

FIRST BAPTIST CHURCH
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CHURCH FUNERAL POLICY AND PRACTICES

GENERAL POLICIES

- I. *Pastor's services are available to the members of the First Baptist Church family in the hour of their bereavement.*
 - A. *This does not leave the family without options as to who is to assist in the officiating of the services. Pulpit guest(s) should be invited by the Minister upon request of the family.*
 - B. *The Minister reserves the option to seek assistance in the officiating any funeral service held in the church.*
 - C. *Funerals, in the church, for non-members are discouraged, however, the Pastor will make the final decision in such cases.*

- II. *The date and time of funeral services should not be made without notification and agreement among the Minister, the Mortician, and the family.*
 - A. *All related church services and programs, etc. must be cleared with the Minister.*
 - B. *Upon selection of a mortician, the family should contact your Minister, and/or Program Coordinator immediately. If you desire the Pastor's aid before you call a mortician, do not fail to call day or night.*

- III. *Funerals are generally not held at FBC on Sundays.*
 - A. *All church funerals are held for members and should therefore, be conducted in a purely Christian manner.*
 - B. *Reading aloud of condolences, papers and obituaries will be done at the discretion and agreement of the Pastor,*

FBC Church Funeral Policies and Procedures, Continued

Mortician and Family. These are the property of the family and are sent privately and personally for the purpose of comforting them in their private moments.

C. Ceremonies of lodges and fraternal societies will not be conducted in the church at the discretion of the Pastor, and Family and in the case of extreme weather conditions.

IV. A sample "Order of Service" is attached and is subject to change.

FOOD SERVICE

I. The church will provide a repast for up to 50 people for deceased members in good standards free of charge. Any repast for numbers over 50 people will be the responsibility of the family. Any deviations from this policy must be discussed with the Pastor, Program Coordinator, Financial Secretary and Treasurer and Budget Committee Member.

PROCEDURES

- I. Upon notification of the death, the Program Coordinator (PC) will contact the Pastor, Family and Mortician to assist in the service logistics.*
- II. Having spoken with the Pastor and family, the PC will then contact those required and or requested ministry leaders (to include, but not limited to sextons and the food service ministry) as requested by the family.*
- III. The PC will then contact the Manager of the Food Ministry Leader (to include a cook) to coordinate the food service required. The number of people required for these services will be determined by the number of attendees (a suggestion would be 1 per 25 attendees for seated meals). There will be a set fee for these services as determined by the Financial Secretary, Budget Committee and*
- IV. The PC will contact the Hospitality Ministry for their assistance*

FBC Church Funeral Policies and Procedures, Continued

for very large events.

V. Program Coordinators-----

**JUANITA C. GAYLE - FLORENCE JONES-CLARKE—DEBBIE
CUNNINGHAM- SOYNIA JONES*