

The background of the entire page is a close-up photograph of pink camellia flowers. The flowers are in various stages of bloom, with some fully open and others as buds. The petals are a soft, pale pink color, and the leaves are a dark, glossy green. The lighting is dramatic, with the flowers standing out against a very dark, almost black background.

A GUIDE FOR  
FAMILIES

*Arranging a Funeral*  
AT THE GAP UNITING CHURCH



*Thank you for allowing us to share in your time of loss and sadness at The Gap Uniting Church. The funeral will take place within an act of Christian worship, where we acknowledge God's purpose for life and ask for His help in dealing with the loss of your loved one. This booklet is designed to help you as you plan for this funeral.*

## Booking a Funeral

Please note the majority of these arrangements can usually be handled through a Funeral Home, allowing family members time to concentrate on supporting each other and close friends.

- Please check the availability of the Church by contacting our Church Office, 3300 2712 (office hours: Mon to Fri 9:00am – 12 noon).
- A meeting will be set up between the family and the Minister to discuss the funeral arrangements such as the type of service required, the need for sound, projection, organ/piano, and stewards to assist with seating.

## Terms and Conditions

1. Please note that, depending on the Funeral Home/officiating Minister's insurance cover, proof of public liability insurance may be requested by the church before use of their premises is permitted. Consequently, the following would apply:
  - A Licence Agreement (available from the Church Office) must be completed and returned to The Gap Uniting Church Office. In addition, the Church requires an acceptable Certificate of Currency for public liability insurance, and these requirements will be provided to your nominated funeral service provider.
  - The Licence Agreement and Certificate of Currency must be presented to the Church before use of their premises is permitted.
  - If required, the following organisations have been identified as being able to provide to users/hirers appropriate public liability insurance (noting that it is always the prerogative and responsibility of the user/hirer to obtain acceptable independent insurance of their own choice), which must be sighted by the Church as a condition of hire:

Aon Not for Profit Insurance – 1300 309 797  
Local Community Insurance Services – 1300 853 800
2. The use of alcohol on the church premises is not allowed.
3. The use of film or video to capture the funeral for absent family members is allowed, in consultation with the Minister.

# Schedule of Costs

**BASIC FEE** Please note that this fee is passed on to the Funeral Home and included in the fee payable to them.

**\$1,300.00**

*The above fee is made up of the following:*

<b>Church Cost</b> (Auditorium with Basic Sound System and Foyer)	\$650.00
<b>Minister's Fee</b>	\$350.00
<b>Comprehensive Church Clean</b>	\$300.00

## ADDITIONAL SERVICES

The following are intended as a guide only. The Minister will confirm which of the following services will be required when you meet with him to discuss the Funeral arrangements.

• Steward (number of Stewards will depend on funeral size)	\$100.00	<input type="checkbox"/>
• Organist/Pianist	\$100.00	<input type="checkbox"/>
• Computer Operator	\$100.00	<input type="checkbox"/>
• Sound Operator (necessary when vocalists or musicians are performing)	\$100.00	<input type="checkbox"/>
• Funeral Recording (dependent on the availability of an Operator)	\$200.00	<input type="checkbox"/>
• Service Live Streaming (dependent on the availability of an Operator)	\$300.00	<input type="checkbox"/>
• Use of Kitchen – (area only – not use of crockery/ovens/other equipment)	\$125.00	<input type="checkbox"/>

## Flowers

- Supply your own flowers, and/or:
- Opt to use the Church's silk flowers – No Charge

*The information on the following pages may be helpful to you as you plan the Funeral Service.*

# Order of Service - Outline

## A Funeral Service Celebrating the Life of *Name of Person*

### WELCOME & INTRODUCTION

Rev. Rod Fisher

### OPENING PRAYERS

Rev. Rod Fisher

### HYMN/SONG

#### Name of Hymn

- Usually something more well-known and celebratory – praising God.

### EULOGY

- Giving a highlights' story of their life.
- Compiled by family, and read by one or more of the family.
- Could also be read by a family friend, or by the minister if required.

### REFLECTIONS / MEMORIES

- Optional – might involve a poem read by grandchildren or close family friend, etc.
- ALSO, a pre-prepared slideshow/video with background music goes best here.

### SCRIPTURE

#### Reading(s)

- An opportunity for one or more people to do a Bible reading.

### WORDS OF HOPE

Rev. Rod Fisher

### HYMN/SONG

#### Name of Hymn

- Usually something more reflective.

### PASTORAL PRAYERS

Rev. Rod Fisher

### COMMENDATION & LORD'S PRAYER

Rev. Rod Fisher

### DISMISSAL

Rev. Rod Fisher

*(This final part of the funeral service is much shorter and takes place at the graveside/crematorium, but can also occur at the back of the hearse, outside the church, after the service.)*

### COMMITTAL & BLESSING

Rev. Rod Fisher

# Some Suggested Bible Readings

## Readings:

Isaiah 41:10, 13	Fear thou not
Psalms 23:1-6	The Lord is my shepherd
Psalms 103: 8-17	The Lord is compassionate and gracious
Ecclesiastes 3:1-8	There is a time for everything
Revelation 21:1-7	The one who was seated on the throne

## Epistle:

1 Corinthians 13:4-13	Love is patient & kind, love never ends
1 Corinthians 15:42-57	The resurrection of the dead
2 Corinthians 4:16-15:8	Prayers & blessings
1 Thessalonians 4:13-17	We do not want you to be uninformed

## Gospel:

John 6:35-40	I am the Bread of Life
John 11:17-27	The raising of Lazarus
John 14:1-4	There are many rooms in my Father's house

# Suitable Hymns & Contemporary Songs

## Hymns

Abide With Me  
Amazing Grace  
All to Jesus I Surrender  
Be Thou My Vision  
Because He Lives  
Blessed Assurance  
Great Is Thy Faithfulness  
How Sweet the Name of Jesus Sounds  
I Heard the Voice of Jesus Say  
Mine Eyes Have Seen The Glory  
Praise My Soul  
The Lord Is My Shepherd  
There is a Balm in Gilead  
The King of Love, My Shepherd Is

## Contemporary Songs

Amazing – Alex Lloyd  
Angels – Robbie Williams  
Bridge Over Troubled Waters – Simon & Garfunkel  
Candle in the Wind – Elton John  
Don't Dream It's Over – Crowded House  
Everybody Hurts – REM  
Kite – U2  
My Heart Will Go On – Celine Dion  
Time to Say Goodbye – Brightman & Bocelli  
The Long and Winding Road – The Beatles  
Unchained Melody – The Righteous Brothers (or) Elvis  
What a Wonderful World – Louis Armstrong  
Wind Beneath My Wings – Bette Midler



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