



## Asbury Church Funeral Preparation Form

Please complete the following form in order to help Asbury Church meet the needs of the grieving family with timeliness and excellence.

Name of Deceased: \_\_\_\_\_

Deceased Birthdate: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Proposed Date of Funeral: \_\_\_\_\_

*(Asbury Church will work in partnership with the family and funeral home in the scheduling the service. The date, time, and location should not be publicized until confirmed with Asbury Church's Officiating Pastor.)*

Name of Family Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Funeral Home/Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Asbury Church Contact Information:

Clint McBroom, Senior Pastor – [clint.mcbroom@asburychurch.org](mailto:clint.mcbroom@asburychurch.org) – (316) 942-1491

Kate Green, Congregational Care Pastor – [kate.green@asburychurch.org](mailto:kate.green@asburychurch.org) – (316) 942-1491

### Service Information

People who will be participating in the Service (speaking):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will a sharing time by those present occur during the ceremony?  Yes  No

Requested Scripture Readings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Slide Show?  Yes  No

If YES, what format will be used:  DVD  PowerPoint **\*MP4 or AVI format only**  
*(If YES, we ask that the file be given to the Media Tech person at least 24 hours in advance of the service in order to insure compatibility with our projection system.)*

LiveStream? (Additional Charges Apply)  Yes  No

Would you like a DVD of the service? (Additional Charges Apply)  Yes  No

Requested Music:

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Is music to be accompanied live or by CD?  Live  CD  Both

Requested Instruments to be used in Service:

Organ  Piano  Guitar  Vocalist  Other \_\_\_\_\_

Asbury Church is happy to arrange for Musicians if Requested:

Yes, please provide musicians for us  No musicians are necessary

Please use musicians indicated below:

Please provide Name, Instrument, and Contact Information for Musicians to be used in the Service:

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Is a table needed for Memorabilia?  Yes  No

Is a Meal to be provided by Asbury Church?  YES  NO

If YES, for how many: \_\_\_\_\_

*(If requested, Asbury Church will prepare food for up to 50 members of the immediate family. Each additional person over 50 will require a \$5 per person fee paid to Asbury Church.)*

Is a nursery care provider requested:  Yes  No

*(If requested Asbury will seek to provide this service but cannot guarantee a provider. Please see related charges below)*

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It is policy of Asbury Church that all payment to appropriate Musician's or Tech personnel must be paid and arranged through the Funeral Home. Please ensure the funeral home is aware of this policy at commencement of arrangements.

Sound Tech	\$100		<i>One sound person and one video tech are used for all services in the Sanctuary (unless video is not requested).</i>
Video Tech	\$100		
Camera Operator	\$100 <i>(for LiveStream and DVD Requests only)</i>		
Organist/Pianist	\$125		
Soloist	\$125		
Childcare	\$25/hour		

Honorarium for Officiating Pastor(s) per Funeral Home Recommendation

Please email the completed form to the Officiating Pastor(s) and Mary Jo Fraipont ([maryjo.fraipont@asburychurch.org](mailto:maryjo.fraipont@asburychurch.org)) or fax to (316) 942-9895. If you have any additional questions, please call the Church Office at (316) 942-1491.