

## **GREATER NEW ANTIOCH BAPTIST CHURCH INCORPORATED**

### **FUNERAL POLICIES AND PRACTICES**

#### **FUNERAL SERVICES**

The Greater New Antioch Baptist Church acknowledges even for Christians the death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not sorrow as those who have no hope (1 Thessalonians 4:13). It is our desire and privilege to minister to the families of our congregation in their time of need. It is through the word of God that we have hope at the time of the death of a loved one (Romans 15:4). This policy is provided to assist our families in planning and providing a Christian funeral.

Although funeral services may be held in funeral homes, the best place for conducting a funeral service upon the death of a Christian is in the sanctuary of the church to which he or she belonged. By having the services at the church, all who attend will be reminded of our hope and assurance in Jesus Christ. Therefore, all members of GNABC are encouraged to use the church building for funeral services. The sanctuary is also available for the funeral services of Christians whose membership is in another church. Non-members who request funeral service at the GNABC must get prior approval from the Senior Pastor at GNABC.

There can be alternative methods for the conducting of services at the time of death. These could include a private graveside service for family members as soon after death as possible and/or a public service of worship (memorial service) conducted at the church later. However, funeral worship services will only be conducted in the sanctuary. The Senior Pastor is available to go with the family to the funeral home to assist in making arrangement if desired. The Senior Pastor will meet with the family to plan any funeral worship arrangements that will be held at GNABC.

#### **DATE AND TIME OF FUNERALS**

Dates and times for funerals at GNABC are to be arranged in consultation with the Senior Pastor based on availability and the preferences of the deceased family. The Senior Pastor must approve all funeral arrangements at GNABC. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the Senior Pastor.

Funeral services will be planned around already scheduled events such as weddings, conferences, workshops, etc.

## **WHO WILL OFFICIATE?**

Pastoral ethics require that GNABC'S Senior Pastor conducts all funeral services held at GNABC, unless the Senior Pastor agrees to another pastor officiating. Any request for another pastor or lay person to officiate or assist in the services must be approved by GNABC'S Senior Pastor.

## **STRUCTURE OF THE FUNERAL SERVICE**

A funeral service held in the church is a service of worship, celebrating the deceased life and the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the GNABC. Generally, the outline for the funeral and burial services will take on a traditional Baptist form/format. The family may suggest other items to be included in the service, with the approval of the Senior Pastor.

## **FUNERALS FOR NON-MEMBERS AND INACTIVE MEMBERS**

Conducting funerals for non-members and inactive members with the GNABC is a normal part of the ministerial obligation. However, it is up to the discretion of the Senior Pastor to allow himself or the GNABC to participate.

## **FUNERAL MUSIC**

Only music appropriate to a worship service shall be used. GNABC will provide musicians and music for all members. Date and time may affect availability of musicians and choir. As with weddings, funerals are services of Christian worship, therefore; sacred or Christian music is appropriate. Taped instrumental and accompaniment music, soloist and solo anthems are also appropriate. Guest musicians must have the approval of the Senior Pastor. The use of congregational hymns is appropriate and may be selected with the Senior Pastor in consultation with the family during the service planning process.

In cases where an outside organist/pianist or taped music is desired, permission must be secured from the Senior Pastor. Additional musicians or soloist may be utilized.

## **VIDEO PRESENTATIONS**

If a video is to be used prior to the service, it must be submitted to the GNABC'S Senior Pastor 24 hours prior to the funeral service for review. All presentations should be in DVD format (not power point) and should not exceed five minutes in length. Video presentations **will not** be permitted during the funeral service.

## **DECORATIONS**

Families may wish to display the deceased remains, as well as certain mementos or photographs of the deceased and his/her family. The following guidelines would be applicable in these situations.

- Any display of pictures must be appropriate to a worship setting.
- Nails, tacks, staples or screws shall not be put in the walls or attached to the pews.
- All decorations must be removed within 3 hours of the conclusion of the service.
- Furniture shall not be removed from the GNABC building.

## **FLOWERS**

- Fresh cut flowers, silk flowers and planters may be used in the sanctuary.
- Flower petals are not to be scattered on the floor.

## **CLOSED CASKET**

When the casket is closed, the flower blanket, flag or coverlet covers the casket. The casket will remain closed throughout the service. The funeral director in concert with the Senior Pastor will have direction over such matters as timing, closed casket, music, flowers, etc.

## **NURSERY**

The GNABC does not provide a nursery for funeral services. If needed, the family is responsible for securing an attendant.

## **PARKING/TRAFFIC ASSISTANCE**

Parking assistance is generally provided by the funeral home. The church does not have any resources at this time to assist in traffic control. See the Senior Pastor for any up-dates on parking assistance at the church.

## **FAMILY MEAL**

The church will do everything reasonably possible to accommodate a member's request for a family meal after a funeral service. The meal is prepared under the direction of the GNABC'S food service ministry team. Only active members of the church will be eligible for this ministry. Upon approval of the Senior Pastor, there may be some exceptions to this policy.

There is no fee charged for this ministry, nor is there any cost for preparation and serving for members, however; a love offering will be accepted. Members of the church

provide this service as a ministry in the spirit of Christian love. Their mission is to serve willingly and pleasingly, while inspired by God.

Non-members and inactive members may utilize the James E. Jackson fellowship hall, but are responsible for the indicated building custodian expense (user fee/clean up fee) and for providing the food or refreshments.

## **MEMORIALS**

In certain circumstances, the family might request a contribution to the church or a charitable organization in lieu of flowers. The church will not manage, receive or distribute designated funds for an outside institution. Undesignated and designated funds for an established project at GNABC will be received by the church. Funds designated for a project or ministry not previously established will be designated for such only with approval of the Senior Pastor.

## **FEES**

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is an active member of GNABC there is no fee for the use of the facilities, for all other individuals, additional fees (may/will) be assessed with the approval of the Senior Pastor. Those who have been members of GNABC but now are considered inactive members will pay the same fees as non-members. Fees are payable by (cash or check made payable, to Greater New Antioch Baptist Church) one day prior to the day of the funeral. Normally, love offering for the Senior Pastor, pianist and musicians are paid following the service.

Active members (defined on next page)

	<b>Active Members</b>	<b>Non-Member/Inactive Members</b>
<b>Use of Sanctuary</b>	<b>No Fee</b>	<b>\$150.00</b>
<b>Use of Fellowship Hall</b>	<b>No Fee</b>	<b>\$200.00</b>
<b>Pastor</b>	<b>Love Offering/Honorarium</b>	<b>Love</b>
<b>Pianist /Organist</b>	<b>Love Offering/Honor</b>	<b>Love</b>
<b>Soloist</b>	<b>Love Offering/Honor</b>	<b>Love</b>
<b>Sound System Operator</b>	<b>\$50.00</b>	<b>\$100.00</b>

For the purposes of this policy, active members are defined as those members of GNABC who regularly attend church services and contribute to the church. These members generally provide regular financial and personal support for the church. These privileges are also extended to the following:

1. Homebound members
2. Faithful attendees of the church who attend regularly but who have not officially joined the church.
3. Those who have served as former pastors of the church.

\*\*There is no fixed fee for the services of the GNABC minister: However, it is customary to give a love offering to the officiating minister. Check should be made to the individual minister.

\*\*\*If the family has made arrangements with an available musician and / or soloist, typical love offering for them range from \$75.00-\$150.00 per person. Checks should be made payable to the individual musician(s) or soloist(s).

#### **WHAT TO DO WHEN YOUR LOVED ONE DIES...**

- Contact other family members and close friends
- Contact your church
- Notify employer of the deceased and your own employer
- If children are in school, notify the school
- Choose a funeral home

**Before going to the funeral home...**

It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include nickname or other names persons may have used). \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Place of Birth \_\_\_\_\_
4. Father's Name \_\_\_\_\_
5. Mother's Name (Maiden) \_\_\_\_\_
6. List of relatives and relationship to the deceased \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. List of church, professional organizations, clubs, and other organizations in which membership was held \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. If you wish, indicate memorial to be designated in obituary in memory of the deceased \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Compile a list of individuals who might be available to serve as pallbearers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. If a memorial of funeral service is announced in the newspaper, take extra precaution for security at the home of the deceased during the indicated time of the service.**

The following information will be needed for the funeral home and for the planning of the service.

**Name of Deceased** \_\_\_\_\_

**Family contact**  
\_\_\_\_\_ **Relationship** \_\_\_\_\_

**Family Address** \_\_\_\_\_  
\_\_\_\_\_

**Family phone** \_\_\_\_\_ **OtherContactPhone** \_\_\_\_\_

**Funeral Home** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Funeral Director** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Number of Family Members** \_\_\_\_\_

**Family Hour/Viewing Scheduled**                      **Yes**                      **No**

**Location** \_\_\_\_\_

**Floral Requests** \_\_\_\_\_

**Funeral Service Instructions**

**Service Location: Greater New Antioch Baptist Church, 2900 Avenue G Ensley, AL 35218**

**Date and Time of Service** \_\_\_\_\_

**Minster** \_\_\_\_\_

**Scripture** \_\_\_\_\_ **Prayer** \_\_\_\_\_

**Eulogy of Tribute** \_\_\_\_\_

*Persons doing Eulogy Must be Named. Open tributes are discouraged.*

**Video Presentation DVD/Movie**

**Format** \_\_\_\_\_

**Viewing (Beginning of the Service or After the Service)**

\_\_\_\_\_

**Internment (Cemetery)**

\_\_\_\_\_

**Pallbearers** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Honorary Pallbearers** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Music Provide**

by \_\_\_\_\_

**Family Meal**

**Yes**

**No**

**How many expected** \_\_\_\_\_

**SAMPLE PROGRAM:**

Welcome/Reading of Scriptures

Prayer

Music/Solo (if desired)

Eulogy

Music/Solo (if desired)

Message

Prayer

Recessional

**Where to Find Help to Deal with Your Grief...**

Upon request, GNABC offers grieving support to members who have lost loved ones. If you are interested please contact Senior Pastor Edward O. Jackson, Sr.

Church: 205-781-7973

Cell: 205-527-9474