Funerals at Champion Forest

"Blessed be the God and Father of our Lord Jesus Christ, the Father of mercies and God of all comfort, who comforts us in all our affliction, so that we may be able to comfort those who are in any affliction, with the comfort with which we ourselves are comforted by God."
2 Corinthians 1:3-4

If you have experienced the death of a loved one, our thoughts and prayers go out to you in this time of loss. Your church family wants to be there for you to minister to your needs and seek to bring comfort to your heart. Champion Forest is available to counsel and minister to you and your loved ones during this difficult time.

Our desire is to assist you with the practical aspects of dealing with your loss. Here you will find helpful information concerning who to contact first, what to remember, and what "aftercare" ministries are available to you and your surviving loved ones.

If you have any further questions, or if we may be of additional assistance, please call the CF Care and Counseling Office at 281-440-3800, ext. 6760.

What to Do When a Loved One Dies…

1. Notify Family member(s) and/or friend(s)

Notify family members and friends regarding the death of your loved one. Make a list of family and friends (with phone numbers included) to be notified of the death of your loved one. Ask a relative, friend, or Life Group member(s) to assist with the following:

- Making telephone calls
- Answering the telephone or door (keeping a record of calls and visitors)
- Child care arrangements (if needed)
- Attending to household chores
- Securing someone to stay at the home during the visitation & funeral/memorial service.

2. Contact a Funeral Home

Contact a funeral home of your choice (e.g., Klein Funeral Homes-Champions 281-320-2674, Brookside-Champions 281-397-0800, American Heritage 281-445-0050) to schedule an appointment with the funeral home director. Ask a close family member or friend to go with you to the funeral home. It will be helpful to take the following information with you when you visit the funeral home:

- Date, time and location the family is requesting for the visitation/viewing, funeral, and graveside services
- Funeral/Memorial service request (if available). Information regarding the deceased's wishes for their funeral service
- Insurance policy(s)
- Full name of your loved one (no nicknames)
- Date and place of birth
- Parents' name, living or deceased
- Social security card/number

- List of family members (i.e. spouse, children, brothers, sisters, uncle, aunts)
- Church Membership name (if applicable)
- Proof of military service
- Memorial funds - donations (In lieu of flowers) - name and address of organizations or charities to which donations are to be made
- Pallbearers - list of people who might be available to serve as pallbearers

3. Call the Champion Forest Care and Counseling office

- Monday – Thursday, 9 a.m. – 5 p.m. and Fridays 9 a.m.-Noon please call (281) 440-3800 ext.6760 and someone from our Care and Counseling Office will be there to assist you.
- Before or after work hours and on weekends please call our Minister on Call (MOC) at (281) 440-3800 and dial option #5, leave your name along with the best phone number to reach you, and one of our ministers will return your call promptly.

4. Inform Your CF Life Group Leader

If you are a member of a CF Life Group it is important to let your Life Group Leader know, so that the members of your class can pray, and minister to both you and your loved ones in the same manner you would want to do for them.

Funeral services at Champion Forest

Funeral services are designed to meet the needs of the family and every attempt is made to accommodate the family's requests.

If one of our CF Pastor(s) will be officiating the funeral, then that Pastor will meet or speak with the family to review the following:

- Funeral date: Is the funeral date agreeable to the church, family and the funeral home?
- Order of service
- Location of funeral service
- Burial/Cemetery – Name and address of cemetery
- Family Requests/Needs
- Special guests/speakers
- Easel and/or table(s) for picture(s)
- Special sound request – played on a USB flash drive (in MP4 or .MOV formats)
- If a member of a CF Life Group, then the name of the LG teacher
- Serving ministries - (did the deceased or any family members serve at CFBC as an usher, hospitality/greeter, missions, choir/orchestra, sound/media, etc…)
- Family Reception needs/requests
- Whether the family has considered the option of having the graveside service prior to the funeral/memorial service

_____ Please note that a funeral/memorial service is regarded as a worship experience of Champion Forest. We are happy to provide the Chapel for **1-hour**. No fees of any kind will be charged for the use of the church facilities or its personnel for funeral/memorial services for CF members.

_____The church will not cancel any major events (weddings, conferences, workshops, etc.) to accommodate a funeral service. Weekdays are very flexible with the exception of Wednesday evenings and Friday afternoons. We do not have funerals on Saturday & Sunday.

_____Viewings/Visitations the day of the funeral/memorial service will be scheduled **1-hour** prior to a service.

_____Please notify your florist to make all deliveries **2-3 hours prior** to a funeral/memorial service in our Champion Forest Chapel. Please be advised that CF is unable to store floral arrangements overnight.

_____CF can provide a comfortable space (80-100 max) for a **1-hour** reception for your family and special guests following a funeral/memorial service in room FL102. Unfortunately CF does not provide food for receptions.

_____Video presentations are always a sweet remembrance to be shown just before or during the funeral, however, please be advised that it must be submitted to the Media Ministry **24 hours prior** to the funeral service for review. All presentations should be in video format on a USB flash drive. (.mov or .mp4 are the best file formats NOT Power Point) and should not exceed five gigabytes (5 GB).

CFBC Resources for Those Who Have Lost Loved Ones

At CF, you don't have to go through the grieving process alone. Healing from your grief is not easy. It's a long, sometimes painful process. Please allow Champion Forest to come alongside you in this season of life by allowing one of our Care and Counseling Ministries to be there for you.

Our Widow Care Ministry… *"Joy & Hope for the Journey"*

Widows Ministry is a ministry of encouragement, comfort and empathy to women experiencing difficult times following the death of their husband. This ministry is widows supporting widows in their time of need. Rediscover the compassion, joy and healing God can bring to your life through Christian Fellowship.

Financial Peace University…

Financial Peace University is a life-changing program that teaches you how to make the right decisions with your money. You'll be empowered with the practical skills and confidence needed to achieve your financial goals and experience true financial peace! Each of the 9 Lessons deals with a different topic that will change the way you think about personal finance. A surviving loved

one will gain confidence in learning how to save money, live on a budget, communicate about money, eliminate debt, find bargains and experience the joy of giving.

Counseling…

The CF Counseling Ministry provides a safe, warm and comforting environment for hearts that are hurting and in need of encouragement, biblical direction, and Christ's love. Our CF staff is honored to walk alongside you as you seek to adjust to a "new normal" and emerge from the numbness of grief, shock, and sometimes overwhelming emotions. Please call our Care and Counseling Office at (281) 440-3800 ext.6760 to schedule your appointment.

GriefShare…

GriefShare is a special support group for people who are grieving the death of someone close to them. It's a place to be around people who understand what you are feeling. At GriefShare, you'll learn valuable information about recovering from your grief and renewing your hope for the future. The support group meets for thirteen weeks, twice a year in the Fall and Spring. Please contact our Care and Counseling Office at (281) 440-3800 ext.6760 or email bgutierrez@championforest.org for upcoming class info.

Frequently Asked Questions (FAQ's)

1. **What is the difference between a funeral and a memorial service?**

   Funeral services typically occur within the week (3-7days) of your loved one's passing, a funeral home is heavily involved in the handling of details surrounding your loved one's body, flowers, visitation, guest book, honorariums, burial, etc… Our CF Care and Counseling Ministry is here to answer your questions and possible concerns regarding the service and reception. A CF Hostess is also provided to assist in greeting and giving direction to all family members and guests while present on the CF campus.

   Memorial Services occur at a time that is best for the surviving loved ones. There is no casket; however, the family may still opt for the services of a funeral home to assist in the handling and delivering of ashes, flowers, honorariums, etc… In the absence of a casket, a family may opt to have pictures and treasured memorabilia of their loved one displayed. Your assigned or personally chosen CF Pastor and our Care and Counseling Ministry will be available to answer your questions regarding the service and reception. A CF Hostess is also provided to assist in greeting and giving direction to all family members and guests while present on the CF campus.

2. **What if my choice of a CF pastor is not available to officiate my loved one's funeral?**

   Should this occur, the Care and Counseling Ministry will provide a CF pastor who will help make your loved one's funeral meaningful and special.

3. **Can a pastor from another church and/or denomination officiate my loved one's funeral?**

All licensed pastors (apart from CF ordained ministers), regardless of denomination, must be approved by Pastor Eduardo Salazar, Pastor of Care and Counseling. Please submit your request to the Care and Counseling Office via Beatrice Gutierrez at 281-440-3800 ext.6760 or email esalazar@championforest.org

4. **How do I secure a soloist and/or musician for the service?**

   Our Care and Counseling Office works hand in hand with our CF Music Ministry. The Care and Counseling staff will be happy to help coordinate, and review for approval, the music needed for your loved one's service.

5. **What is the customary honorarium for those who help with your loved one's funeral?**

   Please know that it is never expected, but always appreciated when families wish to show their gratitude to individuals who will serve at the family's request. The amounts listed below are the norm, but again not required or expected. If you wish to express your appreciation with an honorarium, then please give cash or write checks to individuals personally.

   - Pastor -- $300
   - Musician -- $125
   - Soloist -- $125
   - Media tech--$100

6. **Is it okay to have family members/friends speak at the funeral?**

   Not only is it appropriate, but we encourage a family member(s) and/or a close friend(s) to share personal remembrances during the funeral or memorial service. Their remarks will create a more meaningful and memorable touch to the service. Our staff will be happy to give guidance on timing and a suitable place for this to occur during the service, i.e., we recommend that family members/friends write out their thoughts to ensure they share what they intended and move the service along as planned.

7. **Can CF record the funeral/memorial service?**

   CF provides a digital audio/visual recording for funeral/memorial services via an online link. You are welcome to have your own videographer to record if you so wish. Please let us know in advance so that the media team can show them where they can setup.

Sample Memorial Order of Service

- Prelude (Music and Slide Presentation)
- Welcome (Officiating minister, friend, and/or family member)
- Prayer (Officiating minister, friend, and/or family)

- Song #1 (Congregational or solo)
- Scripture/Obituary (Friends and/or family)
- Song #2 (Congregational or solo)
- Personal Remarks (Friends and/or family)
- Song #3 (Congregational or solo)
- Message (Officiating minister, friend, and/or family member)
- Closing Prayer
- Postlude (Music, Slide Presentation can resume)

* Number of songs are optional.

**Participation by friends and family members is encouraged and the various aspects of the service are not restricted to only licensed or ordained ministers. However, all parts of the service should be planned and agreed upon beforehand and with the assistance and guidance of a representative minister and consultation with the Care and Counseling Department.

Updated on 6/17/2026