

DURING YOUR LOSS





DEAR KCBT FAMILY,

The KCBT Care Ministry serves our church body in a number of ways, not the least of which is care before, during, and after the loss of a loved one. We hope this information provides a path to guide you during this significant time.

An inherent belief in the risen Christ is the cornerstone of a KCBT funeral or memorial service. Christ is the hope for eternal life to all who believe, and we offer this hope to surviving family and friends.

Stories shared and retold during a service create a time to laugh and cry together, helping turn this time into a blessing for

those grieving. It is our pleasure to help you and your family plan a service for your loved one.

For questions regarding funeral or memorial planning, please call the KCBT Office Manager at 816-358-0988 ext. 2082.

Sincerely,

Chris Ruzicka
Assistant Facility Director
KCBT

Donna Bruce
Office Manager
KCBT

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WHEN DEATH IS IMMINENT OR WHEN DEATH OCCURS

When a death is imminent our pastors are honored to come pray with you. Please call 816-358-1515 if there is time; we will make every effort to have someone come to you. Let our receptionist know if you have a specific pastor in mind.

Pager service is available after office hours; the on call pastor will return your call as quickly as possible. Call 816-358-0988 then dial 7 and leave your information.

DATE, TIME, AND PLACE OF SERVICE

If you would like one of our pastors to conduct the service for your loved one, please contact him before scheduling the service.

To avoid personnel and building conflicts, the pastor will contact the Assistant Facility Director or Office Manager to coordinate a day and time. Funerals and memorials are located in the main auditorium of our facility and scheduled based on availability.

For funerals where less than 100 attendees are expected, we encourage you to use a funeral home. They are often less expensive and more convenient for you and your family. Funeral homes normally charge for the drive time, set up time, car usage, and mileage involved in going to the church.

Whatever your choice, we will work hard to accommodate your wishes.

KCBT's facility is available for use Monday through Friday as our schedule permits. Due to building usage, most funerals need to be scheduled in the morning with the reception following that afternoon. The facility is unavailable on Saturday or Sunday.

WHO MAY USE OUR FACILITY

KCBT offers the use of our facility for funerals at no cost to members and their immediate family members (spouse, parents, children, grandparents, grandchildren, siblings, and step or half relationships).

TYPES OF SERVICE

There are several types of services to consider:

1. Traditional funeral (the casket is present) followed by graveside service
2. Memorial service (the casket is not present)
3. Graveside service only
4. Graveside service prior to a memorial service

In addition, a visitation can be scheduled prior to the service on the day of the service.

FAMILY RECEPTIONS

A family reception can be held in our Fellowship Hall, Monday through Friday, at no cost following the graveside service or memorial service (when there is no graveside service).

KCBT sets up tables and chairs based upon the number of family and friends you inform us will attend. We provide foam cups and plates, plastic silverware and coolers.

The family is responsible for all refreshments and food for receptions or luncheons. KCBT's benevolence team prepares the room, helps serve and cleans the room when the reception is concluded.



MAKING SERVICE PLANS

The officiating pastor will gather with the family and learn more about the deceased following the selection of the date, time, place and type of service. This meeting normally occurs at the family home or the funeral home. This is also the time to select favorite scriptures and discuss musical selections.

KCBT's Worship Director, Assistant Facility Director and Office Manager will work behind the scenes to handle facility logistics. They will ask about the anticipated number of attendees, ensure the facility opens on time, place the guest book stand, and work to make sure musical and slide show

tributes work properly. The earlier we know these details the better we can serve you. If outside musicians or vocalists are invited, the family is responsible for those participants.

FEES

There are no fees for funerals or memorials held at KCBT. A list of suggested honoraria for participants in a funeral or memorial service is provided below; this list is merely a guideline. Honoraria are an expression of appreciation but not required.

Officiating Pastor: The officiating pastor spends about 10 hours visiting, preparing, and leading a funeral service. This is part of pastoral ministry and it is truly an honor to officiate a funeral. The following is simply customary; there

is no set fee for these services. The suggested honorarium for officiating pastors is \$150-\$300, at the family's discretion.

Assisting Pastors: Honorarium for assisting pastors is suggested at not more than \$100, at the family's discretion.

Musician(s): Honorarium for a musician(s) is suggested at \$100-\$125.

Soloist(s): Honorarium for a soloist(s) is suggested at \$75-\$100.

Audio Technician: Honorarium for the audio technician is suggested at \$50.00.

Video Technician: Honorarium for the video technician is suggested at \$50.00.

Payment may be sent directly to recipients.

FUNERAL HOME RESPONSIBILITIES

You should rely upon the funeral home to give guidance and/or provide the following:

- Casket or urn
- Cemetery choice (plot or niche space)
- Flowers
- Processional to cemetery
- Visitation (if held at the funeral home)
- Obituary in the local newspaper
- Guest book
- Bulletin





FLOWERS

Floral offerings are a wonderful way to pay tribute to a loved one; the beautiful plants and blooms honor God's creation of life.

Removal of the arrangements is the responsibility of the family or the funeral home.

MEMORABILIA

Family members frequently set up memory tables in our foyer with photos, albums, awards or certificates of achievement, hobby examples and other personal items related to their loved one. Counter space is provided for these displays.

MUSIC

Music often speaks volumes when we are unable to speak ourselves. Great and wonderful music is available in traditional and contemporary styles, and we have musicians and vocalists able to provide either. Your pastor can help you choose appropriate music for the service.

Prelude:

Music will play for twenty minutes prior to the service, including family selections and/or requested hymns. The family can provide musicians or we can play CDs and MP3 files.

Processional:

The family will walk into the auditorium with the pastor and be seated.

Soloists:

This is up to the family. We suggest asking soloists as soon as possible to allow them to make any necessary arrangements.

Postlude:

Music will play until guests have left the auditorium.

SCRIPTURE

Scripture is another way to enhance the funeral/memorial experience. We encourage you to make personal favorites known to the officiating pastor.

Psalms 16:9, 11

Psalms 23

Psalms 130

Isaiah 40:28-31

Ecclesiastes 3:1-15

Matthew 5:1-12

Matthew 6:9-13

Matthew 18:3-4, 10, 14

Matthew 19:14

John 3:16

John 11:25

John 14:1-4, 18-19, 25-27

Romans 8:31b-32, 35-39

1 Corinthians 13:1-13

1 Corinthians 15:51-57

Revelation 21:1-5

Therefore my heart is glad

The Lord is my shepherd

Out of the depths I cry to the Lord

Do you not know?

There is a time for everything

The Beatitudes

The Lord's Prayer

I tell you the truth

Let the little children come to me

God so loved the world

I am the resurrection and the life

Do not let your hearts be troubled

If God is for us

If I speak in the tongues

Listen, I tell you a mystery

Then I saw a new heaven



SAMPLE ORDER OF WORSHIP

The following is a guide for a typical service at KCBT:

- Prelude
- Family entrance
- Greeting
- Words of Grace
- Prayer
- Scripture
- Congregational hymn or special music
- Testimonials (if desired by the family)
- Words of Comfort offered by the officiating pastor
- Prayer
- Congregational hymn or special music
- Dismissal and Blessing
- Family Recessional
- Postlude

FUNERAL HOMES, CREMATION FACILITIES AND CEMETERIES

There are many excellent service providers in the Kansas City metro area. KCBT does not endorse any particular provider. This is a very personal service and we suggest you interview and consult several providers to make your decision.

AFTER CARE

Your church does not want you to feel alone following your loss, and we offer additional counseling to help you get through this difficult time. For information regarding bereavement counseling, please contact your pastor or call Pastor Sam Shockley's office at 816-358-0988 ext. 2002.



KCBT

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