



FUNERAL POLICY

Federated Church is available for funeral services for members, former members, and nonmembers. Services must be conducted in a manner that befits a Christian congregation. Arrangements for services are to be coordinated through the Federated Church pastor who is charged with the responsibility of who and what may be a part of the service.

The following guidelines are subject to consultation with the Pastor:

Officiating Clergy

The Pastor of Federated Church will officiate at funeral services held in the church.
Other clergy or lay persons may co-officiate at the discretion of the Pastor.

Music

Musical selections should be suitable for the occasion and appropriate for a Christian worship service.
The Pastor retains the right to review and approve all musical selections.

Copyrights & Licensing

Music played during a service which will be recorded or livestreamed must be licensed by Federated Church for such purposes. The following information must be provided to Federated Church at least 48 hours prior to the service to validate licensing: Song Title, Composer, Lyricist, Arranger (if applicable), and Publisher.

Audio-Video Capabilities

Audio-Video support

- Sound System: microphones for pastor, pulpit, and lay readers. Additional mics are available for musicians and singers. Microphone needs must be coordinated with the Audio Technician 48 hours prior to the service. Additionally, the Audio Technician will perform a sound check prior to the service.
- Projector: projection of the Order of Service slides on the sanctuary screen.
- Video Stream of the service to the Narthex, Fellowship Hall, and Nursery.
- Recording and Livestreaming: Federated Church can record and/or livestream the service to Boxcast and YouTube. Livestreaming requires all components of the service to be properly licensed. (See Copyrights & Licensing)

Audio-Video pre-service viewing

Federated Church can display slides or video on the Sanctuary screen, and on the Narthex, Fellowship Hall, and Nursery TVs. Federated Church does not provide any recording or livestreaming of slideshows or videos due to copyright issues.

- Picture Slide Show: pictures must be in xxx.jpg or xxx.jpeg format and provided on a USB flash drive 48 hours (or more) prior to viewing. Music to be played during the slideshow may also be provided on the flash drive in xxx.mp3 format. Federated Church maintains a library of recorded music which may be used for slideshows.

- Video: Videos must be on a USB flash drive in xxx.mp4 format and provided 48 hours (or more) prior to the service.
- Funeral Home: discuss this with the Funeral Home, as they may prepare slideshows.

Nursery

The church nursery is available for children 0-5 years of age during the service. Please arrange for your own nursery attendant and ensure that children are adequately supervised. Please leave the nursery clean and in good order for others to use.

Seating

The Sanctuary seats approximately 300 persons.
The Fellowship Hall seats 165 persons.

Receptions

Receptions held in the Fellowship Hall are under the supervision of the church's Funeral Reception Coordinator.

The standard reception for a funeral consists of bars, coffee, and tea. There is no charge for the standard reception. Other menus may be substituted in consultation with and at the discretion of the Funeral Reception Coordinator (additional costs may be incurred for alternate meals).

Federated Church does not provide full, sit-down meals; a licensed caterer may be used for such a meal in consultation with the Funeral Reception Coordinator.

No food or beverages are allowed in the sanctuary.

Photography

Please do not use flash photography during the service.

Smoking and Alcohol

The Federated Church facility and grounds are smoke and alcohol free! There is no smoking or alcohol allowed in the church building or on the church property including the parking lot.

Fees

Payments of all fees are due on the day of the funeral service.
In most cases, payment may be arranged through the Funeral Home.

Reception Coordinator	\$75
Fellowship Hall	\$125 (for non-members only)

Honorariums

Honorariums for individuals assisting with the service are appreciated, but not required.

Suggested honorariums:	Pastor	\$125
	Custodian	\$60
	Audio Technician	\$50
	Video Technician	\$50

A contribution to the ongoing mission and ministries of Federated Church is always welcomed.