

Memorial / Funeral Service Policies

Dear friend, let us begin by saying we are truly sorry for your loss. The passing of a loved one, whether a family member or a friend is always difficult and painful. As a church, we are committed to walking with you through good times and bad, and are here to support you and your family through this time.

Once you have submitted this paperwork, it will be reviewed. If we can accommodate your request for a funeral, memorial service, or graveside message, we will certainly do so. Although it is always our desire to meet every request, we are not always able to do so. For this reason, those who are members or regularly attend CenterPoint Church will be given priority. You may also request a specific pastor for your service, and although we can't always guarantee their availability, we will do our best to provide one of our pastors to help meet your need.

Please carefully read over everything below, fill out the request and email or mail it back to our office (Attn: Danielle). If you have any questions, feel free to email us at info@cpchurch.com. Thank you.

Church Staff
CenterPoint Church

Memorial / Funeral	Service Request Form	
Your Name:		
Address:		
Phone: Day:		
Email:		
Name of Deceased:		
Relationship to Deceased:		
Who is a member at CenterPoint?Yourself	_ Deceased Friend/Family Neither	
How long have you (they) been attending CenterPoint:	Years Months	
What type of service(s) are you requesting?	_ Funeral Wake Graveside Other	
Would you like to request a specific Pastor?	_Yes No Whom?	
What funeral home are you using?	Address	
Funeral Director's Name Phone Number _		
a) When is the funeral service date:	Month Pay Year	

Service will be held at:	:::
b) When is the wake service date:	Month Day Year
Service will be held at:	:::
c) When is the graveside service date:	Month Day Year
Service will be held at:	Time::

Building Use Information

If you would like to request CenterPoint Church facilities for your memorial/funeral service, please carefully read the following and complete the **Facility Request** form. **Please note: in most cases, our sanctuary is not available for non-members of CenterPoint Church**. For members, it may or may not be available depending on availability. Please know we will always do what is best to accommodate you. If you do not wish to reserve the facility, skip to next page and sign to confirm you have read all of the terms and conditions of funeral services at CenterPoint church.

Facilities Usage and Fees

The total fee for use of the sanctuary is \$150 (Note: this fee is waived for members of CenterPoint Church). For all others, this covers the cost of setup, teardown, cleaning and resetting our building and custodial staff. Checks can be made payable to CenterPoint Church.

Please note the following guidelines for our facility use:

- Saturday usage must not go beyond 8pm. CenterPoint Church is not available on Sundays.
- Once the church is open, you or a designated person is responsible for the building.
- The facilities requested will be set up and prepared 2-4 hours prior to date and time of use.
- You will be responsible for the installation and removal of all flowers/decorations.

CenterPoint Church Musicians

We have several musicians and sound technicians in our congregation who are available on a contractual basis. If you are interested, please speak with our office directly for the names of the contact people. Also, please let us know what instruments/sound equipment you will need from the church OR what you will bring with you for the event. Please pay the musicians directly on the day of the funeral.

<u> Audio</u>

Our sound technicians are available to help with microphones and general sound. Please let us know if you will need a technician. Please pay the technician directly on the day of the funeral.

Fee Summary

Sound Technician	\$75	Paid directly to technician.
Use of the sanctuary/school rooms	\$150	Paid to CenterPoint Church (Fee waived for members of CP).
Pastor (Funeral/Memorial Service)	\$250	Paid directly to pastor (Fee waived for members of CP).
Pastor (Only Wake or Graveside only)	\$150	Paid directly to pastor. (Fee waived for members of CP).
Pastor (Both Funeral & Graveside)	\$300	Paid directly to pastor. (Fee waived for members of CP).
Musicians Determined indiv	vidually	Paid directly to contracted musicians.

Facility Request Form

Requested Facility Date: Time:
Will flowers be delivered or installed: Yes No Date: Time:
Will any be providing any refreshments following the service? ?YesNo
If so please specify:
What additional services/items will you need?
Sound/Technical Support (Fee required, see page 2)
Keyboard (will require sound tech)
Musical Equipment (may require sound tech) Please Specify:
Other - please specify:
understand the requirements for a pastor of CenterPoint Church to officiate our funeral/memorial service. I agree to pay all required fees. Requester Signature Date
Please email the form to info@cpchurch.com or mail a hard copy to: CenterPoint Church ATTN: Office Administrator 98 Jerusalem Ave. Massapequa, NY 11758 *Please remember your request must still be reviewed & approved. We will contact you within 24 hours of us receiving your request.
Office use:
Date Received: Pastor
Pastor Approval Initial Here: Facility Approval Initial Here: