

CALVARY OXNARD

FUNERAL & MEMORIAL GUIDELINES

Dealing with the death of a beloved family member or dear friend is a very painful loss. We at Calvary Oxnard want to come alongside of you during this difficult time. Knowing that death often happens unexpectedly and there are often many expenses associated with laying a loved one to rest, CCO is happy to provide our facility free of charge to church members or their family wishing to hold a funeral or memorial service. Contained in this document are some suggestions and guidelines for planning a service at Calvary Chapel.

SCHEDULING

All requests for scheduling a service are made through the Pastoral Ministries Department and are subject to availability of facilities. You can call the church office at 805-485-0111, or email Pastor Rob at rob@calvaryoxnard.org in order to schedule a service. Due to regular weekly services, Wednesday afternoons and evenings, Friday afternoons and evenings, and Sundays are not available. Any other days and times requested will be checked with the church calendar for availability.

SERVICE COORDINATOR

CCO is pleased to provide a Coordinator to assist you the day of the service with any set-up assistance you may need. They will be at the church 90 minutes before the scheduled start of the service to receive and position flowers and assist with any other set-up.

LIVE STREAMING

We are not able to provide video live streaming for funerals and memorial services due to limited availability of church staff. Some local mortuaries may be able to offer streaming as part of the services they provide.

FLOWER DELIVERY

Those who wish to send flowers, are welcome to have them sent to the church at the main sanctuary building – 2001 Eastman Ave. If you are planning a morning service, you may wish to have flowers delivered to the church the day before the service.

VIDEO PRESENTATIONS

Video presentations are a nice way to memorialize your loved one. We request these be kept to around 7-10 minutes in length. Timing for pictures ought to be no more than 4 seconds each. For songs used in the video, please make sure they are appropriate for a church service e.g., no profane lyrics or promotion of immorality. Please provide us with your video 2 days before the service.

DISPLAY OF PHOTOS & GUEST BOOK

We have some free standing and table-top easels that can be used to display large photos or photo collages. We can also provide a table for a guest book if you have one.

DISPLAY OF REMAINS

We are able to display your loved one's remains if you wish to do so. If there will be a coffin, either open or closed, typically we place that in front of the stage on the left-hand side of the sanctuary. Cremated remains in an urn or box may be displayed either on a table on the stage to the left (stage right) of the podium, or on a table in front of the stage.

SERVICE FORMAT

Below is a sample of some elements typically included in a service and the time frame generally allotted for each. This is just a sample and there may be elements you choose not to include, or other elements you wish to add. Time frames are an estimate:

Greeting, Scripture & Prayer • Pastor (5 min)
Worship • Song Leader (15 min)
Eulogy • Pastor or Relative (5 min)
Family Sharing • 3-4 people (2-3 min each)
Message • Pastor (15 min)
Friends Share • 4-5 people (2 min each)
Video (7-10 minutes)
Closing Prayer & Remarks (5 min)
TOTAL SERVICE TIME: 65 minutes

RECEPTION

If you want to have a reception following the service, we can arrange to reserve the café and fellowship area for you. You are welcome to serve coffee and any food items you would like to provide. Alcoholic beverages are not allowed on our campus. You will need to bring any paper products or plastic cutlery you require as we don't have a supply available on-hand. We ask that you have a responsible person who can make sure the kitchen and café areas are cleaned up after their use.

PARKING

Guests for the service may park either at our main building where our Sunday and midweek services are held, 2001 Eastman Ave, or next door at our Family Ministries Building, 1925 Eastman Ave. We ask that guests not park at any of the neighboring businesses, or on the street, where we sometimes have parking on Sundays.

HONORARIUMS

Worship leaders, music soloists, and service Officiants are not compensated by CCO for their time. If you wish to provide an honorarium for them, you may give that to them directly.

It is our pleasure to serve you as you prepare a service to celebrate and remember the life of your loved one. Please let us know how we can best serve you.

