music for the service.

If available, the organist of Tree of Life should be used at services in which the organ is played. Use of other instruments, soloists, or organists should be made known to the church organist. If someone, other than the Tree of Life organist is used, contact should be made with the organist and/or Director of Worship and Music in advance.

FUNERAL FEE SCHEDULE

There is no charge for the use of the sanctuary for a funeral.

If you elect to have a reception in the Fellowship Hall following the service, a fee of **\$400** (payable by cash or check by the day of the service) applies.

Honorariums are paid directly to the individuals on the day of the funeral. (A list of names will be provided ahead of time by the Event Coordinator.)

- **Pastor:** The honorarium is discretionary, but generally begins at **\$200** for funerals held at Tree of Life during the church week (Sunday through Thursday) and at **\$300** for funerals held at the church on Friday or Saturday.

(If the funeral is to be held at another location, the honorarium generally begins at **\$400** and may also include travel costs.)

- **Event Coordinator:** The honorarium is discretionary, but generally begins at **\$150** for funerals held at Tree of Life during the church week and at **\$200** for funerals held at the church on Friday or Saturday.

- **Livestream, Slides, Sound and Lights:** The honorarium is discretionary, but generally begins at **\$150 each** for funerals held at Tree of Life during the church week and at **\$200** for funerals held at the church on Friday or Saturday.
- **Organist/Pianist, Soloist (if provided by Tree of Life):** The honorarium is discretionary, but generally begins at **\$150 each** for funerals held at Tree of Life during the church week and at **\$200** for funerals held at the church on Friday or Saturday.
- **Other Musician (if provided by Tree of Life):** Discuss with Pastor and/or Director of Worship and Music