

Funeral Checklist

First Assembly of God

3000 W. 16th ST

Greeley, CO 80634

(970) 352-2600

Fax: (970) 352-2769

Email: texasstew2@comcast.net

Michael Popineau, Senior Pastor

Please accept our sincere condolences on the loss of your loved one. It is the desire of the Pastoral Team and Office Staff to serve you with excellence during this time of grief. In order to better meet your needs, please use this Funeral Checklist as you plan the Memorial Service for your loved one.

Please keep in mind as you prepare for this important day that funerals will take place at **10:00 am** in the Sanctuary. The best days to consider in your preparations are Tuesday, Wednesday, Thursday, or Friday. This will help us avoid conflict in building usage and give you more exclusive use of the facility.

If at any time you have questions regarding this Checklist, please contact Gary Steward via email at texasstew2@comcast.net or at 352-2600. **Please complete and return this checklist at least two days prior to the actual Memorial Service along with requested materials.** Thank you for allowing us to serve you.

Name of Mortuary: _____

Name of Funeral Director: _____

Phone: _____ Email Address: _____

Date of Funeral: _____ Time of Funeral: _____

Name of Deceased: _____

Date and Time of Service: _____

Name of Officiating Pastor for Memorial Service: _____

*If Pastor Michael Popineau is desired, please email all Scriptures, Personal Information, Eulogy, Obituary, etc. to him at mpopineau@comcast.net.

*Have you contacted Heather Spencer? She will be your liaison with the Church.

Name of Musicians you will be using: _____

Names of Additional People who will participate in the Service:

Obituary Reading: _____

Scripture Reading: _____

Eulogy: _____

Person Preparing PowerPoint Display: _____

Other: _____

**Please take time with the Officiating Pastor to develop the Order of Service and return with this Checklist.*

INSTRUMENTS, SOUND, AND MEDIA

A Sound and Media Tech Team member will be assigned for your memorial Service. Your complete answers will assist us in doing our best for you.

What Instruments will be needed:

___ Organ

___ Keyboard

___ Acoustic Guitar/Electric Guitar

___ Direct Box through System

___ Microphoned Amplifier

___ Other: _____

What Sound Equipment will be needed:

___ Pulpit Mic

___ Vocal Mic(s)

How Many? _____

___ Wireless Handheld Mic

___ Other: _____

What Media will you be using:

___ Video Presentations (DVD)

*Please note that any presentation needs to be compatible with our projection system. Please do not supply a disk with just pictures unless you would like just one of the pictures projected throughout the service.

*All Presentations need to be turned in to Gary Steward
(texasstew2@comcast.net) two days prior to the Memorial Service.

___ Song Lyric Projection

*If song is not currently in our Songshow Plus System, you will need to provide a copy of the lyrics at least two days prior to the Memorial Service.

___ CD Accompaniment Trax(s)
How Many? _____

___ Cassette Accompaniment Trax(s)
How Many? _____

RECORDING OF THE SERVICE

As a courtesy to your family, an audio CD recording of the service will be provided. However, video taping of the service will need to be done by the family or family representative. Please provide the name and address of where the CD should be mailed.

Name: _____

Address: _____

City, ST, Zip: _____

USE OF HYMNALS

We have an ample supply of "Hymns of Glorious Praise" Hymnals in each pew. Please have your song leader prepared to give page numbers to the congregation if using the hymnals.

FOOD SERVICE

Will you need our Food Service Ministry to supply the Meals? YES NO

If someone other than our Food Service will be providing the meal, please list their name below with contact information:

Name: _____

Phone: _____

Will there be a Memorial Fund established through First Assembly of God? YES NO

Who is the benefactor? _____

Please provide any additional information in the space below that will help us better serve you.