

The Gate Church Funeral Procedure

We often hold funerals at The Gate Church for both members (covenant partners) and non-members. The following information is our funeral policy for the Oklahoma City Campus. If you have recently lost a loved one, please let us know about your loss as soon as possible by calling our on-call pastor at 405.728.7700.

What to do first

When the walk of life takes a different turn, we at The Gate Church are available to help you make plans to remember your loved one. We hope that this information will help in making the days ahead as easy as they can be. We ask that God would give you His comfort and strength during this most difficult time. Please feel free to contact our Pastoral Care Pastors or the church offices.

1. Let us know about your loss as soon as possible. You can do that by leaving a voicemail for our on-call pastor at 405.728.7700. One of our pastors will call you back within 30-60 minutes of your voicemail. You may also call your assigned Zone Pastor and let them guide you as well.
2. Select and make an appointment with a local funeral home.
3. One of our pastors will meet with you, pray for you and help arrange the funeral/memorial service with you. They will also serve as the liaison to get space at the Gate Church and our Cafe scheduled, as needed. They will be willing to work with the funeral director and our facilities team to see that all flowers and memorials are set up on the day of the funeral as well.

What the Gate Church offers at no cost to you as a covenant partner (member):

- **Pastor**: A Gate Church pastor will conduct the funeral or memorial service. While we do not charge for our pastoral services, if you would like to make an honorarium to the pastor, a minimum recommended amount is \$100.
- **Sound Technician**: While we do not charge for our sound services, if you would like to make an honorarium to the sound technician, a recommended amount is \$100.
- **Space at the Gate Church**: Services can be scheduled Monday through Friday only. We are unable to provide funeral services on Wednesday afternoon, Saturday afternoon or Sunday.
- Use of the cafe or our MAC auditorium for funeral/memorial receptions, capacity approximately 150 (based on availability)
- **Our Gate Church facilities team and cafe team** will take care of making coffee, set up and clean up.

- As a member (covenant partner) we also are **willing to provide a meal** following the service for family and special guests for up to 75 people max.

**Non-member funerals are arranged through our Event Coordinator and are subject to the costs associated with hosting an event.*

Visitation and Funeral/Memorial Service lengths

- Visitation: maximum of 3 hours
- Funeral/memorial service: maximum of 1 1/2 hour

Music, programs and slide shows

- We do have a sound system available, which will allow for live musicians during the funeral service. Our Creative Arts Pastor will graciously arrange music if needed or desired. This is not to exceed three (3) songs live. We do not contact or schedule any musicians for you outside of our creative arts department.
- We also have projection screens on which a Powerpoint presentation can be played. Our Sound Tech can be available to play the presentation during the funeral service, but due to our limited resources, we are unable to make the Power Point presentation for you. We can also arrange for your slideshow to be played during the service or before. The slideshows are typically produced by your funeral home of choice.
- We are also unable to print any funeral programs. Those can be printed through your funeral home or by going through a local printing shop. Please direct all questions concerning Funeral Planning to the Event Coordinator.

Decisions to make when planning a funeral

1. Time of service
2. Location of service (church or graveside)
3. Type of service: memorial, funeral, military
4. Use of the Vineyard facility
5. Care of the body
6. Music
7. Burial site
8. Newspaper obituary

9. Pallbearers
10. Guest book
11. Photos/keepsakes
12. Flowers
13. Poems/quotes
14. Opportunities for donations

Our suggested order of service (approximately 1 hour)

We desire to work within your expectations and this order of service is to serve as a guide when making the necessary decisions. Please feel free to make requests and we will do everything we can to make adequate accommodation.

1. Greeting
2. Scripture
3. Prayer
4. Song/music
5. Sharing by friends, relatives and small group members
6. Message
7. Closing prayer
8. Graveside comments