

FUNERAL POLICY AND PROCEDURES

First Assembly of God – Fort Myers (FA|FM)

1. Purpose

Funeral services at First Assembly of God – Fort Myers are designed to honor the life of the deceased, provide comfort to grieving families, and share the hope found in Jesus Christ. Our desire is to serve our church families with excellence, care, and biblical integrity during their time of loss.

2. Eligibility

Funeral services are provided at no cost for active members of First Assembly of God – Fort Myers only.

Membership status is determined by church records. An active member is defined as someone who has attended services and financially supported the church within the past 12 months.

First Assembly does not host funerals for non-members.

While funeral services are provided at no cost, honorariums for pastors and staff are optional, appreciated, but never required.

3. Facilities

Funeral services are held in Colonial Chapel, which has a maximum capacity of 250 guests, based on availability.

If attendance is expected to exceed 250 guests, families may request use of the main auditorium, which seats up to 1,965 people. Approval is based on availability and church discretion.

All decorations must be approved in advance by the funeral coordinator.

Flower and décor delivery times must be scheduled in advance through the funeral coordinator.

All receptions must be held off campus.

The church is not responsible for lost, stolen, or damaged personal items.

4. Scheduling

All funerals must be scheduled through the church office and are subject to facility and staff availability. The church reserves the right to approve all dates and times.

Funerals must be scheduled at least **7 days in advance**.

Funerals cannot be scheduled during:

- Sunday morning services
- Wednesday night services
- Major church events
- Major holidays

Changes must be submitted at least **48 hours before the service**.

Cancellations must be submitted at least **2 days prior to the scheduled service**.

5. Service Guidelines

One of our pastors or an approved officiant will officiate the funeral service.

A member of the worship staff may lead up to **three songs**.

All music selections, speakers, and participants must be approved by pastoral staff to ensure the service reflects the church's values and mission.

The funeral service time limit is **60 minutes**.

Family arrival time is **1 hour prior** to the service.

Doors will open to guests **30 minutes prior** to the service.

If security or Sheriff's Office presence is requested, this will be at an additional cost. Information will be provided by the funeral coordinator.

6. Church Provided Support

First Assembly provides the following support:

- Officiating Pastor

- Worship leader (up to 3 songs)
 - Funeral coordinator and planning meeting
 - Production staff support
 - Sound system and microphones
 - Two-hour pre-service production setup window
 - Video recording of the service (provided as a gift)
 - Video delivery within 7 days
-

7. Family Responsibilities

The family is responsible for providing the following:

- Photo for obituary/program
- Song selections
- Names of speakers
- Scripture requests
- Video tribute files
- Final program details
- Printed funeral programs (if desired)

Final program information must be submitted **no later than 3 days prior** to the service.

All service assets must be submitted 3 days in advance.

8. Media and Production

Production staff will be available for sound check and setup **2 hours prior** to the funeral.

The service will be recorded and provided to the family within 7 days.

Livestreaming is available upon request using a provided hosting platform. Funeral livestreams will not be presented as an official First Assembly church broadcast.

Due to copyright restrictions, some music may not be included in the recorded video.

9. Conduct Policy

All guests and participants are expected to conduct themselves respectfully.

The church reserves the right to end or restrict any event if behavior becomes disruptive, inappropriate, or inconsistent with the church's standards.

10. Funeral Procedure Steps

Step 1: Contact the church office

Step 2: Meet with the funeral coordinator

Step 3: Submit service details (7 days prior)

Step 4: Confirm and receive approval of order of service (3 days prior)

Step 5: Confirm production needs (3 days prior)

Step 6: Submit final assets (3 days prior)

Step 7: Submit any changes (2 days prior)

Step 8: Submit cancellations (2 days prior)

11. Contact Information

First Assembly of God – Fort Myers

4701 Summerlin Road

Fort Myers, Florida 33919

Church Office: (239) 936-6277

Funerals must be scheduled by contacting the church office or submitting a request through the church website or mobile app.

The funeral coordinator will schedule a planning meeting to establish the service outline, next steps, and approved dates.

FUNERAL POLICY AND PROCEDURES

First Assembly of God – Fort Myers (FAIFM)

1. Purpose

Funeral services at First Assembly of God – Fort Myers are designed to honor the life of the deceased, provide comfort to grieving families, and share the hope found in Jesus Christ.

2. Eligibility

Funeral services are provided at no cost for active members only. An active member is defined as someone who has attended and given within the past 12 months.

3. Facilities

Funerals are normally held in Colonial Chapel (250 capacity). Services exceeding this may request the main auditorium (1,965 capacity) based on availability.

4. Scheduling

Funerals must be scheduled 7 days in advance and cannot occur during Sunday mornings, Wednesday nights, major events, or holidays.

5. Service Guidelines

A staff pastor will officiate. A worship leader may provide up to three songs. Services are limited to 75 minutes.

6. Church Support

Pastor, worship leader, coordinator, sound, recording, and production support are provided.

7. Family Responsibilities

Family must provide photos, speakers, songs, scriptures, videos, and final program details 3 days prior.

8. Media

Funerals are recorded and delivered within 7 days. Livestream available upon request.

9. Conduct

Guests must conduct themselves respectfully.

10. Procedure

Contact office → Meet coordinator → Submit details → Final approval → Production → Service day.

11. Contact

First Assembly of God – Fort Myers
4701 Summerlin Rd.
Fort Myers, FL 33919
(239) 936-6277