

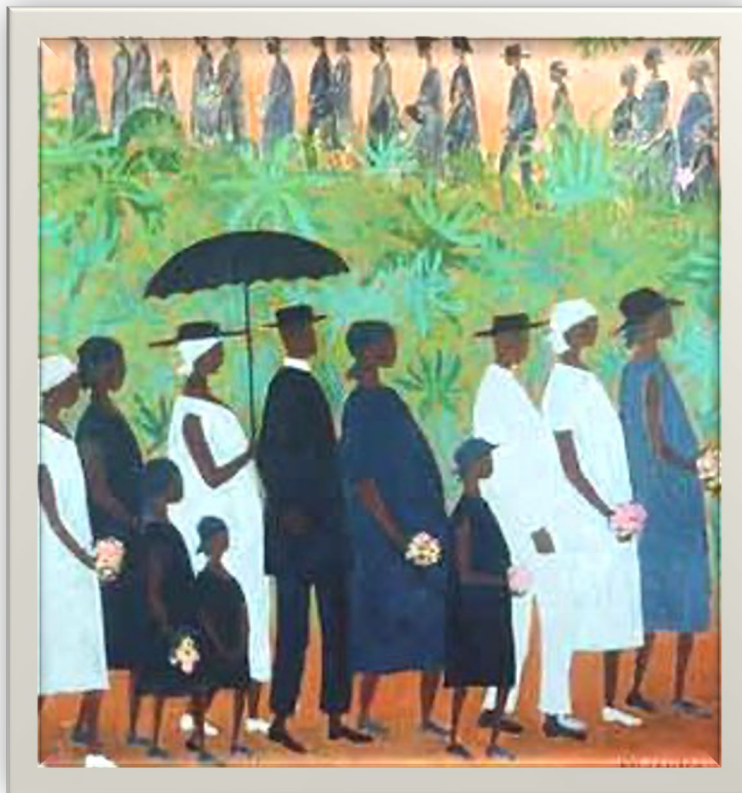
Fellowship Missionary Baptist Church
3333 4th Street North
Minneapolis, MN 55412
612-588-4709 – church office
fmbcoffice@fellowshipmb.org
www.fellowshipmb.org



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 2025

Fellowship Missionary Baptist Church

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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 (1 Thessalonians 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 fellowshipped 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 children (26 and younger), spouse/partner, and grandchildren (26 and younger) 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

The church sanctuary is the designated place for a memorial or funeral service. FMBC's sanctuary has a seating capacity of 415. 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 member's funerals, memorials, and graveside service. If the family wishes to use an outside eulogist, they must receive prior approval.

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. If printing is completed by the family, FMBC must receive program 72 hours prior to be approved by the Pastor.

- **Music**

The church Keyboard Accompanist will provide music for members and their immediate family members. The Minister of Music 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 or streaming). FMBC's video equipment cannot be used by the family or outside vendors. We allow a slideshow of pictures (no sound) submitted via Google Photos by a specified deadline.

- **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 60 persons. A room will be assigned in the Annex Building. 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, 10:00 am – 3:00 pm. 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, Keyboardist (B. Steele), Sound Technician, and janitorial services at no cost to the deceased member's family. 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:

SECURITY (Cost to Member)

2 Guards, 3 hours \$300.00

MUSICIANS

Hammond Organ (E. Porter) \$300.00

Drums (C. Bradford) \$300.00

Bass (Y. Bekure) \$300.00

Guitar (S. Christensen) \$300.00

Horn (D. Eiland) \$300.00

Horn (O. Webber) \$300.00

Percussions (J. Buckner) \$300.00

MULTIMEDIA

Livestream (optional) \$100.00 per person/per hour

MISCELLANEOUS

Programs (beyond 200) \$0.25 per copy

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 will assist the family in planning the program and assigning program participants as needed. Please provide phonetic names of all participants to Pastor. Below is the standard order of services for funerals:

Musical Prelude

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)

Selection

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

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)

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COSTS AND FEES

Non-Members

Services included with cost, Funeral Coordinator and janitorial services. 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 optional services may be added at a charge to the family:

STANDARD MEMORIAL SERVICE ITEMS PASTORAL SERVICES

Honorarium \$400.00

BUILDING/ROOM USAGE

Sanctuary \$2,000.00

Family Space

2 Security Guards

AUDIO/VISUAL (A/V)

Sound Technician \$350.00

MUSICIANS

B. Steele (standard) \$400.00

TOTAL \$3,150.00

OPTIONAL SERVICES MEMORIAL SERVICE ITEMS

MULTIMEDIA

Livestream (optional) \$100.00 per person/per hour (3 minimum)

MUSICIANS (optional)

Hammond Organ (E. Porter) \$300.00

Drums (C. Bradford) \$300.00

Bass (Y. Bekure) \$300.00

Guitar (S. Christensen) \$300.00

Horn (D. Eiland) \$300.00

Horn (O. Webber) \$300.00

Percussions (J. Buckner) \$300.00

MISCELLANEOUS

Programs .25 cents per copy

REPAST ITEMS

REPAST ROOMS

Lower level \$600.00

Setup

LOWER-LEVEL AUDIO/VISUAL

Mics/Monitors \$150.00

ADDITIONAL SECURITY

2 Guards, 2 hours \$300.00

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