**Funeral Policies and Steps at The Ridge Community Church**

Policies.

1. **As much as possible we should guide guests towards performing services off site (funeral home, mausoleum, graveside, etc.).** These venues are better suited for creating an environment for these types of events and services and have built in systems to support the process.
2. We can accommodate services for 50 people at one time or less given that we have:
	1. A pastor to officiate (If honorarium is involved, payment directly to them).
	2. Approval from facilities team (that it doesn’t impede ministries here or our cleaning schedule) and that there is a member of facilities present to open and close building. If a cleaning schedule change has to happen, our Facilities Director will need to approve the change before being offered. The family may be asked to cover the additional cost due to this change.
	3. Approval from Exec. Support that the calendar and space are open.
	4. Approval from Experience team and ability to provide any technical aspect needed.
	5. The service is being done in the Community Room.
3. On rare occasions, we can accommodate larger than that, but these would be specific occasions and would need to be discussed.
	1. Rare occasions could, but may not necessarily, include:
	2. Auditorium use (large crowds).
		1. Minimum threshold of 100 due to wear and tear on gear.
		2. Cleaning costs will need to be considered.
	3. Musicians. If these are wanted, similar to a wedding, they are usually compensated and it’s not a whole band (Payment directly to them).
	4. Use of Guest Services teams.

Procedure.

1. Family completes form on website.
	1. Director of Ministries is notified.
	2. Appropriate staff or team member is assigned to follow up.
2. Staff or team member contacts family to go over request.
	1. Staff or team member seeks approval with appropriate teams.
	2. Staff or team member confirms with family member and finalizes the details.
3. Staff or team member champions the funeral and is coordinating with family and rest of the team.
4. Once the funeral is finalized, staff or team member ensures that facility is reset and ready for normal ministry operations.