

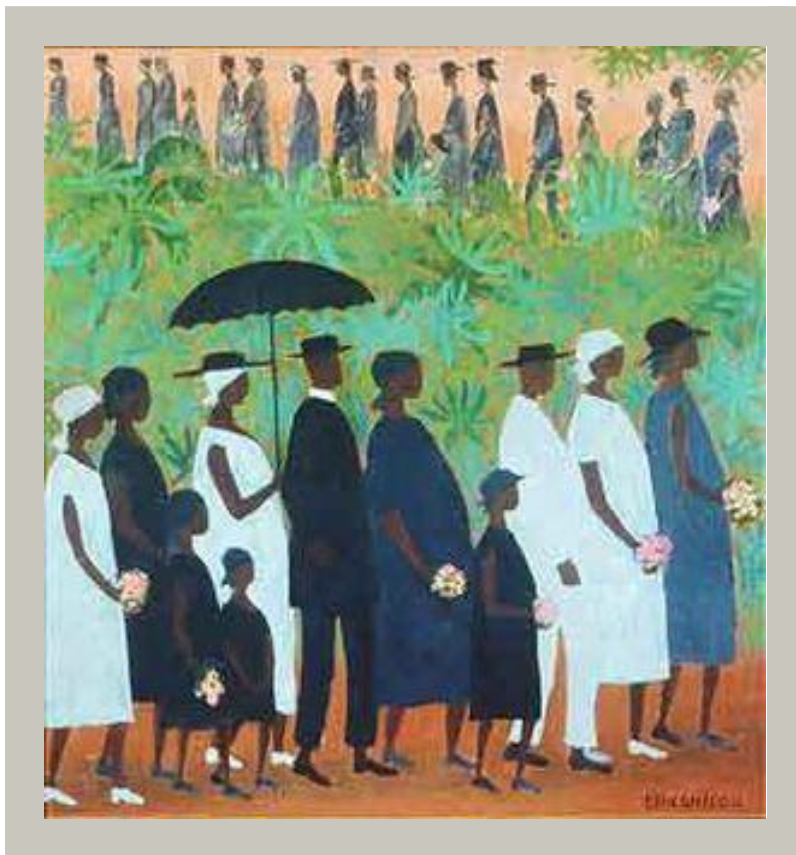
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# Funeral Policy and Guide

*For if we live, we live to the Lord, and if we die, we die to the Lord. So then, whether we live or whether we die, we are the Lord's.*

Romans 14:8



**Rev. Elijah McDavid III, Senior Pastor**  
**January 2022**  
Fellowship Missionary Baptist Church

## **Funeral Policy and Guide**

*For if we live, we live to the Lord, and if we die, we die to the Lord. So then, whether we live or whether we die, we are the Lord's (Romans 14:8)*

A Christian funeral service at the Fellowship Missionary Baptist Church is worship of the true and living God. The funeral is God's way of bringing comfort to the hearts of those who mourn as Scripture is read and preached, prayer is offered, praises are sung, grief is expressed, remembrance is cherished, and is an occasion in which we bless the name of the One who gives and takes away life - our Lord and Savior Jesus Christ.

It is Fellowship Missionary Baptist Church's desire and privilege to minister to the families of our congregation in their time of need, for it is through the Word of God that we have hope at the time of the death of a loved one (I Thess. 4:13-14).

### **OBJECTIVES**

This policy is provided to assist the families of Fellowship Missionary Baptist Church (FMBC) in planning and providing a Christian funeral. The following procedures govern the conduct of funerals and memorial services for members of FMBC as we want to be clear on how our church will be of service to grieving families. Our desire is to assist those who need comfort as they face bereavement, as well as caring for the spiritual needs of those involved.

### **CHURCH STAFF**

Upon the death of one of our members or member's immediate family, the church should be notified as soon as possible. The church earnestly desires to know of those who need comfort and counsel as they face death. By being involved early in situations of death or impending death, the church can help with important decision making. The Pastor, Church Funeral Coordinator, Deacon Ministry and/or ministerial representative are available for support.

### **FELLOWSHIP MEMBER AND IMMEDIATE FAMILY MEMBER**

A member is defined as one who is in good standing in the church - has received Jesus Christ as Lord and Savior, has completed the new members' requirements, been fellowshiped into the church, attends worship services regularly, and contributes to the financial support and ministries of the church.

An immediate family member is defined as parents, children, siblings, grandparents, and grandchildren of FMBC active members. Keep in mind, conducting funerals for people who have no connection with the church or with any church is not a normal part of the ministerial obligation. However, it is up to the discretion of the Pastor to allow himself or the church to participate.

### **TYPES OF SERVICES**

- **Memorial Service**

A Memorial Service is a service where the body is not present. Interment of the remains in a Service of Committal has either preceded the Memorial Service or will take place later.

- **Funeral Service**

A Funeral Service is a service where the body is present in either a casket or an urn. The Funeral Service is concluded with a Service of Committal at the burial site, unless otherwise decided by the family.

- **Graveside Service**

A Graveside Service is a service that takes place at the burial site. The Service of Committal is a part of the Graveside Service.

### **LOCATION AND DATES FOR SERVICE**

To reserve the church and ensure that it is available for a memorial or funeral service, all scheduling must be made via the church's administrative office at 612-588-4709. Any informal discussion with anyone outside of the administrative office is not sufficient for reserving the church.

The church sanctuary is the designated place for a memorial or funeral service. FMBC's sanctuary has a seating capacity of 550. Services may occur on Tuesdays, Wednesdays, Thursdays, or Fridays. Viewings will begin at 10 am CST and the service will begin at 11 am sharp. In extenuating circumstances exceptions may be made with the approval of the Pastor's office.

Unfortunately, the church cannot cancel any pre-scheduled major events (weddings, conferences, workshops, etc.) to accommodate a funeral or memorial service. Cancelling such events impact participants' travel, finances, and other accommodations. However, the church will do its best to honor a family's wishes.

The church does not provide a nursery during a funeral or memorial service. Parking is available on the church's south parking lot.

### **THE SERVICE**

Memorial, Funeral, and Graveside Services are acts of worship among the Christian community. The purpose of such services of worship are to glorify God, to affirm our belief in the resurrection to life everlasting, and to comfort the bereaved. Although gratitude and honor are to be expressed for the life and witness of the deceased, the focus of worship is upon God; therefore, prolonged funeral services are discouraged. We recommend that services be planned to last no longer than ninety (90) minutes to two (2) hours.

The church requests that the family select one viewing to be done generally 30 - 60 minutes before the service. If a viewing of the body of the deceased is held prior to the funeral, the funeral director will preside during this period. The church building will be open for funeral directors at least one hour before the scheduled times for viewing and funeral services.

The Pastor or his designee will officiate all FMBC members' funerals, memorials, and graveside service. If the family wishes to use an outside eulogist, they must receive prior approval from the Pastor's office.

### **THE ORDER OF WORSHIP**

Funeral services at FMBC follow a standard order of worship (see appendix A). The family has the option to choose scripture readings and song selections that are meaningful to the deceased. The family also has the option of choosing individuals to provide brief remarks, however these individuals must be designated prior to the printing of the program. The Pastor or the presiding minister will not make changes to the order of worship the day of the funeral. (See Appendix A on page 5 of this document).

- **Programs**

The Pastor or FMBC's Funeral Coordinator will assist the family in drafting the funeral service program. FMBC will print the programs once all materials have been received and a final draft has been approved by the family. The first 200 programs are free for FMBC members and immediate family members. Additional programs will cost 25 cents each. For non-members each program will be 25 cents.

- **Music**

The church Piano Accompanist will provide music for members and their immediate family members. The Minister of Music or the Piano Accompanist is available for consultation with the family concerning the musical selections. The appropriateness of musical selections will be determined by the Minister of Music or Piano Accompanist. Additional instrumentalists or vocalists may be engaged at the expense of the family. All music must be in adherence with Christian worship and approved by the church's Minister of Music, Piano Accompanist, or Pastor.

- **Audio-Visual**

FMBC only provides the use of our audio system for funeral services. We do not provide any video services (recording, streaming, or slideshows). FMBC's video equipment cannot be used by the family or outside vendors.

- **Ushers**

The FMBC Usher Ministry is available to serve during the funeral service. Ushers will reserve adequate seating for the family, assist in seating those who attend the service, disseminate funeral programs, and be available to attend to family members who might need additional support.

### **REPASS**

FMBC can provide seating space for a repass meal of up to 75 persons. The family is responsible for their own catering and clean-up of the room.

### **FRATERNAL, CIVIC, OR MILITARY RITES**

The funeral or memorial service is complete in and of itself. The service of worship is an act of the Christian community in which the wider community is welcome. If other rites - fraternal, civic, or military are to take place, these rites should be conducted apart from the service or prior to the funeral service.

### **DECORATION, DISPLAYS, AND FLOWERS**

Families may wish to display the deceased's remains, flowers, and photographs of the deceased and his/her family.

Only fresh cut flowers and planters may be used in the sanctuary. Floral arrangements may be sent to the church during church business hours, 10:00am – 3:00pm. In the case of cremation, the church will provide a small table in the sanctuary for an urn. The family is responsible for the table covering and decorations.

Any displays or pictures must be appropriate to a worship setting. No nails, tacks, staples, or screws shall be put into the walls, furniture or attached to chairs. We recommend that you display pictures on easels, and other memorabilia be placed on a table in the church atrium. No displays may be placed on the Communion Table. The church can provide up to 3 easels. The family is responsible for removing all decorations and flowers from the church within 3 hours of the conclusion of the service.

### **COSTS AND FEES**

- **Members and Immediate Family Members**

The church will provide use of the sanctuary, services of the Pastor, the Funeral Coordinator, Pianist (B. Panser), Sound Technician, and janitorial services at no cost to the deceased member's family or immediate family member. Any additional honorarium the family may wish to give the pastor, musician, any other church employee or volunteer should be delivered directly to the intended recipient. The following services may be added at a charge to the family:

Keyboard (B. Steele)	\$350.00
Hammond Organ (E. Porter)	\$300.00
Drums (C. Bradford)	\$300.00
Bass (Y. Bekure)	\$300.00
Guitar (S. Christensen)	\$300.00
Programs (beyond 200)	\$0.25 per copy

- **Non-Members**

If the deceased does not meet the member or family relationship criteria, then applicable charges for use of the church and its services will apply:

Pastor	\$250.00
Keyboard (B. Panser)	\$75.00
Keyboard (B. Steele)	\$350.00
Hammond Organ (E. Porter)	\$300.00
Drums (C. Bradford)	\$300.00
Bass (Y. Bekure)	\$300.00
Guitar (S. Christensen)	\$300.00
Church Sound Technician	\$350.00
Use of Church Sanctuary	\$150.00
Programs	\$0.25 per copy

Other potential costs to the family will be for additional services the family may request.

***Full payment must be made to the church, at least 48 hours prior to the service, via cash, money order or certified check.***

# APPENDIXES

## Appendix A

### STANDARD ORDER OF SERVICE

To ensure that the funeral service is rendered with excellence and efficiency, FMBC follows a standard order of worship. The church funeral coordinator and Pastor's office will assist the family in planning the program and assigning program participants as needed. However, the church does not print or produce programs for funeral services. Below is the standard order of services for funerals:

Musical Prelude

Processional - Presiding

Invocation - Presiding

Hymn of Rejoicing

Scripture Readings (family can choose scriptures and readers, if not FMBC will assign associate minister)

- Old Testament
- New Testament

Prayer of Comfort (FMBC Deacon)

Selection (This can be a solo, choir led, or congregational song)

Greetings & Acknowledgements - Presiding

- Special Cards
- Special Resolutions
- Special Poems

Expressions (No more than 4 persons; Each person limited to 2 minutes each. Also, only the names on the printed program will be allowed to give remarks.)

- Church Officers / Clergy
- Family Members (if appropriate)
- Care Givers (if appropriate)
- Community/Association Officers

Selection (This can be a solo, choir-led, or congregational song.)

Eulogy (Pastor McDavid will preach; or assign to an FMBC minister; or grant permission to a family requested eulogist on a case-by-case basis)

Benediction

Final Directions - Include directions to the cemetery and/or repass event space if needed

Recessional

## **Appendix B**

### **FUNERAL REQUEST INITIAL INFORMATION MEETING**

To reserve Fellowship Missionary Baptist Church and ensure that the church is available for the funeral service, ALL scheduling must be made via the church's Administrative Office at 612-588-4709. Any informal discussion with anyone outside of the Administrative Office is not sufficient for reserving the church. The following information should be provided during the initial call/contact:

- Name of Deceased
- Membership Status (Member, Immediate Family Member, or Non-member)
- Date of Death
- Proposed Date and Time for Funeral
- Funeral Home Name and Contact Information (Phone & Fax Numbers)
- Repass Request (if applicable)

## **Appendix C**

### **COVID-19 Protocols**

FMBC takes seriously the health and well-being of all its members, visitors, and staff. To that end there are restrictions we've instituted to keep everyone safe during their time on our campus. While these restrictions may not be ideal during seasons of grief, we ask for your patience and understanding as we navigate the difficult work of public health.

- Sanctuary seating capacity is limited to 200 persons
- The family must submit a list of approved guests to the church office no later than 24 hours prior to the start of service (As an alternative the FMBC office can set up an online registration portal that can be shared with anyone wishing to attend the service)
- Masks and Temperature checks will be required for entry to the FMBC campus
- FMBC does not allow any meals to be served on our campus at this time
- FMBC does not provide any streaming or recording of funeral services (In addition, outside vendors are not permitted to use FMBC multimedia equipment)