

Guest Pastor Request

We welcome pastors from other churches and denominations of the Christian faith to participate in memorials at Bent Tree. To make this possible, we request that the information below be read and affirmed by the guest pastor. Your Bent Tree pastor will have a copy of this document to be completed and returned for approval along with the guest pastor's statement of faith.

Bent Tree Building Use Statement

No activity on church property may contradict the purpose or doctrine of Bent Tree - whether the activity has an overt religious purpose (preaching, worship services, Bible instruction, communion, baptism, weddings, funerals) or an implied religious purpose (social service, community service, mentorship, benevolence, charity, schools). In addition, church property is exclusively reserved for persons and organizations whom acknowledge and adhere to Bent Tree's Statement of Faith and position on marriage. Bent Tree's position on marriage affirms the biblical understanding of marriage as a sacred covenant between one man (created by God and born as man) and one woman (created by God and born as a woman). This conviction shapes all Bent Tree practices, including weddings and funerals, hosted at the church.



Funeral and Memorial Service Policy & Procedures

*For the Carrollton campus
April 2018*

Our desire is to serve with compassion and excellence families who are grieving the death of a loved one. Our pastoral staff will work alongside you to assist in this time of grief. This document outlines the process for preparing for services held at Bent Tree.

When there is a death, please contact a community pastor (or pastor with a relationship to your family) so we can determine your immediate needs. Bent Tree's phone number is 972-306-4477.

When a request is made for Bent Tree to host a service, the following needs to be considered:

Working with a funeral home

Bent Tree welcomes working with funeral homes as they provide many services that Bent Tree does not, such as order of service programs, memorial videos, guest books, ushers, and greeters. Sometimes the service has been pre-planned by the deceased. We will need to know who your contact is at the funeral home you have chosen.

Church calendar

Date/time needs to be cleared before confirming any dates. Please provide options for two or three dates/times. It is best for all services to occur Monday-Thursday 10 a.m. – 4 p.m. as staff is already on campus. Special arrangements (and limited availability) will need to be made for Friday and Saturday services. It is Bent Tree policy to not host memorial services on Sundays.

The Chapel

The Chapel will be the primary space for hosting a memorial service. This location holds up to 300 guests. Some families may want to have a small, intimate gathering (up to 100) for the service in a small room at the Bent Tree building. These non-Chapel areas have limited availability. The church calendar must be reviewed by the church, before confirming dates. There is a fee for services held here at Bent Tree.

Fees

Chapel

Members and Regular Attendees will be charged for use of the building to cover the HVAC and additional staff for tech/set up/clean up. There is additional charge for Fridays and Saturdays.

Chapel Fee

- Monday-Thursday (10 a.m. – 4 p.m.) - \$400
- Friday/Saturdays - \$650
- Reception area - \$100
- Remittance expected day of service
- Extra tech - \$200

Non-Chapel

Members and Regular Attendees will be charged, based on the room choice, for use of the building to cover the HVAC and additional staff for tech/set up/clean up. There is additional charge for Fridays and Saturdays.

Building Fee: Treehouse

- Monday-Thursday (10 a.m. – 4 p.m.) - \$400
- Friday/Saturdays - \$650
- Reception in Treehouse lobby - \$100
- Remittance expected day of service
- Extra tech - \$200

Building Fee: J-Hall room

- Monday-Thursday (10 a.m. – 4 p.m.) - \$350
- Friday/Saturdays - \$650
- Reception in another J-Hall room - \$100
- Remittance expected day of service

Donations/Floral remembrances

Flowers need to be delivered the day of service as there is no refrigeration available. Flowers need to be removed following the service. In lieu of flowers, do you wish to designate a charity people can donate to? Designate a family member or friend to oversee making sure flowers and any personal family belongings/memorabilia have been gathered to go back home.

Guest book

The guest book is provided by the funeral home or purchased separately.

Memorial table/Sign-in table for book and/or pictures

Table cloth can be provided through us (no fee).

Audio/Visual Tech

Bent Tree uses professional systems throughout the building for a quality experience. Due to this, trained persons are needed to run the equipment. If a live vocalist or musician is being planned, a higher-level tech person will be needed. Depending on the extent of the vocalist/musicians, or if the Family Theater is being used, a second tech person may be required.

Honorariums

It is suggested that families communicate with the officiating pastor regarding fees/honorariums. Most officiates do not charge a set fee but prefer a family to provide compensation according to a scaled amount. Suggested amount is \$125-\$200.

Receptions

Due to ministry activity in the building, there is a limited selection of rooms available to host the reception. There is an additional fee to cover the cost of room usage and facility crew to set up and clean up.

Options are the following:

- The corner & hallway area in front of the Chapel along the windows
- One of the J-Hall classrooms
- The lobby area
- Family will need to provide table cloths for tables. There is limited availability to rent from Bent Tree. Fee is \$8 per tablecloth.

Graveside service

Will you be having a graveside service following the memorial? Please let the pastor know if you wish to do this. A map will need to be provided in the program or as an insert.

Order of Service

Below is a guideline to help you and your pastor to plan the service. Friends and family can share in the roles. Elements can be added, deleted, or moved as your family desires.

Bent Tree does not print these. If you choose not to use the funeral home for this service, we recommend Kinko's and AlphaGraphics as both have excellent templates online that you can choose from. Possible elements could include:

- Prelude
- Welcome
- Obituary/Eulogy (background/significant contributions)
- Scripture reading
- Remembrances/Memories
- Song of reflection
- Pastoral message
- Slideshow/video
- Instructions for reception/graveside, etc.
- Closing prayer/Benediction
- Postlude

Here are some details to keep in mind while planning:

Speakers

- Select 1-4 speakers, tell them they have a 3-5-minute slot, and have them prewrite what they will say.

For music/songs

- Select 1 or 2 songs for the service. If you wish for more choices, you can use them in the Pre/Postlude times.
- If you wish for congregational singing, please be sure printed lyrics are inserted in the program.
- Will this be a recording, or a live vocalist? Bent Tree does not provide a list of vocalists or accompanists. Any live vocalists/musicians need to arrive at least an hour before the service for a sound check. Arrangements will need to be made with the AV Tech.
- Recordings need to be in mp3 or AAC format on a USB drive.
- USB needs to be delivered to Bent Tree 24 hours prior (48 hrs for Saturdays) to test in our systems. If there is more than one song, a written list of the songs and when you want them played need to accompany the USB.

For Slideshow/ video

- Video will need to be in iMovie or similar, aspect ratio 1920 x 1080, saved on a USB drive. USB needs to be delivered to Bent Tree 24 hours prior (48 hrs for Saturdays) to test in our systems.
- If using a J-Hall room, video will need to be a PowerPoint with embedded music, on a USB drive, delivered to Bent Tree 24 hours prior (48 hrs for Saturdays) to test in our systems.