

# FUNERAL GUIDELINES

## FIRST BAPTIST CHURCH, PASADENA



If you have experienced the death of a loved one, our thoughts and prayers go out to you in this time of loss and grief. Your church family wants to be there for you to minister to your needs and seek to bring comfort to your heart. First Baptist Pasadena 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. Please let us know any other specific ways we may be of assistance to you. We are here to help.

### **What to Do When a Loved One Dies...**

#### **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 Connection 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)
- Coordinating the supply of food and the preparation of meals in the home
- Attending to household chores
- Securing someone to stay at the home during the visitation and funeral/memorial service times.

#### **Contact a Minister:**

We want to know about your loss as soon as possible. Please call the church office at 281-991-1232 to inform us of the death and specify which minister you would like to request to officiate the service, if applicable.

- If one of our ministers will be officiating the funeral, then that minister will meet or speak with the family to review the service plans, etc. If the service is to be held at First Baptist Church, the minister will make sure the funeral date and time requested is available for the church facilities.

**Contact a Funeral Home:**

Contact a funeral home of your choice 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

**Inform Your Connection Group Leader:**

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

## Funeral Services at First Baptist Church

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

If a First Baptist Church minister will be officiating the funeral, then the Funeral Coordinator will meet or speak with the family to review the following:

- 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 - Playing of CD or DVD
- If a member of a Connection Group, then the name of the Director/Teacher
- Serving ministries - (did the deceased or any family members serve at FBC as an usher, hospitality/greeter, missions, choir/orchestra, sound/media, etc?)
- Family meal

\*\*Please note that a funeral/memorial service is regarded as a worship experience of First Baptist Church. Therefore, no fees of any kind will be charged for the use of the church facilities.

A Volunteer Funeral Hostess will be assigned as someone to work alongside both you and the officiating minister to help direct, assist, and greet your loved ones and friends during the service.

The church will not cancel any scheduled events (weddings, conferences, workshops, etc.) to accommodate a funeral service. Funeral services will be held during weekday church business hours when possible. Saturday funeral services at the church will begin no later than 2:00 pm.

Viewings/Visitations the day or night prior to a funeral service will be scheduled at the church **ONLY** if the funeral home cannot accommodate the expected number of attendees.

**Meals:**

First Baptist Church is happy to provide a space for a meal for your family before or after a funeral/memorial/graveside service. You are welcome to have your meal catered professionally and/or allow family, friends, Connections Group members, etc., to deliver their food items (all utensils and serving dishes clearly labeled) **one to two hours** prior to the funeral service start time.

First Baptist Church Pasadena provides:

- Coffee, tea, and chilled water per your request
- Paper goods (plates, napkins, cups, utensils and plastic table clothes)
- Serving tables and dining tables with chairs set up prior to the meal
- A Volunteer Funeral Hostess, along with a Kitchen staff person, to receive caterers, food from Connection Group and/or family members and friends. They also will help make sure food stays warm and is set out appropriately just before the meal, and also be available to help clean up and wrap up any leftover food for family members to take home immediately following the reception.

**Music Information**

It is important that music selected for a service held at the church be appropriate for a church service. This includes live music, recorded music and music selected for a video. If you need musicians for your service, the Funeral Coordinator will help you connect with our music ministry.

**Video Information**

Video presentations are always a sweet remembrance to be shown just before or during the funeral. If you would like to have a video presentation made for the service, we recommend an independent videographer, Charles McCollum, as First Baptist Church does not produce videos. Below is his contact information:

Phone: (832) 607-4097 or Email: [irishglory77@yahoo.com](mailto:irishglory77@yahoo.com)

Methods of payment: Cash, Check or Paypal ([irishglory77@yahoo.com](mailto:irishglory77@yahoo.com))

Video Package A - \$125.00

35-40 pictures & 1 church appropriate song (approximately 4-6 minutes)

Package B - \$175.00

50-65 pictures & 2 church appropriate songs (approximately 7-10 minutes)

Price includes pick-up and drop-off (from and to the church) of physical/digital copies of photos, 3 DVD copies for the family and a digital copy for use at the church. Additional DVDs can be ordered for \$9.50 each.

Pictures and Music files need to be delivered to the church before noon 2 days prior to the service for pick-up by Charles McCollum.

## **Resources for Those Who Have Lost Loved Ones**

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 First Baptist to come alongside you in this season of life by allowing one of our Pastoral Care Ministries to be there for you.

### **Stephen Ministry**

Our Stephen Ministry is trained and equipped 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 Pastoral Care Office at (281) 991-1232 for more information.

### **GriefShare**

Your journey from mourning to joy...**GriefShare** is a practical, interactive ministry that features biblical teaching on grief and recovery topics related to the loss of a loved one. Videos will feature real-life stories of people who have experienced losses like yours. **GriefShare** Leaders have each experienced personal loss, so they truly "know how you feel". Sessions are free and open to the public.

### **Our Widows Ministry**

The Widows Ministry is a ministry of encouragement, comfort and empathy to women experiencing difficult times following the death of their husband. This ministry utilizes deacons reaching out to widows in their time of need, providing physical, emotional and spiritual support. Rediscover the compassion, joy and healing God can bring to your life through Christian fellowship.