



Funeral & Memorial Services INFORMATION PACKET

HE WILL WIPE EVERY TEAR FROM THEIR EYES, THERE WILL BE NO MORE DEATH - REV 21:4



EAGLE RIDGE CHURCH



A Note from Dr. Steven Lennertz

In times of loss, Eagle Ridge Church stands by to offer comfort and support. We are here to assist you with the practical aspects of planning a funeral or memorial service to honor your loved one.

Our services are primarily intended for those who regularly attend Eagle Ridge Church and consider it their home church. For detailed instructions and guidelines, please refer to this Funeral Information Packet to help you make the necessary arrangements.

God Bless,

Dr. Steven Lennertz
Founder/Pastor
Eagle Ridge Church



Funeral Information Packet

PLANNING/PREPARATION OF SERVICES

All requests for funeral services here at Eagle Ridge Church go to our Pastoral Care ministry. The Pastoral Care ministry is our hub to ensure that the initial information is obtained and then appropriated to help the family get started and follow through for the performance of a funeral service.

SCHEDULING OF SERVICES

In our effort to offer services here at Eagle Ridge, we have designated days of the week that will allow our staff to assist in the different aspects of holding a service. Therefore, Mondays-Fridays are days available for your service.

* Days/Times are subject to previously scheduled events

OFFICIATING OF SERVICES

The oversight and officiating of services held here at Eagle Ridge Church are limited to Pastors on staff at Eagle Ridge unless Eagle Ridge approves an outside pastor.

VIDEOS OR SLIDESHOWS

Often, families want to show a video highlighting photos or video memories. Slide show/videos should be approximately 4-6 minutes long and delivered in a digital format (mp4 file) 72 hours before the service so they can be reviewed and edits made before the service.

Please be aware that we screen all videos to ensure images, videos, or Christian songs are of appropriate content. Our staff will remove any inappropriate content from the video.

GOD IS OUR REFUGE AND STRENGTH, A VERY PRESENT HELP IN TROUBLE – PSALM 46:1

WORSHIP

Eagle Ridge will provide a worship leader for funeral services unless permission for an outside worship leader is given by the Eagle Ridge Church pastor officiating the service.

SERVICE HANDOUTS

Families are responsible to provide handouts. A draft of all handouts/memorial folders must be delivered 72 hours before the service so they can be reviewed.

MEMORABILIA

Families can bring memorabilia to display in the sanctuary only. These items are to be set up before service, removed after the service and are the family's responsibility. Eagle Ridge does not take responsibility for these items. These items may include but are not limited to: Personal achievements - plaques, trophies, clothing/uniforms, and pictures/collages.

**Note: Please be sure all items to be displayed are of appropriate content. Eagle Ridge reserves the right to ask the family to remove any items we deem inappropriate for display.*

FLOWERS

Flowers are welcome, and the Eagle Ridge funeral team will be available to help place arrangements for the family for display in the foyer, the sanctuary, or the designated room for the service.

* Flower Delivery - Individuals or florists can deliver flowers on the day of the scheduled service at least two hours before the service start time.

CASKETS & URNS

Based on the "order of service" details, the officiating pastor will work with the family regarding the casket/urn set-up, placement, and removal order.

VIEWINGS

Pre-service or post-service viewings are allowed. However, Eagle Ridge Church requires that caskets be closed during the service.

RECEPTIONS

By requests, Eagle Ridge Church offers refreshments accordingly: Cookies, vegetable platter, bottled water, coffee (please, no outside food to be brought in).

- * Cost to Family - The cost for these items will be the family's responsibility, and payment will be made when service arrangements are finalized. The family will determine the number of guests attending, and the cost of refreshments will be \$2 per person. Upon agreement and payment, Eagle Ridge will purchase refreshments, provide set up & tear-down, and prepare leftover refreshments for the family.
- * The Courtyard (weather permitting) is where refreshments will be available.

PRE-SERVICE CONSIDERATIONS

Pre-Service Music – Eagle Ridge can provide music from our internal playlists to be played 30 minutes before the service. Should the family have a song or songs of their preference, please inform the officiating pastor during your scheduled pre-service meeting for consideration.

- * Projection screen picture options - The family has several options to consider for the scene backdrop upon request.
- * Reserved Seating for Family - We reserve the first two or three rows of the sanctuary for the family. Please let the Pastoral Care Pastor know the approximate number of family members to be seated.
- * Quiet Room for Family - Our prayer room in the back of the sanctuary is available upon request for the family to sit/meet/pray before service.
- * Babies and young children who may be disruptive must be accompanied by parents and not sit near the front. We suggest, sitting near the back of the sanctuary. If there is a disruption, we suggest exiting into the lobby to not distract the service and re-enter when the child is quiet.
- * Recording of services – Eagle Ridge will not record any services and is not responsible for any recordings. If a family would like to have the service recorded by a family member or outside source, that will have to be approved by the officiating pastor.

ORDER OF SERVICE OPTIONS

We have three available options for the order of service for your family to review and consider. Please select your preference before your pre-service meeting with your officiating pastor.

ORDER OF SERVICE A:

Opening Welcome (officiating pastor)

Worship

- 1-2 songs
 - Worship is optional depending on the climate of service
 - Special song/solo is another option
- Eulogy - Biographical synopsis of their life (10 minutes, not to exceed 15 minutes) Optional
- Sharing 3-4 testimonies maximum (3- 5 minutes each)
 - Open mic not allowed
- Soloist/Special Song (optional before or after message)
- Message - 15-20 minutes (officiating pastor)
- Slideshow/Video
- Closing Worship (1 song) - Optional

Closing prayer and announcements (officiating pastor)

ORDER OF SERVICE B:

Opening Welcome (officiating pastor)

Worship

- 1-2 songs
 - Worship is optional depending on the climate of service - Special song/solo is another option
- Eulogy - Biographical synopsis of their life (10 minutes, not to exceed 15 minutes) Optional
- Sharing 3-4 testimonies maximum (3- 5 minutes each)
 - Open mic not allowed
- Slideshow/Video
- Message - 15-20 minutes (officiating pastor)
- Closing Worship (1 song) - Optional

Closing prayer and announcements (officiating pastor)

O DEATH, WHERE IS YOUR VICTORY? O DEATH, WHERE IS YOUR STING? - 1 CORINTHIANS 15:55

ORDER OF SERVICE C:

Opening Welcome (officiating pastor)

Worship

- 1-2 songs
 - Worship is optional depending on the climate of service - Special song/solo is another option
- Eulogy - Biographical synopsis of their life (10 minutes, not to exceed 15 minutes) Optional
- Sharing 3-4 testimonies maximum (3- 5 minutes each)
 - Open mic not allowed
- Message - 15-20 minutes (officiating pastor)
- Closing Worship (1 song) - Optional

Closing prayer and announcements (officiating pastor)



DO NOT LET YOUR HEARTS BE TROUBLED. YOU BELIEVE IN GOD; BELIEVE ALSO IN ME - JOHN 14:1

Funeral Pricing

A representative of the deceased will need to meet with the Pastor at least once in person. This is important for several reasons. First, it will give you an opportunity to get to know one another, and this will make for a better funeral or memorial service. Second, it will enable the minister to guide you through a difficult time and minister God's love. Third, it will be scheduled on the Church calendar.

EAGLE RIDGE CHURCH MEMBER FEES

Sanctuary.....\$500.00

- Includes Sound Tech fee & Custodial - 2hr. Max
- \$150.00 per hr. after 2hr.

Viewing\$150.00

- Includes Custodial fee 4 hr. max

Reception\$450.00

- Includes Custodial fee
- 2 hr. max
- \$150.00 per hr. after 2hr.
- Table clothes \$75.00

Pastor Honorarium\$400.00

Vocalist\$150.00

Musician\$50.00

Pianist\$50.00

Media\$50.00

Video\$150.00

Creating Video Montage\$300.00

(some restrictions apply)

NON-MEMBER FEES

Sanctuary.....\$700.00

- Includes Sound Tech fee & Custodial 2hr. Max
- \$150.00 per hr. after 2hr.

Viewing\$250.00

- Includes Custodial fee 4 hr. max

Reception\$650.00

- Includes Custodial fee
- 2 hr. max
- \$150.00 per hr. after 2hr.
- Table clothes \$100.00

Pastor Honorarium\$600.00

Vocalist\$250.00

Musician\$150.00

Pianist\$150.00

Media\$150.00

Video\$150.00

Creating Video Montage\$400.00

(some restrictions apply)

All financial arrangements are to be finalized 24 hours prior to the service
Any modification of fees must be approved by the pastor.



After your family has reviewed this packet and is prepared to move forward in your planning with Eagle Ridge, please get in touch with our Pastoral Care department at (951) 679-3239 for help with the next step.

May God's comfort and peace be with you!



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