

# THE CHAPEL

# Funeral Guide



"He heals the brokenhearted and binds up  
their wounds." Psalm 147:3



On behalf of the entire Chapel family, we would like to offer you our deepest sympathy at this difficult time of loss of your loved one. First and foremost, we will pray for you.

Should you desire, we are honored to come alongside you to help you plan a service that will honor your loved one.

To help you to plan a celebration of life, we have created this small booklet that outlines many of the necessary details to be considered and helpful steps to guide you through the funeral process.

The officiating Pastor and Funeral Lead from The Chapel will be assisting you and answering any questions you may have as you make plans for the funeral.

We will be praying for God's comfort and grace to surround you and your family during this time of grief and sadness.

The Chapel

*And he (Jesus) opened his mouth and taught them...  
"Blessed are those who mourn, for they shall be comforted."  
Matthew 5:2,5*

## Why do we have a funeral?

- To remember, honor and celebrate the person who died.
- To provide a safe time and place to express grief and a sense of loss.
- To support, comfort and begin the healing process for family members and friends.
- To reaffirm core values and beliefs and honor Jesus Christ.
- To reflect on our own lives and our readiness for the immediate future and for eternity.

## Order of Service

1. Welcome by Pastor
2. Prayer
3. Scripture readings
4. Eulogy
5. Words of remembrance by those attending
6. Brief message from the Bible
7. Prayer
8. Benediction

Committal Service (at the cemetery)

Scripture reading

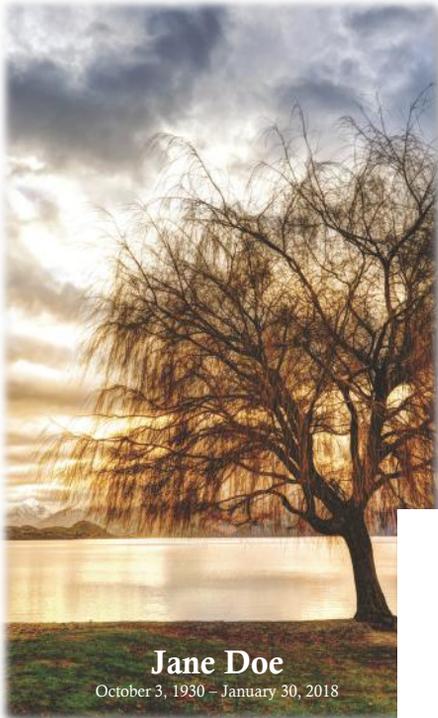
Prayer

### Optional components:

- Special music (live or recorded)
- Congregational singing
- Congregational reading/recitation
- Video/CD
- Meaningful readings or poems
- Reflections by special friends/relatives
- "Open mic" comments from those attending

We also offer the option of creating a funeral program for you. Please verify all information to be included in the program at the time as soon as possible.

# Program (sample)



Front

*February 2, 2018*

*Memorial Service for*  
**Jane Doe**  
October 3, 1930 – January 30, 2018

Welcome

Prayer

Worship Song: *10,000 Reasons*

Scripture Reading

Remembering Jane

Worship Song: *In Christ Alone*

Message

Worship Song: *Amazing Grace*

Prayer and Benediction

*Following the service, friends are cordially invited to join the family for lunch and fellowship here at The Chapel.*

Inside

## Rooms/Set-Up

Thanks to our multiple campuses, we have several options for you to consider based on your best guess of attendees and availability of rooms:

### **Sandusky Campus**

- Worship Center - comfortably seats 600
- C2 - comfortably seats 100
- Atrium - comfortably seats 75 (no sound system)

### **Norwalk Campus**

- Worship Center - comfortably seats 350
- Atrium - comfortably seats 40 (no sound system)

### **Port Clinton Campus**

- Worship Center - comfortably seats 300
- Atrium - comfortably seats 30 (no sound system)

Unless otherwise requested, the room will be set up in auditorium style seating.

*He will swallow up death forever; and the Lord  
GOD will wipe away tears from all faces, and the  
reproach of his people he will take away from all  
the earth, for the LORD has spoken.  
Isaiah 25:8*

## Music/Media

We usually provide tech support for each funeral at The Chapel. In our worship centers, we always need a sound engineer to be on site throughout the funeral.

In order to ensure a smooth process, please make sure to let us know of any special requests (musicians, instruments, picture display in the atrium, etc.) as soon as possible.

Any finalized music or media that will be used during the service must be dropped off at The Chapel's front desk at least two days before the funeral.

To make any special arrangements or if you have any technical questions, please reach out directly to your Funeral Lead.

## Decor

Memorabilia, poster boards and photos can be displayed and should be dropped off at The Chapel Front Desk at least one day prior to the funeral, if possible. The Funeral Lead will ensure that they will be displayed appropriately.



## Food

Sometimes a family will request that food be served to their family and guests that attended the funeral. If requested, we would be happy to provide a luncheon for you at no cost. It can also be catered by an outside vendor if you prefer and additional food can be brought in by family and friends. There is also the option of light refreshments (e.g. cookies, coffee, etc.)

If you want us to cater the event, we usually provide three options for you to choose from:

1. Shredded Chicken Sandwiches
2. Turkey/Chicken/Ham/Beef Wraps
3. Hot Soup

## Room for Children

If you expect smaller children to attend the funeral, we would be happy to open one of our Kids Celebration rooms for your use during the time of the funeral (based on availability). This provides you with a safe and child friendly space for the parents to take their kids, if needed. Just let us know.

If you use one of our rooms, please ensure that the room has been cleaned up and toys have been returned to their original areas afterwards. You do not need to empty the trash cans (except for diapers).

## Cost

We consider it a privilege to be asked to facilitate the funeral service and our priority is to support you during this difficult time, therefore our facility and all the previously described services are completely **free-of-charge** to you.

However, please know that our staff and volunteers go over-and-above their usual time to prepare for the service to honor your loved one.

As such, any donation to cover the cost of programs, food, staffing, preparations, etc. would be greatly appreciated. Please make any checks out to "The Chapel".

Many times the funeral home will have already asked for an honorarium for the officiating Pastor but if not and you would like to give a special honorarium to the officiating Pastor (common range is \$100-\$200), please make any checks out to them personally or give them an envelope with your gift.

*And I heard a loud voice from the throne saying,  
"Behold, the dwelling place of God is with man. He will  
dwell with them, and they will be his people, and God  
himself will be with them as their God. He will wipe  
away every tear from their eyes, and death shall be no  
more, neither shall there be mourning, nor crying, nor  
pain anymore, for the former things have passed away."  
Revelation 21:3-4*

## Key Information

To avoid any kind of miscommunication, please be aware of the following important information about a funeral at The Chapel:

- We do not require any kind of Chapel membership or attendance to host a funeral. If the person was not a regular attendee, please take a moment to get more information about The Chapel's values and core beliefs from our website before pursuing a funeral service.
- Due to the high demand, please be aware that our co-lead pastors may not be available to conduct your funeral. However, we have many other experienced pastors or care team member to help.
- Our Pastors are often able to come to another church/site to conduct a funeral (each Pastor's choice).
- Due to the ongoing events at The Chapel, there are a few limitations of which you should be aware:
  - Calling hours have to be on the same day as the funeral.
  - Maximum hours of funerals are:
    - 3 hours for calling hours
    - 1 hour for the actual funeral
    - 1 hour for luncheon/reception afterwards

- During every funeral message, we will speak with love and grace from the Bible and always include the Eternal Hope we have received from Jesus.
- After the funeral, we will place the photos, gifts, flowers, and things that have been part of the service at the back of the funeral room for you.
- Smoking is not permitted anywhere on our property.
- No alcoholic beverages may be brought to or consumed within our campuses.



## As you prepare for the Funeral...

It is not unusual for you to find yourself completely overwhelmed with the task of preparing what to do next. As an additional resource, here is a simple checklist to help you prepare for your initial appointment with the Officiating Pastor:

- Have you had any prior funeral plans?
- What are some of your favorite memories?
- How would you describe the person to someone who has never met him/her?
- Are there family stories, jokes, traditions, practices?
- If married – how did the person meet his/her spouse?
- Special hobbies, activities, community contributions?
- What about the person's spiritual life? Favorite verse?
- Special aspects, characteristics to emphasize?
- Who will talk/share in the service?
- Is there anything that needs to be said to make the service complete?
- Is there anything you'd prefer not to be mentioned during the service?

*Jesus told her, "I am the resurrection and the life. Anyone who believes in me will live, even after dying. Everyone who lives in me and believes in me will never ever die. Do you believe this, Martha?"*

*John 11:25-26*

## What to do after the Funeral...

(courtesy of [johnsonsfuneralhome.com](http://johnsonsfuneralhome.com))

1. Before you do anything, get a notebook. You'll want to record the date and time of every phone conversation, email or postal communication; if you did it, write it down. Be sure to include the full name of the person you spoke to, job title; and employer identification or extension number.
2. Request certified copies of the Death Certificate. Speak with one of our funeral professionals to determine just how many you may need.
3. Check to see if the deceased left a will. This may require contacting the family attorney, checking your safe deposit box or home safe; or the state Will Registry.
4. Get the mail redirected, if applicable. Visit the United States Postal Service website to learn more about how to submit a Change of Address form or stop by your local post office.
5. Stop health insurance coverage. You may need to provide them with additional information, so keep your file folders handy.
6. Contact the deceased's employer or union. Determine if there are any death related benefits available, ask (and answer) questions, and change any relevant contact information.

*I have said these things to you, that in me you may have peace. In the world you will have tribulation. But take heart; I have overcome the world.*

*John 16:33*

7. Make sure to pay the bills. Some folks have their bills paid automatically, but if this isn't the case, you'll need to take care of them before they become delinquent. If you fear delinquency, you may wish to speak with a utility representative to work out a payment plan.
8. Initiate probate. Even if you're not the executor, if you have an interest in the estate, it's possible for you initiate probate court proceedings (but only if the designated executor of the estate fails to do so in a timely way). You may want to find and hire an estate settlement attorney. For more information on how to find an attorney, read our [Legal Advice](#) page.
9. Notify utility departments. Depending on the situation, the accounts may be closed, or the account owner's name and contact details changed.
10. Transfer titles of real and personal property. Whether it's an automobile, boat, motorcycle, RV, or plane; you'll need to inform your state department of motor vehicles of the change in ownership. At the very same time, notify any related vehicular or personal property insurance companies of the change in status.
11. Close or modify credit card accounts. You will probably need to provide each of them with a certified copy of the death certificate. Again, keep that set of file folders handy.
12. Contact life insurance companies. Not everyone has life insurance; but some people have more than one policy. No matter how many policies were in force, you will probably need to provide each of them with a certified copy of the death certificate for each claim made.

13. Notify other policy holders of the change in "Beneficiary" status.

If your loved one was a designated beneficiary on the insurance policies, investment or banking accounts of other individuals, then you'll need to notify them of the death of a beneficiary.

14. Arrange to close or modify bank accounts. Depending on your relationship to the deceased, you may be entitled to convert into your name.

15. Change stocks and bonds into your name. Again, this depends on your relationship status to the deceased. And again, you'll need to provide certified copy of the death certificate to all organizations involved.

16. Report the death to other agencies. Depending on the age or military status of the deceased, you may need to notify either the Social Security Administration or the Veterans Administration (or both). Other agencies of interest include membership organizations (professional or avocational associations, Masonic lodges, Rotary or Toastmasters clubs, gym and golf course memberships, Costco-type memberships, and dating sites—just to name a few).

17. Tend to their digital estate. If they were active on social media, you'll need to inform the specific networking sites of the change in status. You will need to close email accounts as well as any online banking portal or investment accounts. For more information on dealing with digital death, visit [The Digital Beyond](#) or [Death and Digital Legacy](#).

# Additional Guidance through the Grief Journey

When the funeral service is over and friends and family have departed to go about their normal routines, you more than likely will find that you're still experiencing grief.

You don't have to do this alone:

**Griefshare Ministry** – Helps people deal with the loss of a loved one from a Christian perspective. This group currently meets at our Sandusky Campus.

Contact: Bill & Gloria Dobish  
419.271.2459 (Gloria) / 419-621-4986 (Bill)  
gdobish@frontier.com

**A New Chapter** – A special Connection Group for any female widow. This group usually meets Fridays in Sandusky to enjoy dinner together and to study different books.

Contact: Kathi Paterson  
419.239.3220  
kathi@thechapel.tv

**Cornerstone Counseling** – Faith-based counseling service in Sandusky and Bellevue.

Contact: Cornerstone Counseling  
419-621-8773  
bhartsook@cornerstonecounseling.co

Funeral Pastor:

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

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

Funeral Lead:

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

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

**SANDUSKY CAMPUS**

4444 Galloway Rd.

419.627.0208

Office Hours: Mon-Fri 9am-5pm

**NORWALK CAMPUS**

156 S. Norwalk Rd.

567.424.6825

Office Hours: Tue & Thur 10am-3pm

**PORT CLINTON CAMPUS**

4650 E. Port Clinton Eastern Rd.

419.732.3964

Office Hours: Mon & Wed 10am-3pm

**THE CHAPEL**  
*www.thechapel.tv*