A photograph of a gravel path leading through a misty forest. The path is covered in small stones and fallen leaves, leading towards a dense forest of tall trees. The scene is misty and ethereal, with soft light filtering through the trees.

McKernan Baptist Church

Funeral Planning
GUIDE

We're Here To Help

By receiving this booklet it's likely that you've recently lost a loved one. We're so very sorry for your loss and it's our prayer that, in this time of grief and loss, you will find the hope and peace that comes from Jesus Christ.

We offer this guide as an overview of some basic information about what to expect when a service and reception are held at our church. Please let us know if you need clarification on any information or if we can help guide you through any of the decisions that you'll be facing in the coming days.

A Prepared Mindset

Sometimes, the way we look at things can hinder our approach to moving forward. Funeral preparation can be a daunting and intimidating task, and can weigh heavily on our heart.

However, it can also be beneficial to the grieving process. Don't be afraid to approach this time while reminiscing about happier times. Even the most solemn times can share space with expressions of joy, even laughter.

Offering Hope

Funerals are one of the rare times in life when non-believers think about eternity, and are the perfect occasion for a Christian family to share their faith along with the hope for eternity with non-believing family and friends.

If you see this funeral as an opportunity to clearly present the gospel, give your pastor permission to frame their message in an offering of the hope of salvation in Christ.

Choosing a Funeral Home

Even if your loved one has already made arrangements with a funeral home, you will still need to contact them to confirm the details. If this isn't the case and you're not sure how to vet a reputable funeral home, we can recommend someone.

The funeral home staff will be able to walk you through the legal documents as well as opting for a casket or cremation, and all other funeral arrangements.

Choosing a Pastor(s)

If McKernan is your loved one's home church, we encourage you to reach out to one of our pastors to inquire about their availability to officiate. If there is no previous history with us, know that we're still available to officiate the service.

Additionally, the funeral home can also recommend a pastor or request family members to help with this decision. Whomever officiates will play a large part in shaping the direction of the service.

Planning the Service

You'll want to meet with the officiating pastor to plan the service. If you know of any plans that your loved one may have pre-arranged (or verbally expressed), please let the pastor know. Together, we will strive to honour those wishes.

You will want to work with the pastor on song selection, Scripture verses, delegating family members to read the eulogy or tributes, potential video tribute, and other details.

The duration of the service will depend on the number of guests, allowing time before and after the service to greet your guests and give them a moment to say their goodbyes.

Special Remembrances

A small table is available to place special remembrances, photographs, and other memorabilia. Consider what you might want to display and make arrangements with us for displaying them.

Video Tribute

Videos and slideshow must be provided on a thumb drive to the office at least two business days prior to the service (.mov or .mp4 format only). Please contact our tech department with any questions (tech@mckernanbaptist.ca).

Livestreaming the Service

If you are interested in this option, please let the pastor(s) know when you meet with them. Additional costs will be required for our video technician.

Guest Book

If you see this as an meaningful keepsake for the family, be proactive and ask someone else to bring a guest book and a nice pen. Otherwise, it's easy to overlook.

Service Program

A short program can be a thoughtful keepsake as well as a way for guests to know what to expect during the service. It can be as simple as a photo of your loved one with their birth and death dates or something more detailed. Check with the funeral home or the church as to what arrangements would be needed for this.

Sample Order of Service

Prelude

Entrance of Family

Welcome

Opening Prayer

Opening Statement

Anything the congregation may
need to know for the service

Hymns

Eulogy

Poems and/or words of
remembrance, tributes, other

Special Music

Scripture Reading

Message

Hymn

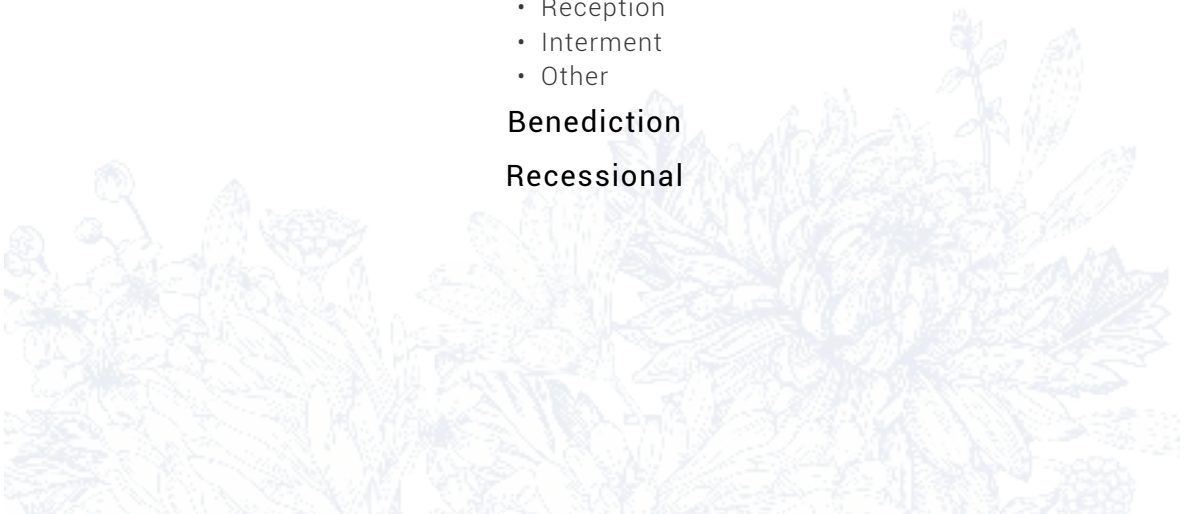
Slideshow/ Tribute

Announcements

- Reception
- Interment
- Other

Benediction

Recessional





Planning Funeral Costs

There's no charge for booking a funeral/memorial service at the church. However, there are costs associated with bringing in support people to run the A/V systems (see below), including honourariums to the officiating pastor(s).

Please pay individuals directly on the day of the service (cash preferred).

Required Costs	
1 Sound Tech, (<300 people)	\$100
2 Sound Tech, (300+ people)	\$100/each
Optional Costs	
Livestream Technician	\$100

After-Service Reception

All receptions at McKernan must be fully catered by a certified catering company.

The family arranges for a caterer to take care of the reception. McKernan's Hospitality Coordinator will act as liaison between the caterer and church, and will be on site during the reception. We can comfortably accommodate 150 people in our Hospitality Area. We have 22 round tables that seat 8 people per table. The Hospitality Coordinator will be in touch with you about further details if you want a reception here.

Preparing a Eulogy

A typical eulogy is about 5 minutes in length. It is recommended to leave the emotional elements for the end of the eulogy. Any additional tributes given by family or friends should be limited in length to keep the service from going too long. Young children and family members may want to write down a few sentences to be read aloud by the pastor or the person giving the eulogy. Whether or not you are giving the eulogy, it is helpful to have certain facts and information available. Here is a eulogy outline to aid you in preparing the necessary information.

Eulogy Outline

- Give a brief history including birth date, place of birth, parents, grandparents, siblings
- Where did they grow up? What was their childhood like?
- Where did they go to school?
- Professional and career accomplishments?
- Who did they marry? When and where?
Children and grandchildren?
- How long were they married?
- Significant life accomplishments
- Personal interests, hobbies, achievements
- Character qualities, Christian service, and how they affected other lives

Eulogy and Tribute Preparation Questions

These questions are meant to trigger special times with our loved one.
Printed copies are available upon request (for sharing with family members).

Full Legal Name _____

Date of Birth _____

Date of Passing _____

Some of your best memories _____

Use a single word or phrase to describe them _____

Favorite pasttimes or hobbies _____

Favorites songs / poems / scriptures _____

Describe one value or lesson they most wanted to teach the next generation

Most memorable achievement or accomplishment that them light up when they spoke about it

Eulogy and Tribute Preparation Questions (Con't)

Favourite sayings _____

Did they like their first name? Did they have any nicknames?

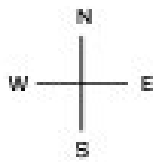
Is there any cause, organization, or movement that they felt deeply about and supported with their time and resources? _____

Why is the world changed because of them? _____

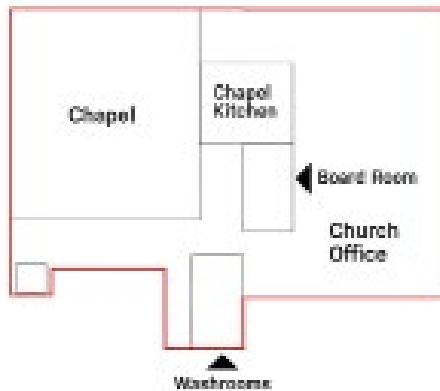
What one thing would have wanted me to say at their funeral?

Other funny memories or stories

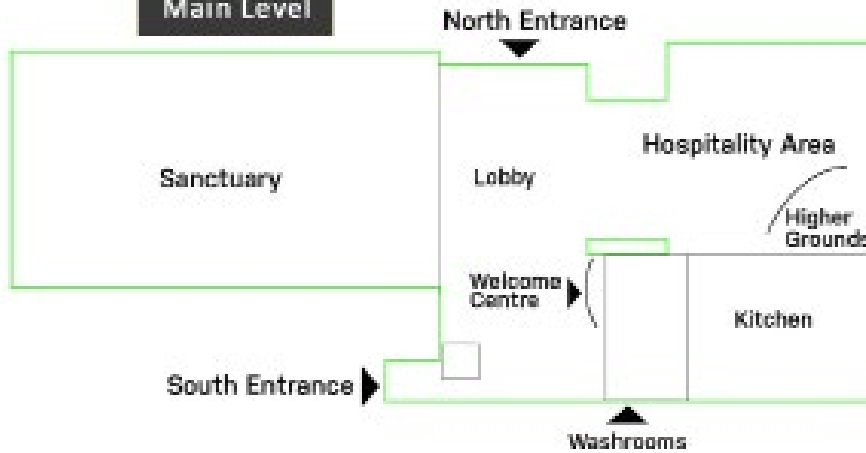
Facility Map



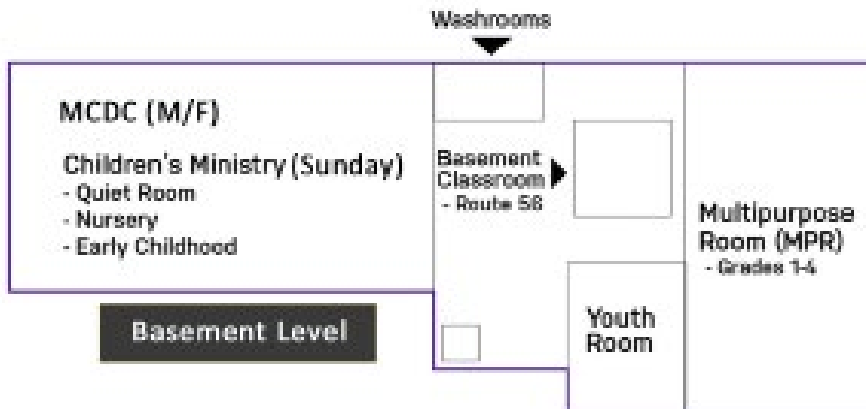
2nd Level



Main Level



Basement Level



Disclaimer & Waiver

MBC does not rent the facility to any group whose constitution or intended usage of the facility contravenes our Statement of Faith or the North American Baptist Conference's Statement of Beliefs. In the event that it can be determined that an event is found to contravene our Statement of Faith, MBC reserves the right to rescind permission to use our facility, terminate the booking, and return payment/ deposit in full to the applicant without any further liability to either party.

Waiver of Liability

The applicant, organizers of the attendant's event, or attendees of the applicant's event covenants that it will not hold MBC staff, its board, volunteers, or other agents responsible for any medical or personal injury, or any loss or damage, that may be suffered as a result of the use of the premises however caused. The applicant hereby agrees to indemnify and hold harmless MBC from all demands, claims, suits, actions or liabilities resulting from injuries or death to any person, or from any property damage occurring during the event. The applicant acknowledges its responsibility to take the necessary steps for insuring against personal injury, loss, property damage, or any other loss of damage that might be incurred by us or the people at the facility during the event.

Application Process

McKernan Baptist Church reviews all booking applications using the same criteria. In keeping with our church policy, we require that the following requirements are met:

- The deceased was a member of a Christian denomination.
- Officiating pastors must represent a Christian denomination. Please note that this option is subject to approval. One of our pastors will contact your officiating minister to ensure that their value and practice of funerals reflects our denomination's values.
- Arrangements for outside musicians must be approved.
- All requests to use the church facilities require the submission of a booking form, which is to be submitted to the main office
- Requests to tour the facility should be directed to our Hospitality Coordinator (p. 13)
- While there is no fee to hold your funeral at McKernan, remuneration is expected for IT and A/V staff. These honorariums are to be presented directly to these personnel. (See the fee schedule, page 6.)

If you're interested in moving forward with a booking application, please complete the accompanying form in this guide, or call the office to request that a PDF version.

Terms and Conditions

General Facility Usage

- **Children must be supervised at all times.**
- **The applicant understands that there may be other functions occurring simultaneously in other venues of the building during their scheduled event.** When this is the case, every effort is made to ensure that multiple functions don't interfere with each other, including the expectation that organizers will refrain from interfering with independent events.
- **Access to the building is restricted to room(s) you have booked and the nearest set of washrooms.** If you require access to any other part of the building, it must be booked through the office *prior to the event*. **No exceptions.**
- If access to the building is required for activities not indicated on your booking form (eg. dropping off supplies) access must be arranged with our Hospitality Coordinator.
- If you require time for decorating, you must book that time on your application. If these spaces and times are not requested on your application form, we cannot guarantee their availability
- Please remove all decorations (flowers, memorabilia, table clothes, containers, etc.) from the areas you have booked within 1 hour after the funeral. You must arrange prior to the service any need to store items for a later pickup.
- Our Hospitality Coordinator can be booked to tour the space with you and field any questions you may have about the facilities.
- Report any damage to the building or contents, or loss of furniture or equipment, immediately to a representative of the church. If requested, arrange to have the damaged property repaired or replaced at your expense.

Prohibited & Restricted Activities

- **Under NO circumstances do we permit smoking, vaping, or alcohol on church property at any time.** Violations of these activities will result in a financial penalty.
- **Under NO circumstances do we permit the use of staples, tape, or pins on any furniture or walls or wood or fabric surfaces.**
- **No pets allowed** inside the facility unless it is a registered service animal. If this is the case, the owner must carry a valid registration card. If a card isn't available, it's at the discretion of MBC staff to allow the animal to stay.
- **No food allowed in the Sanctuary.**

Fire Regulations

- Hallways, stairwells, foyers, and all entrances must not be blocked at any time. Any items found to block these areas will be moved immediately (by organizers or MBC staff).

Terms and Conditions (Con't)

Furniture & Equipment

- Under NO circumstances shall the furniture, furnishings, plants, or décor, be moved without the approval of our Hospitality Coordinator.
- Under NO circumstances shall the drums, or piano be moved. The piano may be used upon approval of our Worship Director, and arranged through our Hospitality Coordinator. Drum removal can be arranged for a cost of \$200.
- Under NO circumstances shall any sound, video, or electrical equipment be moved.
- Use of any church equipment (A/V, electrical, etc.) or furnishings not specifically approved in your booking agreement is strictly prohibited.

Audio/Visual Operations

- Only MBC-trained A/V technicians are permitted to setup/take-down/operate the sound system and peripheral A/V equipment. **No exceptions.**
- MBC does not guarantee the ability to show a slideshow, video or other multimedia
- Live streaming is available in the sanctuary for an additional fee of \$100 and is *conditional upon the availability of a staff video technician*. Access to the video is available for a period of two (2) months, after which it is deleted from our cloud account. If you would like a copy of the video, contact the office.

Decorations

- All setup and teardown must be completed within an event's scheduled booking time.
- No decorations shall be fastened or affixed to any wall surface in the building.
- No tools or ladders will be provided by the church.
- Decorating the outside of the church is strictly prohibited.
- Decorations shall not be placed anywhere in the building above 8-feet.
- Decorations in the lobby are only permitted *immediately prior* to an event.
- If placing flower vases on window ledges, a water-protective underlay must be used
- Open flames and candles are strictly prohibited.
- Tablecloths are not provided. For recommended linen sizes and table dimensions, please contact our Hospitality Coordinator.

Hospitality Coordinator

- McKernan's Hospitality Coordinator (hospitality@mckernanbaptist.ca) is available by appointment to liaise with the applicant regarding the use of venue(s) and accompanying resources, including arranging for a caterer.

FACILITY BOOKING CONTRACT
(Contact the office for a PDF version of this form.)

Funeral Date _____ Contact _____

Phone _____ Email _____

Attendance _____ Setup Time _____ Start Time _____ End Time _____

ROOMS REQUESTED

- | | | |
|--|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Chapel (no kitchen) | <input type="checkbox"/> Chapel Kitchen |
| <input type="checkbox"/> Hospitality Area (no kitchen) | <input type="checkbox"/> Main Kitchen | <input type="checkbox"/> Other (Specify) |

RECEPTION

Will you be hosting a reception after the service? Yes No

RESOURCES (A/V Equipment)

* Our sound technician will contact you directly to go over your requirements

- Is live streaming requested? (See Fees, pg 6)
- Mic # _____ Mic Stand # _____ Lapel Mic DI Box # _____
- Other (specify) _____

SPECIAL NEEDS, IMPORTANT DETAILS, OR REQUESTS

ACKNOWLEDGEMENT (by the applicant)

I have read and agree to the Terms and Conditions in this guide.

I understand that the space I'm using will be returned to its original state, including the placement of furniture.

Accepted by
(Print Name)

Signature

Date
(Month Day, Year)

OFFICE USE ONLY

Approved by

Date

Grief Support Services

Edmonton

Support Network, Community Services

780.482.4636

Some individual counselling.

Edmonton Bereavement Center

780.454.1231

Counselling provided and workshops.

Cornerstone Counselling

780.482.6215

Salvation Army

780.412.2743

Free individual counselling.

Compassionate Friends

780.863.2448

For parents who have lost a child.

Capital Health Link

Dial 811

Resource information.

Calgary

Calgary Health Link, 403.543.5463

Red Deer

Red Deer Health Link, 866.408.5465

If you would like more resources, please email
Pastor Mike at, mike@mckernanbaptist.ca/.



McKernan
BAPTIST CHURCH

780.436.0611
mckernanbaptist.ca