

## Celebrations of Life – For the Family

Thank you for considering Glenkirk for your service. We feel blessed to be able to help your family and friends say goodbye to your loved-one. We see this service as a form of worship, celebrating the resurrection all believers are promised because of Jesus' death on the cross. Every funeral/memorial is different and there are a lot of variables and expenses involved. This information is meant to answer some frequently asked questions so you can concentrate on mourning the loss of your loved-one and celebrating their "birth" into the Kingdom.

### **Funeral vs. Memorial Service**

If a casket is present it is a funeral and representatives from either the mortuary or cemetery will be present. If no casket is present, it is considered a memorial.

### **Determine place, date, time, and staff needed**

Please contact our office to schedule and confirm a date and time at Glenkirk Church. The contact info to schedule is Jenn DeGraw: 626-914-4833 ext. 132 (Mon.- Fri. 9am-4pm). We will help you determine important staff needed for your service and confirm availability for you and your family at this time.

### **Mortuary/Cemetery**

Please make your arrangements with the mortuary. If the pastor is doing an interment this needs to be discussed with the pastor. Please note: if you are doing an interment it's best to:

- a)** do it about 3 hours before the church service or on a different date
- b)** if you are doing a funeral (where the casket is present at the church) our policy requires that the casket be closed *during* the service. It will be the responsibility of the family/mortuary to transport the flowers to the grave. Once on our campus, the mortuary will need to work with our funeral coordinator and adhere to our procedures.

If you are doing an interment, please discuss with the mortuary more details on if you are planning to stay while the casket is lowered and if you also plan to stay while the dirt is placed over the casket. These questions need to be discussed and thought through in advance with both the pastor and the mortuary.

### **Coordinate with the Pastor**

You and the Pastor will arrange a time to meet to plan the service. The scripture/message, music, speakers, eulogy, order of service, open mic and any other details that pertain to the service can be discussed more at this time.

### **Coordinate with the Funeral/Memorial Coordinator**

You and your coordinator will review your service plan you have already discussed with the Pastor. You can let the coordinator know if you would like a guest book/memorabilia table, flowers, and anything else relating to your service.

### **Slide Show (Pictures)**

If you would like a slide show, **please follow the attached format**. The slide show must be **turned into Glenkirk at least 3 business days before the service**. This way we can make sure it is compatible with our projection systems.

**The slide show should generally not be any longer than 5 minutes.**

If you have a picture you would like displayed on our large screen please have this turned in 3 business days prior along with any verbiage you would like displayed (full name, dates, birthdate, date of passing).

### **Flowers/In Lieu of Flower**

Flower arrangements need to be made by the friends and family directly with the florist. Arrangements can be made with your funeral coordinator that they arrive early the day of the funeral to receive these and help get them set up. Please note, the family will need to take the flowers home after the service.

If you would like people to give to a ministry or organization in lieu of flowers, please let us know so we can pass this information on. It is best that individuals give directly to the organization, but Glenkirk can assist if the money is being given to one of Glenkirk's ministries.

### **Music**

Music can be an important part of a service. Please let us know what music you would like. Would you like an organist, pianist, soloist, or a playlist played? Please reference the costs section above for requesting an organist/pianist/soloist.

Please note, *any* music played must be appropriate for the location and setting.

### **Receptions**

Our deacons are available to help with a reception at the church. Please let us know how many people you expect to attend. Generally, the food varies with the time of day. If the reception is around lunch or dinner, our coordinator will help determine appropriate food for your reception time, if it is mid-afternoon we will determine light snacks.

### **Costs**

The Pastor, outside musicians, Mortuary/Cemetery, Florist and Caterer have their own fee schedules and are paid directly. Glenkirk does not charge members or friends of the church for funerals/memorials, however there are costs associated with our staff and space usage. We depend on donations to cover these costs. If your family has been blessed financially, please consider the following suggested donations made to Glenkirk Church:

Service only, no musicians: \$500

Service & reception with no musicians: \$1,000

Service & Reception with musicians: \$1,500

### **Pastors honorarium-**

Pastors receive an **honorarium. You are responsible for paying the pastor directly.** Generally, pastors receive anywhere from \$250-\$500. A good rule of thumb is to think through how many hours the pastor spends with your family (pre-planning, conducting services and writing the service itself and then multiply by an appropriate hourly rate).



**Memorial Information Sheet (For the Family):**

**Please provide the Following information:**

Name of the deceased: \_\_\_\_\_

Date of death: \_\_\_\_\_ Place of Internment: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of family contact: \_\_\_\_\_

Relationship to deceased: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email.: \_\_\_\_\_

Date and time of service: \_\_\_\_\_

**Memorial (no body) or Funeral Service (casket at the church):** \_\_\_\_\_

Will there be viewing before the service: YES/NO

**Pastor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*If you would like a guest Pastor, they must be approved by Glenkirk\*

How many people might be expected for the service? \_\_\_\_\_

Does the family have a request for donations in lieu of flowers? \_\_\_\_\_

**Reception**

Will there be a reception? YES/NO

At Glenkirk? YES/NO

*If yes, Reception Coordinator contact info:* \_\_\_\_\_

Reception Elsewhere: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Funeral Coordinator Contact Info:** \_\_\_\_\_

## Video Shows at Glenkirk 2019

All of our projection systems are 720 x 1280 HD. This video format is called 720p and is a commonly available video quality setting on all video editing programs, most digital cameras and even many smart phones. This is the same format you'd want for best quality uploading to YouTube.

We can play back most video file formats, but our preference would be an HD Quicktime (.mov) or .mp4 file on a USB thumb drive.

Although you could technically burn this type of file to a DVD-ROM disc, we do not really want to use them because it needlessly reduces the resolution to 640 x 480 which is low quality and not wide screen.

We also do not want a "PowerPoint." All recent versions of PowerPoint have the ability to export the slideshow to a video, and this needs to be done prior to giving the slideshow to Glenkirk because different computers (especially Macs vs. Windows) will display an automated or animated PowerPoint presentation with different timings and the music and visuals will no longer match. There can also be issues with image cropping when you take a PowerPoint from one computer to another, so PowerPoint is really not a good file format choice for a slideshow.

Programs that should be used to make a slideshow:

1. Mac users should consider using iPhoto to make the slideshow and export the slideshow to a Quicktime file. Then watch that Quicktime file to be sure that you like the final product. Note: iPhoto export to Quicktime makes a beautiful slideshow, but the export process can take a number of hours to churn out the video file. This is not a problem, but plan ahead and make the slide show several days in advance so you don't run out of time to make revisions. Also note that the video export will need to be set to 720p.
2. Windows users should PowerPoint (version 2010 or newer) to make the slideshow and then use PowerPoint's built-in export-to-video function to make a video file that can be played. Then watch the video file to be sure that you like the final product. Also note that the PowerPoint presentation will need to be set to 1280 x 720 before the images are brought in, so the video export doesn't squish the images.

So, to summarize, we don't want a DVD or a PowerPoint, what we want is an HD Quicktime (.mov) or .mp4 file on a USB thumb drive.

**All videos should be brought in for testing at least one week prior to the date being shown for testing by our Media Tech on our video system in order to ensure your video will play properly. If videos are not brought in ahead of time we cannot guarantee that your video will work!**