



COMMUNITY  
COVENANT CHURCH  
BECOMING LIKE JESUS TOGETHER

# Funeral Planning Handbook





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## Introduction:

It is never easy to lose a loved one. At COMMUNITY Covenant Church, we are saddened by the passing of your family member. We seek to walk with you during this time, offering your family love, grace, and the spiritual support to honor your loved one.

As Christians, we know that death is not the end. We lean into the promises found in 1 Corinthians 15:56-57:

*“The sting of death is sin, and the power of sin is the law. But thanks be to God! He gives us the victory through our Lord Jesus Christ.”*

While there is pain in the loss, we do not lose hope, instead we lean into the promise of the resurrection (1 Thessalonians 4:13). It is our desire and privilege to serve your family during this difficult time. In this booklet, we have compiled the information you will need to plan the funeral service at COMMUNITY Covenant Church.

## **Funeral Planning Process:**

### **1. Schedule a date**

Contact the Church Administrator to reserve a date and time for the funeral. The Church Administrator will assist you in connecting with the Funeral Coordinator and the Pastor based on personal requests and/or the date requested.

### **2. Meet with the Funeral Coordinator**

The Funeral Coordinator will review this booklet with the family members and begin to work through all the specific facility needs and logistics for the funeral and/or reception. The Funeral Coordinator is the key point person to assist in preparing and running the funeral. They will help ensure smooth and consistent communication throughout the funeral process.

### **3. Meet with the Pastor**

The Pastor will meet you either in connection with the Funeral Coordinator meeting and/or at a separate time. The Pastor will spend time with the family, getting to know them better, listening to stories and providing compassionate care and support. If a non-COMMUNITY Covenant Church pastor is requested to officiate, they will need to receive approval first from the COMMUNITY Covenant Pastoral Staff.

## Details Specific to Funerals

### 1. Church Address

- The address for use is:  
COMMUNITY Covenant Church  
15700 W. 87<sup>th</sup> St. Parkway  
Lenexa, KS 66219  
Telephone: (913) 631-0215

### 2. The church will provide the following:

- Facility space
  - Worship Center
  - Foyer
  - Conference Room
  - Reception/Luncheon Spaces:
    - Coffee Gallery: The capacity is approximately 50 people
    - Fellowship Hall: The capacity is approximately 150 people
    - Gym: The capacity is approximately 200 people
    - Foyer (standing room): The capacity is approximately 150-200 people
    - Kitchen and/or Warming Kitchen
  - Other spaces may be used as requested
  - All tables, chairs and other basic furniture needs requested for reception, visual displays, flowers, guest book center
- A luncheon for family members **OR** a smaller reception for all guests
  - A luncheon is limited to a maximum of 50 people.  
A luncheon includes sandwiches and/or potluck casserole meals, sides, drinks (tea/coffee/lemonade) and desserts
  - A reception is limited to a maximum of 200 people.  
A reception includes a simple snack such as cookies and drinks (tea/coffee/lemonade)

- A family may request both options **IF** they provide:
  - The additional food (*This can either be catered or prepared by a team of volunteers that the family has recruited*)
  - A team of volunteers to serve and clean up
- The following ministry team members:
  - Pastor
  - Funeral Coordinator
  - Sound Technician
  - Musicians (As requested and needed)
- Other:
  - A funeral program

### 3. Memorials:

- The church will provide envelopes, signage, and a place to collect memorials.
- Memorials can be given to COMMUNITY Covenant Church or an outside organization that the family has designated.
- If a memorial is given to COMMUNITY Covenant, the family has up to one year to designate to an area of ministry for which this money can be used. If after a year, the money is left undesignated, the Pastoral Staff, Leadership Team and Financial Staff will make the decisions on how the memorial will be spent.
  - Areas of ministry money can be designated are children, students, discipleship, worship, properties, and missional engagement.

## **Suggested Fee Structure:**

1. Building Usage: \$0
2. Custodial Fee: \$0
3. Pastor Honorarium: \$150
4. Funeral Coordinator: \$150
5. Musicians (Pianist and/or Organist): \$100 each
6. Singers: \$50 each
7. Audio/Visual Engineer: \$150 per person (max of 4 hours), if more than 4 hours is required please add an additional \$40 per hour.
  - o Additional fees can be added if extra media requested:  
Creation of a picture/video slideshow: \$200

*\*Please make all checks out to the person performing the services. Give these to the Funeral Coordinator and he/she will distribute them to the appropriate persons.*

## **Continued Support and Care:**

At COMMUNITY Covenant, we know that grief extends beyond the day of the funeral. We would love to offer continual support and care for your family.

- We have a team of Congregational Care Ministers who are available to meet one-on-one to listen, offer care and provide guidance as you continue to process the loss of your loved one.
- We offer Grief Share classes throughout the year. These support classes are free and specifically address topics and issues from a Christ-centered and biblical perspective for those who are grieving the death of a loved one.
- In December we offer a Blue Christmas service which is designed for those who are entering the Christmas season with a heavy heart. We remember that sometimes holidays are not joyful. As a community, we will come together in worship as we cling to the hope of Christ that sustains us even in the difficult seasons of life.

If you would like to receive additional care or support, please contact Pastor Jessica Springer [Jessica.s@cccks.org](mailto:Jessica.s@cccks.org) or 913-631-0215.