



Funerals and Memorial Services at The Story Church

The Story Church is honored to help celebrate the life of your loved one and we offer our deepest condolences to you and your family in this time of grieving.

At our campus, we are able to accommodate two types of services: a funeral service, where the body of your loved one is present and followed by interment or burial, or a memorial service, where the body is cremated or not present for the service.

Please review the requirements and information below prior to submitting your funeral or memorial service request. The application is available on the final pages of this document.

1. Partnership Requirement

- a. Funeral and Memorial services are only available for Partners (our form of church membership) of The Story Church and their immediate family members, including parents, spouses, children, and siblings.
- b. Requests submitted by non-Partners will be considered and is up to the discretion of our pastors and availability of our facilities. We will get you an answer as soon as possible if we are able to conduct your funeral or memorial service.
- c. An application must be received prior to setting up a meeting with our pastors and staff team. We recommend sending this soon after notifying us of your funeral or memorial service.
- d. Funeral or memorial service availability is limited to Fridays and Saturdays only.

2. What The Story Provides

- a. Service Planning
 - i. A Planning Meeting will be scheduled with you, your family members/guests, the clergy member assigned to your funeral/memorial, and church staff to walk through all the elements together. At least one meeting is required to plan the service, zoom meetings are available upon request. At this meeting, we will review your application, set the order of service, and answer any questions you may have.
- b. Sanctuary
 - i. Our Sanctuary space seats up to 450 people, including the side wings and balcony rows.
 - ii. Reserved seating will be available upon request for immediate family members and special guests. Please note the amount of reserved seats

you would like either on your application or during our planning meeting(s).

- iii. Some elements of our stage (i.e. tables, podiums) can be reconfigured for your service. We will walk you through the configurations and options during our planning meeting(s).

c. Family Room / Lobby

- i. Our Family Room space, located between the main entrance doors and the Sanctuary, is available to use for a reception area before and after your service.
- ii. A table will be available to use for a guest book. Please remember to bring your guest book at least an hour prior to the service.
- iii. The Story is able to provide: water dispensers, coffee carafes, fruit, and cookie trays for guests at your request. You are also welcome to provide outside food or similar beverages for guests. All food and drink items must be displayed only on the coffee bar surface and not on other tables or displays. Our funeral coordinator will be present to show approved areas.
- iv. All guests will enter and exit through the Family Room. Ushers can make sure your family exits first and is available in the Family Room for condolences at the end of the service.
- v. You are also able to display floral arrangements and photos in the Family Room. Please let our team know if you have any special request or display items apart from a guest book to include in the set up.

d. Private Room for Family

- i. We have a private room (Conference Room) available for your immediate family to use before the funeral service. This room will come prepared with waters, coffee, and snacks.

e. Printed Program

- i. The Story can provide copies of a printed program for all of your guests, based on the amount of guests that are expected to attend. All required materials need to be submitted four business days prior to the service. Required materials include: order or worship, obituary, a photo.
- ii. You may bring in your own programs for a service. Please let our team know if you plan to design and print your own program.

f. Staffing

- i. We require at least one staff coordinator to be onsite for your services. This person will be a member of The Story's staff team, and will be responsible for making sure the space is ready for your service and accommodates your requests.
- ii. This person will also be responsible for serving as the onsite point of contact for any outside service providers, such as funeral homes and florists, and will manage reserved seating and setting up a designated room for immediate family members before the service begins.

3. Outside Vendors & Options

a. Floral Arrangements and Other Decor

- i. Please make arrangements for flowers to be dropped off prior or during the funeral date with our funeral coordinator. If you are allowing guests and/or individuals to send floral arrangements to the church for your service, please share the church's address for drop off: 3223 Westheimer Road, Houston, Texas 77098. All deliveries need to be dropped off through the parking lot entrance under the awning.
- ii. All flower arrangements, pictures, urns, and other decorative items, will be placed next to the altar prior to the service by one of our staff members. Only staff members are allowed to prepare/make changes to the altar prior to services, please kindly ask funeral participants to refrain from adding or moving items from the altar. Other decor may be used with prior approval. All approvals must be made up to 3 business days prior to your service.
- iii. All deliveries must be made within business hours. We are open Monday-Thursday from 8am-5pm, and Fridays from 9:30am-4:30pm. Deliveries can also be made the day of the service, with prior notice and approval by our day-of staff coordinator. The Story is not responsible for being onsite for deliveries outside of our scheduled hours.
- iv. Lightweight easels are available to use at your request. These easels can be used for displaying photo boards or lightweight framed photos. Easels can not be used for heavier items, such as large or thick framed photos or floral wreaths.
- v. All floral arrangements, decorations, guest book, and urn (if applicable) must be removed at the end of the service/reception, please have a designated person to take flowers, urn, book, and other personal items home.

b. Worship & Musicians

- i. Story worship staff and musicians can be requested to lead congregational worship or special music at your service. Please note that due to their availability, musicians may not be able to perform at your service. We will do our best to accommodate all worship and music related requests.
- ii. Outside musicians, including family members and friends, are welcome to perform at your service with prior approval, only one song per service will be approved for special music with guest musician(s). We will connect them with our media team to make sure they have what they need to integrate with our AV system.
- iii. In most cases, we are able to provide: music played over the speaker system, microphones and inputs for musicians to use, and lyrics for congregational worship songs.

- iv. All music played and/or performed at services must be Christian hymns or worship songs, or pre-approved by Story pastors. This includes music that is played before, during or after services. We are not able to accommodate secular music selections.
- c. Media Elements
 - i. All media elements must be provided by you or your family, and must be pre-approved by our team. Please make sure to make note of any media element requests when you submit your application or at our planning meeting.
 - ii. Media elements include but are not limited to: slideshow presentations of photos, videos of the deceased or videos in honor of the deceased, or videos provided by the funeral home.
 - iii. All video elements must be submitted either via file sharing or USB drive in an MP4 format a minimum of three business days prior to the memorial/funeral service. Videos/slideshows can include pre-approved music or music can be played separately over our speaker system.
 - iv. The Story is NOT able to provide or put together slideshows of photos or videos for services.
 - v. The Story is also able to provide lyrics, special image displays, and scripture displays on the LED wall and side TVs.
 - vi. The use of the LED wall, including the side TVs, for any media elements, including provided slideshows, requires the presence of a media technician and audio engineer. *Outside staff are not allowed to run our media/sound components.*

4. Staffing Fees & Rates

- a. Funeral Coordinator: \$150
- b. Audio Engineer: \$150
- c. Media Coordinator: \$200
- d. Worship Director: \$200
- e. Musicians/Singers: \$150 per individual requested

**Our church's executive assistant will reach out regarding clergy fees. The fees that are due are based on the music/media requests for the service. The only fees that are set are the funeral coordinator and clergy fees.*

- 1. If the funeral requires staff members to work additional hours than the allotted per funeral, we will also reach out with an updated fee listing.
- 2. Checks need to be written directly to staff members. We will provide a list with the names of each staff member for payment.

5. Order of Service / Service Elements

- a. Each service typically includes the following items. Your service can include other elements, decided upon by the team in the planning meeting(s):

- i. Scripture Readings - Our pastor can provide recommendations for passages, or you can read some that are special to your family. Scriptures can be read by members of the family, close friends, or any other guest you would like to include in the service. We recommend having at least two scriptures read in your service.
- ii. Eulogy/Storytellers - These are individuals who will share stories about the deceased and are recommended and selected by your family. We recommend having two to three speakers included in your service.
- iii. Congregational Worship & Special Music - Please see the section above regarding Worship & Musicians for more details. We recommend having two to three songs included in your service if you choose to include music and worship as an element.
- iv. Prayers and Message by Pastor - The pastor assigned to your service will be in charge of welcoming guests, offering prayers throughout the service including the opening and closing, as well as a short message, around 10 to 15 minutes in length at the maximum.
- v. Benediction and Committal by Pastor - The pastor assigned to your service will provide instructions and a blessing at the end of your service. This will include a benediction for all those gathered as well as a committal of the deceased. At the end of the service, the pastor will also share any special instructions regarding exiting the service.

6. Cancellations & Rescheduling

- a. If you need to postpone your funeral or memorial service to a later date or time, or need to cancel for any reason, please let our team know immediately.
- b. A notice of at least 5 business days is required in advance in order to cancel or postpone your service, except in the case of emergencies, including emergent health issues within your immediate family, weather interruptions, power outages, or other natural disasters.
- c. Please note that we are not able to guarantee the same accommodations with rescheduling, due to the availability of staff or resources. Our team will help choose a date and time that works best for all parties so your service can be as close to as it was planned, if not the same.
- d. All date changes are considered as final. You are able to make further changes to dates, but we will release your originally selected date and time for church usage.

Application

Please complete all required fields on this application. All optional fields will be labeled as optional. Applications must be received prior to any next steps.

Full Name of Deceased: _____

Birth Date: _____ Death Date: _____

Contact Information

Your Name: _____

Phone: _____ Email: _____

Service Information

- Funeral Service (Body of the deceased will be present)
- Memorial Service (Body of the deceased is cremated or will not be present)

Date of Service: _____ Time: _____

Optional - other dates for consideration: _____

Expected number of guests in attendance: _____

Pastor Requested: _____

Will you need the following services? Please check all that apply.

We will do our best to accommodate all requests but cannot guarantee availability.

- Printed programs
- Musicians
- Media (Audio & Visual)
- Space for reception after (Family Room)
- Easels for Displays

Will you be providing a guest book?

- Yes
- No

Optional - Please share any information you have below about the following. These will also be reviewed during the planning process and can be shared with our team at a late date.

Scripture Selections for Service:

Worship Songs and/or Hymn Requests:

Participants in the service (storytellers, scripture readers, eulogy, etc.):

Florist and Contact Information:

Funeral Home and Contact Information:

Special Requests and/or Other Comments:
