

# Funeral Guide



**First Alliance**  
Church

## **Venue Director**

Our Venue Director will walk you through the steps of planning a funeral service and coordinating the details of the service and/or visitation at First Alliance, along with specific needs or requests that you may desire in honoring your loved one. She will also work directly with the officiating pastor and the funeral home as needed. Deb MacKay currently serves as the Venue Director.

## **Officiating Pastor**

You are welcome to approach one of our pastors on staff to officiate the service. The officiating pastor will work with the Venue Director and family to plan the service. If the officiating pastor is external to FAC, they must be approved by the FAC executive team. Protocols and expectations of conducting a service at First Alliance will be communicated to the officiating guest pastor.

## **Service Planning**

As you plan the service to honor your loved one, you may want to consider what messages, scriptures, and music to include. Also consider the people you would like to participate in the service. The Venue Director, along with the officiating pastor, will help you develop the service plan.

## **Printed Program**

We would be delighted to create and print a funeral program for you. We will share several examples of a program that you can choose from. The Venue Director will walk you through the process of creating a program as you plan your loved one's service.

## **Music**

Music can be a meaningful expression of comfort and love and is often included in a service.

Pre-service background music. The family can provide a spotify playlist of songs. First Alliance can also provide a Spotify playlist, if desired.

Music as a part of the service. You may want to arrange for guest musicians and singers. Congregational singing may also be included in the service. The lyrics need to be provided by the family and FAC can either create slides or print lyrics in the program.

## **Memorial Displays and Video Presentation**

Displaying photographs and items that were special to the deceased is a meaningful way to remember a person and celebrate his or her life. The church can provide a couple of tables and easels for displaying items in the Atrium or Sanctuary. The Connect Here desk can also be utilized to display items, flowers, or pictures. A table will be provided for the guest book. If the family would like to develop a video of photographs, it can be shown before or during the service. We request that the family prepare these in PowerPoint and provide to FAC at least one full day prior to the service. FAC is not responsible for creating the video tribute.

## **Flowers**

Flowers are a beautiful way to pay tribute to a loved one. Whether you have requested them or not, friends and family will likely provide flowers for the service. Please appoint someone to take all flowers from the church after the service. First Alliance does not keep flowers on display.

## **Family Room**

We will set up chairs in a room in the nursery area for families to gather before and/or after the service. We will provide trail mix, water, and tissues for the family. Family or friends are also welcome to provide additional snacks or drinks for the family in this area.

## **Funeral Luncheon**

If a luncheon at the church is preferred it can be catered or provided by the family's life group, extended family or friends. The Founder's Dining Room, which seats 40, or the Lower Auditorium, which seats 75, may be reserved. Tablecloths are available for use. The kitchen, located adjacent to the Founder's Dining Room may also be used upon request. FAC does not provide food for lunch. Work with the Venue Director to reserve these rooms.

## **Communication**

Often people call the office for contact information for the family so they can send cards of condolence directly to the family. Rather than provide that information over the phone, we encourage families to consider including that information in the funeral program. We will put an announcement of your loved ones passing in the weekly prayer bulletin which is emailed to our congregation every Thursday. We also will include a link to an obituary and provide funeral information. (IF FAC is hosting the service, we will send an email out to our community to inform them of the funeral service information.)

## **Roles**

In addition to the Venue Director, FAC will provide someone to set up the facility for the service and receive the flowers, someone to run sound and video (technology team) during the service, and someone to clean up after the service.

## **Costs**

There is no cost to you for having a funeral or visitation hosted at First Alliance Church. Staff of FAC are not compensated for their service at a funeral. If you would like, you may give a monetary honorarium directly to the individuals who support your services, such as the officiating pastor, musicians, technology team members, and custodial staff. Contributions on behalf of your loved one may also be donated to the General Fund at FAC.

We may have the ability to livestream the funeral service as long as we are given ample time for preparation. This requires several additional technology team members to whom you may wish to provide an honorarium.

**You and your family are so important to us. We desire to walk alongside you and serve you well as you walk through this tender time of loss.**