

## **Funerals and Memorial Services**

### **Learn More About How Providence Church Can Serve You**

**We are honored to assist you and your family during this time of loss. If you are in need of immediate assistance, please call the Director of Care Ministry, Allison Vines, at 629.200.7216**

#### **What is the Difference Between a Funeral and a Celebration of Life?**

The terms “funeral” and “celebration of life” often overlap. Traditionally, a funeral has a more somber tone with formal customs and typically includes a casket or urn. A celebration of life is more uplifting and may not involve a casket or urn. At Providence Church, we offer a worship service designed to worship God and celebrate and honor your loved one’s life.

#### **Who Can Have a Service at Providence Church?**

We extend God’s love to all people and are committed to supporting anyone who has lost a loved one. We invite guests, visitors, friends, non-members seeking a church home, and members to inquire about holding a service at Providence Church. We strive to accommodate families based on the availability of our pastors and facilities.

#### **Is There a Fee for Using the Church?**

There are no fees for using Providence Church, or for our pastors and worship team, for a funeral or memorial service for any Providence Church member or regular attendee. While honorariums for the pastors, care team, worship team, and tech team are not required, they are appreciated and at the family’s discretion.

#### **When Are Services Held?**

Services, including a time for visitation, are typically scheduled between 10:00 am - 5:00 pm Monday through Friday and 10:00 am - 3:00 pm on Saturdays. We cannot hold services on Sundays due to church worship and ministry events. Scheduled activities and seasonal ministry events may also affect availability during the week.

#### **How Much Advance Notice is Required?**

To ensure adequate planning time for your family and our staff, we request at least three business days from the start of planning to the day of the service.

#### **What is the Process for Planning a Service?**

Planning typically involves three meetings:

- **Initial Meeting:** The family meets with the Director of Care Ministry and possibly one of our pastors to set a date and time for the service. This can occur at the funeral home, the church, or at home.
- **Detail Meeting:** We will discuss the specifics of the service, including music, scripture, and order of worship.
- **Message Preparation:** The family meets with the pastor to share details and stories about their loved one, helping the pastor prepare a message for the service.

## Church Responsibilities vs. Funeral Home Responsibilities

### Church Responsibilities:

- Provide a pastor
- Offer live music from our worship team
- Coordinate setup, hospitality, and teardown with the Providence Care Team
- Option to livestream the service
- Print programs for the service
- Communicate the loss to the greater church community when appropriate

### Funeral Home Responsibilities:

- Select a casket or urn
- Coordinate with the cemetery
- Order flowers, guestbook, and notecards
- Manage the processional to the cemetery for burial
- Submit an obituary to local newspapers
- File death certificates

## Checklist of financial and administrative tasks that need to be handled after someone passes away.

These are suggestions from other grievors, not legal advice.

- Obtain 5-10 death certificates** through the funeral home.
- Cancel doctor appointments** and notify healthcare providers of the death.
- Inform the local pharmacy and/or VA** of the death.
- Notify the bank and provide a death certificate.** Order new checks if needed and shred joint account checks. *(Some widows recommend keeping the spouse's name on a joint account for at least six months, but bank policies vary.)*
- Contact Social Security** if the funeral home has not already done so. A phone interview may be required.
- Notify insurance companies and file claims as needed.** All will require official death certificates. Some may also need a notarized document, proof of beneficiary status, a copy of the driver's license, and a marriage certificate.
- Visit the county clerk's office** with the car title and death certificate to remove the deceased's name from the title.
- Inform the insurance agent** for homeowner and auto policies of the death.
- Review insurance policies** to determine if automatic deductions need to be adjusted.
- Notify pension/retirement fund administrators** to terminate benefits if necessary. A death certificate may be required.
- Contact utility companies** to update or close accounts.
- Meet with an attorney** to update the will, power of attorney (POA), and other legal documents.
- Check with the bank** about policies for depositing checks made out to the deceased spouse. Checks made out to the estate may require a new special account. The issuer may need to be notified to void and reissue the check.
- Contact the cell phone provider** to cancel or adjust phone plans.
- Notify the election commission** to remove the deceased as a registered voter.
- Update emergency contacts** at doctors' offices and other relevant places.
- Send a death certificate and driver's license number** to TDOS, 1150 Foster Ave., Nashville, TN 37243.
- Cancel or update the deceased's name** on credit, debit, and ATM cards. *(Some report this can be difficult if they were not the primary cardholder, so ensure you have a credit card in your name.)*
- Notify a credit bureau** of the death.