

# *Colorado Christian Fellowship Funeral Policy*

*Updated March 2025*



**COLORADO CHRISTIAN FELLOWSHIP**  
A Place To Call Home

Statement of Faith	3
Funeral Services at CCF	5
Funeral Service Requirements	6
Congregational Care Responsibilities	
Funeral Consultation	
Officiating Minister	
Preparing for the Funeral	9
Deliveries	10
E-Blast Notice	10
Media Protocol for Events	13
Programs	17
Repast	23
Funeral Fees	23
Additional Rules	24

## STATEMENT OF FAITH

### **What We Believe**

The Bible is God's bold and loving message to the world. We believe it is the instruction manual for all of life and reveals the lives of real people and the heart and character of a real and loving God. **Specifically, we believe:**

- 1)** The Bible reflects the story God wanted to tell about his relationship with the world. It is "inspired" by him. The truths presented in the Bible are the supreme authority over all things in life.
- 2)** God eternally exists in three persons who are equal in divine perfection. They have different roles, but they work in harmony as one. God the Father is a personal Spirit who is perfect in holiness, wisdom, power and love. He hears and answers prayers and welcomes all those who come to him in the name of his son. Jesus Christ is the Father's son and we believe that his death on the cross, his resurrection, and his return to heaven allow those who believe in him to experience eternal life with him. The third person of the Godhead is the Holy Spirit, whose role is to show the world where it has fallen short of God's right way of living and to teach those who believe in Jesus how to live.
- 3)** Everyone, by nature, has fallen short of God's right way of living. We have not followed God's right way of living and therefore sinned, or committed wrong actions. Sin separates people from God. But the good news is that God reached out to us to end that separation. He invites all people to come home to him! To fix the sin problem, God sent his son, Jesus. His son paved the way for a relationship with God by dying for all people on a cross and rising to life again. To receive this gift of relationship, every person must believe that Jesus died for them, confess their wrong actions and ask Jesus to live in them.
- 4)** There is a universal church, a living spiritual body which Jesus cares for and oversees. In this universal church, everyone has received, by faith, the gift of a relationship with God. They have "come home" to the Father and will experience the abundant life he has planned for them. The local church, which is a group of believers who have a relationship with God, is a local representation of that larger universal church.
- 5)** Baptism is a physical demonstration of a person identifying with the death, burial, and resurrection of Jesus Christ. When a person, by faith, identifies with what Jesus did, faith is the means by which that person experiences a vibrant relationship with God.
- 6)** Jesus commanded his followers to remember his death by hosting a special meal called communion, also known as the Lord's Supper. Colorado Christian Fellowship hosts communion once a month so as to commemorate what Jesus did for the entire world.

## **Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10; Romans 1:18-27)

We believe that in order to preserve the function and integrity of Colorado Christian Fellowship (CCF) as the local Body of Christ, and to provide a biblical role model to CCF members and the community, it is imperative that all persons employed by CCF in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11; 1 John 1:8-10)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of CCF.

## **Funeral Services at Colorado Christian Fellowship**

The passing of a loved one can be a difficult experience that comes with the responsibility of planning and making all the necessary arrangements. This is further complicated by the process of grief and mourning.

Here at Colorado Christian Fellowship (CCF), it is our goal to assist you in making this experience one filled with fond memories as you bring closure to the life of your loved one. In the spirit of excellence, this Funeral Policy Booklet represents the policies and guidelines for all funerals approved by and performed at CCF. It also sets forth the guidelines for use of our facility and will assist you in fulfilling your funeral needs. It is our hope that the majority of your questions and concerns surrounding your funeral service needs will be addressed.

The Congregational Care Department offers CCF members the opportunity to prearrange your **Funeral Service to be held at CCF** for FREE. Members can spend time with the Congregational Care Coordinator to plan for the service if they would like it to be held at CCF. The member can meet with their funeral care provider first and provide a copy of any prearrangements to CCF to be held in their personal file. When the arrangements are prepared in ad-

vance, the pressure is taken off of loved ones. This service doesn't include the body preparation or transportation. If you have any questions about the **Funeral Policy Document** or pre-planning, please contact **Congregational Care/Congregational Care Coordinator at 303.368.7105, Ext 224.**

## **Funeral Service Requirements**

The following are the requirements a person/family member must meet to have funeral services held at Colorado Christian Fellowship, and have the use and benefits of the church facility:

1. The individual for whom the services are requested must be either a member of CCF or an immediate family member. CCF defines immediate family members as spouses, parents, children, siblings of a current CCF member. A current member is one who has accepted Christ as their personal Lord and Savior and has completed a CCF Membership Application and the membership process. Current members attend services regularly at CCF and engage with its members ministries, programs, classes, and workshops. While we appreciate and welcome the fellowship of those who've moved to other far-away cities, states, and countries, we encourage membership with a local fellowship

where one can grow in the Word of God and develop lasting friendships.

2. The family member(s) must contact CCF's Congregational Care Department as soon possible after the passing of a loved one to ensure a seamless process and provide CCF with the ability to make the appropriate accommodations for the family. **A consultation meeting** with CCF's Congregational Care Department should be scheduled **prior** to selecting a funeral home *(if possible)*. *This meeting will cover:*

- How CCF can be of service according to CCF's bylaws, availability, and staffing.
- Selection of the funeral service officiant.
- Ensuring CCF's calendar can accommodate your service date request prior to making arrangements with the funeral care provider.
- Ensuring that the funeral/memorial service or repast hosted by the family, are held during CCF's regular business hours.
- CCF's Aurora Campus' regular business hours are Monday-Thursday, 9AM-4PM.
- CCF is closed to the public on Friday.

- Wednesday Evening Worship service may prohibit funeral or memorial services and repasts/receptions.
- CCF does not offer funeral/memorial services or repasts on Fridays or Saturdays.
- Special events that are already scheduled may prohibit funeral/memorial services, including but not limited to Summer Camp, Vacation Bible School, Conferences and Workshops, or other ministry services.
- Start the process of putting the funeral program together (prior to printing), which must be approved by the Congregational Care Coordinator.

**3. The ceremony must be officiated by an ordained CCF minister.** The obituary may be read by anyone the family chooses. It is recommended that those providing expressions of love be predetermined and those names be given to Congregational Care for inclusion in the program. It is also recommended that the number of people sharing expressions of love be limited to a reasonable number such as 3-5, speaking for only 3-5 minutes each. Guidelines will be made available and time given depending on the number of speakers.

4. Upon meeting the above requirements, the family or final decision maker (official spokesperson) will then meet with the officiant performing the service to insure all needs and requirements have been met and are to the satisfaction, as much as possible, of the family.

## Preparing for the Funeral

Congregational Care is available to host members' funerals and repasts (*repasts must not exceed **100** people.*) Family members will host repasts, using a catering service. Caterers must serve the family and clean-up following the repast. Please provide the names of the clean-up crew to Congregational Care. All services and repasts hosted at Colorado Christian Fellowship will be Christian celebrations that honor our Heavenly Father.

Colorado Christian Fellowship is available for funeral services Monday through Thursday between the hours of 10 a.m. to 2 p.m. (*2 p.m. includes the ending of the repast, if hosted at CCF.*) Planning for funerals or memorial services are by appointment only. Drop in visits are not permitted.

**Family members are encouraged to arrive 1/2 hour** prior to the service to prepare for seating. All family members processing into the service will gather in an appointed room for instructions and prayer. We ask that all family members (*participating in the service*) arrive on time.

During funeral services, **no food or drinks** (*other than water*) are permitted in the sanctuary and lobby. Please respect our sanctuary, lobby, and campus grounds.

**Alcoholic beverages and smoking are not permitted** on the premises. If you do smoke, you must be 50 feet from any CCF building.

Funerals **are not** held on weekends or holidays. The following holidays are recognized by Colorado Christian Fellowship:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day/Fourth of July
- Labor Day
- Thanksgiving Day and the Friday After Thanksgiving
- Christmas Day

## **Deliveries**

1. The body of the decedent may be delivered to CCF an hour before the service.
2. Flowers and food deliveries are accepted beginning at 9 a.m. on the day of the service.
3. If you or the funeral service provider arrives for deliveries and the CCF Sanctuary doors are locked, please call the main office, 303-368-7105, and someone will greet you and unlock the doors.

## **E-Blast Notice**

An eblast notice, informing members of the CCF congregation about the loss of members or immediate family members may be requested and sent, provided all details are received.

1. Complete details must be provided for the e-blast to be sent. The details are as follows:

- Full name of decedent
- Connection to the CCF member (mother, father, child, etc.)
- Date of death
- Time, date, location (full address), and name of the place where the funeral, memorial service, and/or viewing, etc. will take place
- Your address, or the address where condolences may be sent
- If you would like to include a picture in the e-blast, please provide an image in JPEG format of the CCF member(s) and the decedent. If you do not have an image of the CCF member and the decedent together, please provide an image of both. The images should be similar in size and lighting. Group photos will not be accepted.

Congregational Care may also require additional information if special details are required.

**CCF MEDIA PROTOCOL FOR EVENTS (*Acceptable Forms of Media*):** *All materials you plan to submit to the Media Arts Department for use during the service must be reviewed and approved by Congregational Care.*

## **VIDEO**

**Format:** MP4, .mov, MPEG-4 (Codecs-H264, H265)

**Delivery methods:** Uploaded to the provided link Dropbox Folder, client provided downloadable video link, USB drive/stick delivered to CCF at least a day in advance (*absolutely no later than 1 hour before event begins*). **No DVDs.**

## **GRAPHICS**

**Format:** JPEG, PNG, TIFF, HEIC (no PDF unless at least a day in advance)

**Graphics Size:** 1280x720. (Please note if graphics are desired on stage LED screen in the CCF Sanctuary, required size is 1152x480)

**Delivery method:** Uploaded to provided linked Dropbox Folder, client provided downloadable video link, emailed to ccfmedia777@gmail.com , or a USB drive/stick delivered to CCF at least a day in advance (*absolutely no later than 1 hour before event begins*).

Please email a digital form of the **funeral program** and select and provide one desired still graphic slide (*i.e. cover of program*) which can be displayed for walk-in / beginning, throughout the event, and at the end to ccfmedia777@gmail.com

**POWERPOINT** presentations must be uploaded to Dropbox, or emailed at least a day prior to the event to ensure correct formatting and allow for corrections.

## **AUDIO**

**FORMAT:** MP3, .WAV, AAC, M4A (MP3 preferred)

**DELIVERY METHOD:** Uploaded to provided linked Dropbox Folder, client provided downloadable audio link, USB drive/stick, Spotify playlist and/or YouTube links (No licensed YouTube Music) with specified versions and specified lengths with fade in/fade out cues/instructions, delivered to CCF or emailed to ccf-media777@gmail.com , at least a day in advance (*absolutely no later than 1 hour before event begins*). **No CDs**, licensed YouTube Music, or Apple Music files. Client provided devices, on the day of the event such as phones or other players, will not be accommodated.

**All media elements must be formatted, modified, and adjust-**

ed to match our video output and audio environment and need to be obtained in advance for best results.

- Please confirm that the final program for the event and desired media cues match.
- NO DVDs or CDs. Delivery of DVDs or CDs on the day of the event will not be accommodated.
- Streaming event requests must be communicated well ahead of time. A Stream URL and Stream Key must be provided.
- For all music to be played for viewing, processional, specific cues in the program, and recessional specific versions/artists must be communicated in advance. Miscellaneous event appropriate music will be selected, if not otherwise specifically noted.

## **FOR SPEAKERS, PRESENTERS AND LIVE MUSICIANS :**

**MICROPHONES:** Two wireless handheld microphones will be provided for the main speaker , and an additional microphone for a vocalist or additional guest speakers. Additional microphones for speakers, vocalists, or instrumentalists must be requested at least a day in advance, and emailed to rhetherington@ccfword.org. Requests for an ear set/head worn microphone (Countrymen E6) must be made at least a day in advance. This person must be onsite at least an hour prior to the start of

the event, to be fitted with the microphone.

**INSTRUMENTS:** One 88 key keyboard will be provided for the event (Yamaha P-115). A Yamaha ES8 is available upon request; musician must arrive at least an hour prior to event to locate and test the desired sound patch. All other instrumentalists, or requests for additional stage patching must be communicated prior to the event. Patching and setting up instruments within the 30 minute time frame before the event begins will not be accommodated.

**BACKING TRACKS/MUSIC:** Please see protocol above for sharing and exchanging media. All necessary details concerning backing tracks, cues, fades, and other specifics for vocalists and speakers must be discussed by email, prior to the event. Rhetherington@ccfword.org

If you would like the service **live-streamed**, please consult with Congregational Care/Congregational Care Coordinator during the planning process.

## **UPLOADING MEDIA**

[ccfyourhome.org/specialevents](http://ccfyourhome.org/specialevents)  
[ccfyourhome.org/wedding](http://ccfyourhome.org/wedding)  
[ccfyourhome.org/funeral](http://ccfyourhome.org/funeral)

**SPECIAL EVENTS**  
**WEDDINGS**  
**FUNERALS**

## **Programs**

All service programs must be approved by the Congregational Care Coordinator prior to the service. Funeral Care providers will work with families to prepare a printed program for the service. If the program, prepared by the funeral care provider, is not approved, the programs will not be distributed at the service. A completed program must be submitted to the Congregational Care Department no later than two (2) days prior to the service. One copy of the program must be prepared for media services and include the following:

- The names of individuals selected to read scriptures
- The names of the individuals selected to share expressions of love

***Sample Program (to help with planning). This is merely a suggestion. The funeral care providers will have several options for families to review.***

Celebrating the Life of  
*Our Loved One*



Person's Date of Birth and Person's Date of Death

***The inside of your program may contain images if so desired. The inside of your program also will contain an order of service. Please consider a format such as the example below:***

Time of Service

Location and Address of Service

Order of Service

Procession.....Title of song to be played  
Opening Prayer.....Officiating Minister  
Scriptures.....Name of Reader  
Old Testament (*Book and Verse*)

New Testament (*Book and Verse*)

Acknowledgement, Condolences, & Resolutions

Obituary.....Title of song played during silent reading

Picture Slide Show.....Title of song to be played

Expressions of Love

*(this will be limited to 3-5 minutes)*

Names of those who will speak

Eulogy.....Officiating Minister

Closing Prayer.....Officiating Minister

Recessional.....Title of song to be played

*Please warmly greet the family in the lobby after the service.*

***Provide the scriptures that will be read during the service. Provide the names and title of persons who will be featured on the program. Congregational Care can help prepare a program with your funeral care provider.***

## **CCF's Recommended Mortuary Service Companies, Funeral Homes, and Crematoriums**

Planning to celebrate the life of a loved one can be an arduous task. Choosing the right mortuary, funeral/home or cremation servicer can add stress. In the effort to provide service with excellence, CCF's Congregational Care Department has a preferred list of Mortuaries, Funeral Homes, and Crematoriums that we feel will best fit the needs of our congregation. Please see Congregational Care/Congregational Care Coordinator to help with recommendations for these services during your initial consultation meeting.

## **For Use by Mortuaries, Crematoriums, and Funeral Care Provider/Funeral Homes Only**

In our effort to continue providing our congregation with the level of service we feel is necessary during their time of loss and need, we have created a Policy and Procedures Manual, governing all funeral services conducted at CCF. It is our goal to provide services to our congregation in the spirit of excellence and professionalism. Therefore, please take the time to become fully acquainted with CCF's Funeral Policy Booklet. This will enable you to partner with us in achieving this goal.

We at CCF understand that each Mortuary, the Crematorium, and Funeral Care Provider/Home is unique when it comes to the types of services provided. CCF has standards that may differ from what is provided at other venues, therefore we ask you to respect and adhere to our guidelines as follows:

- Mortuaries, Crematoriums, and Funeral Care Provider/Homes shall be prompt and on time concerning services for funerals and all details.
- The only active role Mortuary, Crematorium, and Funeral Care Provider/Home Staff shall have while on the premises of CCF is to serve the family by:
  - Delivering and setting up the body for the service
  - Arranging and setting the altar with the flowers and wreaths

- Coordinating pallbearers to escort the body, when a body is present, out of the service

**CCF will be responsible for:**

- Ensuring that everything and everyone is in place to start the proceedings on time
  - Getting the family prepared for the processional
  - Directing the family concerning the recessional
- 
- Mortuary, Crematorium, and Funeral Care Provider Staff shall not participate or be on the program unless requested by the family. Again, all programs must be approved by the Congregational Care Department at least two (2) days before the service. This includes any opening and closing remarks.

Failing to adhere to these Policies and Procedures will forfeit the ability of your Mortuary, Crematorium, or Funeral Care Provider to conduct funeral services at CCF. Thank you so much for your cooperation.

**If you have any additional questions, please contact:**

Colorado Christian Fellowship (CCF)

Congregational Care

14401 East Exposition Avenue,

Aurora, Colorado 80012

303-368-7105, Ext. 224

[ccfyourhome.org](http://ccfyourhome.org)

## Reception/Repast

We welcome you and your family to hold the repast for your loved one at CCF. **Repasts must be catered by the family.**

CCF does not cover this expense. The repast should be limited to no more than **100** people and must be concluded by 2 p.m. CCF will provide repast space only.

- It is the responsibility of the family/caterer to remove any leftover food from the premises.
- The caterer or point of contact's name must be provided.
- The number of those being served must be provided so an appropriate number of volunteers can be obtained.
- If the caterer or family provides volunteers it must be communicated.
- The food for the repast must arrive 30-45 minutes prior to the designated time for the repast so it can be properly set up.

## Funeral Fees

Colorado Christian Fellowship **does not charge** members *(those who have completed the official membership process)* for use of the facility.

Fees for the services of those involved in the planning or participation of the funeral or memorial service are the sole responsibility of the family.

For any questions or additional information, please feel free to call **Congregational Care/Congregational Care Coordinator** at 303.368.7105, Ext. 224.

## **Additional Rules**

- Colorado Christian Fellowship's church facility will be made available for funeral service preparations one (1) hour prior to the scheduled start time for the funeral or memorial service.
- No food or beverages are permitted in the sanctuary. Only bottled water is permitted. Congregational Care will provide water for the immediate family during the service.
- Only one (1) funeral/memorial service per day will be scheduled at CCF.
- The family assumes total responsibility for damages to the building and/or property that may occur from the funeral, memorial service and/or repast.
- The family assumes total responsibility for the removal of all

materials associated with the funeral, including flowers, plants, photographs, decorative items brought to the church by the family members, friends, etc. All items must be picked up by the end of the day, during CCF's regular business hours.

- Ashes (remains of the decedent) may not be distributed on CCF's premises.



14401 E. Exposition Avenue  
Aurora, CO 80012

Phone: 303.368.7105  
[ccfyourhome.org](http://ccfyourhome.org)  
[@ccfyourhome.org](mailto:@ccfyourhome.org)