



## Funeral & Memorial Service Policy and Procedures

The MET Church is deeply sorry for your loss and wishes to offer our condolences and support during this difficult time. We understand that planning a funeral or memorial service can be overwhelming, and we are here to help you every step of the way. Our desire is to minister to you and your family and make this process as simple, comforting, and healing as possible.

To begin the planning process, we ask that you contact our Tend the Soul ministry team by phone or email, any time after the death of your loved one. Our team will guide you through the planning process and provide the necessary support.

We offer our facilities Monday through Friday for funeral or memorial services. However, due to high demand for space outside of regular business hours, we may have limited availability on weekends and holidays. Nevertheless, we will consider all requests and do our best to accommodate your needs.

### Policy

Action	Details
Contact	Please contact Tend the Soul ministries at The MET Church at 281-890-1900 or by email at <a href="mailto:care@themet.church">care@themet.church</a> any time of day after the death of your loved one.
Facilities	We offer our facilities Monday through Friday for a Celebration of Life service. Requests for services on Saturdays and Sundays will be considered on a case-by-case basis.
Officiant	You are free to request any pastor of your choosing to officiate the service, but all ministers not a part of The MET Church must have their message content approved by our Tend the Soul ministry team no less than 36 hours prior to the scheduled start of the service.
Service details	To provide the best service possible, all music selections and the Order of Service must be submitted no less than 48 hours before the service. The service will be no longer than one hour in length to best serve your family and guests. The gospel and message of hope will be presented during the service.

## Procedures

Action	Details
Printed Programs	If needed, service programs can be printed by The MET Church. All information, including the Order of Service, photographs, and any additional information you wish to include, must be submitted to our Tend the Soul ministry team 48 hours before the service to allow for sufficient time to print all copies.
Video Presentation Show	If you desire a video presentation playing as congregants arrive or have any graphic needs during the service, we request that you provide an Mp4 or mov. file on a USB thumb-drive no later than 48 hours before the date of the service.
Memorial Tables	Two eight-foot tables, with black skirted tablecloths, will be placed in the foyer for memorabilia, photographs, and the Guest Book. Easels are available, and requests will be filled if possible.
Flowers and Plants	Flowers and plants from Florists can only be received on the day of the service. All flowers/plants must be removed from the church at the close of the service or reception.
Receptions	If you desire a reception, we can help in coordinating meal/food items. Please discuss with the Tend the Soul ministry team your desire for a reception/meal and finalize the details 48 hours prior to the service. Additional costs may be incurred for this service.

## Honorariums

If you wish to bless anyone with an honorarium, we ask that you present these in individual envelopes addressed to each recipient. You can give these envelopes to the Tend the Soul ministry team on the day of the service, and we will distribute them to the appropriate people for you. Please be aware of everyone assisting in your service, including the minister, vocalist/musician, and audio technician.

## Costs

Cost determination will be made once a request has been reviewed. In general, if the service is held during regular business hours (Monday through Thursday, 9am to 3pm), cost will be greatly reduced. Should the service fall outside of these times, additional costs may be incurred. Please refer to our facility use agreement for estimated costs.