

Pella Protocol for Funerals and Other Services

Initial contact for funerals and other services begin with Pastor Brett Busch.

Pastor Brett Busch
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Phone: 616-848-6754

Pella Church info
Email: pella.reformed.church@gmail.com
Phone: 402-788-2729

Administrative Assistant Candace Nieveen.
Phone: 402-889-0346

Pastor Brett Busch
616-848-6754

Administrative Assistant

Candace Nieveen

Lunch committee

Vicki Johnson

Technology

RJ Gibson

Parking

Cemetery
Committee

Custodial

Julie James

Music

Teri Nieveen

Funerals

Pastor

- Date (contact Administrative Assistant as needed)
- time
- rooms needed (sanctuary, fellowship hall, additional rooms to meet (family prayer service))
- When will a graveside service be held?
- Will the graveside service be at the Pella Cemetery?
- Pastor will determine with the person/family who will contact the various committees and leaders.
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Lunch/Work committee

- This person will line up food and workers.
- Determine with the family the number of people to be served.
- Determine when food is to be served, before or after the service.
- Who will provide the food? Does the committee bring it in or will the family provide the food?
- Contact people to help with food preparation and serving food.
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Technology

- Contact RJ Gibson. If he is unavailable he will contact a member of his team.
- If livestream is desired, there must be a technician available for the service and the link must be provided by Pella Church
- It is desirable to have all information for digital slides 48 hours before the service (song lyrics, family slide show, pastor slides)
- Need to know the number of speakers and singers for a service to line up microphones
- Provide a picture of the person being honored, if desired, for the opening slide
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Parking

- Contact Arvin Doeschot & Mark Nieveen (cemetery committee)
- Determine how many people are needed to help
- Set up a time to begin parking
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Custodial

- Verify church is clean and ready
- Set up chairs for family meeting room
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Music

- Will music be live or recorded?
- Line up pianist if not done by family or the mortuary
- Help with song selection, if desired
- Share with administrative assistant the hymn numbers and/or lyrics of the songs chosen for slides

Special Services

Pastor

- Date (consult with administrative assistant)
- time
- rooms needed (sanctuary, fellowship hall, additional rooms to meet
- Determine with the person/family who will contact the various committees and leaders.
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Lunch/Work committee

- Contact deacon in charge of work committees. This person will help in lining up food and workers.
- Please have an approximate idea of the number of people who need to be served.
- When will food be served?
- Who will provide the food? Does the committee bring it in or will the family provide the food?
- Determine who will be serving and/or how many people are needed for serving
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Technology

- Contact RJ Gibson. If he is unavailable he will contact a member of his team.
- If livestream is desired, there must be a technician available and the link must be provided by Pella Church
- It is desirable to have all information for digital slides 72 hours before the service (song lyrics, family slide show, pastor slides)
- Need to know the number of speakers and singers for a service to line up microphones
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Parking

- Is it necessary to have directed parking?.
- Determine how many people are needed to help and contact volunteers
- Set up a time to begin parking
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Custodial

- Verify church is clean and ready
- Set up chairs and/or tables, if asked for
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Music

- Will music be live or recorded?
- Line up pianist if needed and if this is not done by family
- Help with song selection, if desired
- What are the technology needs for music?