

Policy & Procedures For Funeral Services

A Service of Worship: Throughout the centuries, Christians have marked the end of life with a service of Worship. Three kinds are offered: Traditional Service, Committal Service; Memorial Service. While they all are often referred to in general as “funeral services”, they are quite distinct.

Those distinctions are:

1. **A Funeral Service:** is a service of worship with the body present in the sanctuary of a church edifice.
2. **A Committal Service:** is a service at the graveside or in the crematorium immediately preceding burial or cremation. A committal service usually follows the funeral service, but it can also be the sole service marking an individual’s death.
3. **A Memorial Service:** is a service of worship anytime, anywhere following the disposal of the body.

NOTE: Funeral services in the Sanctuary are for **Alief Baptist Church Members Only**. (The deceased person must be a Member). A member is an individual who actively and consistently upholds the obligations as deemed by Alief Baptist Church, i.e. church ordinances and stewardship.

The Funeral Service: No funeral service will take place at Alief Baptist Church unless the Pastor has approved the date and time. Funeral services are scheduled for 10:00 a.m., **ONLY**. No funerals will be scheduled after 11:00 a.m. Please do not make plans with your family and/or your Funeral Director until you have first met with the Pastor and our Grief Support Ministry. The funeral service will **NOT** be scheduled on the church calendar until and unless the above requirements are met and followed.

While a funeral service is defined by the presence of the body, it is the rule of ABC that the casket must remain closed during the service. A viewing of the body will take place during the processional period of worship only. There will be no viewing at the departure.

Only the Christian service will be held at the Church. Fraternal, civic or military rituals may be held at the Mortuary any time before the funeral service, or at the gravesite or crematorium just before the Christian committal, so that in any case, the Gospel and the Pastor will and must have the last word.

The funeral service will follow the normal Sunday order of Worship. Testimonials by members of the family and friends will take place at a more appropriate time such as during the Wake service. The funeral will proceed beholden to the theology and policies of Alief Baptist Church, Pastor and the Southern Baptist Convention or that which follows, affirms and embraces our Christian faith.

If the Church staff does not prepare funeral programs, they must have approval by Pastor before submission to printer. No exceptions!

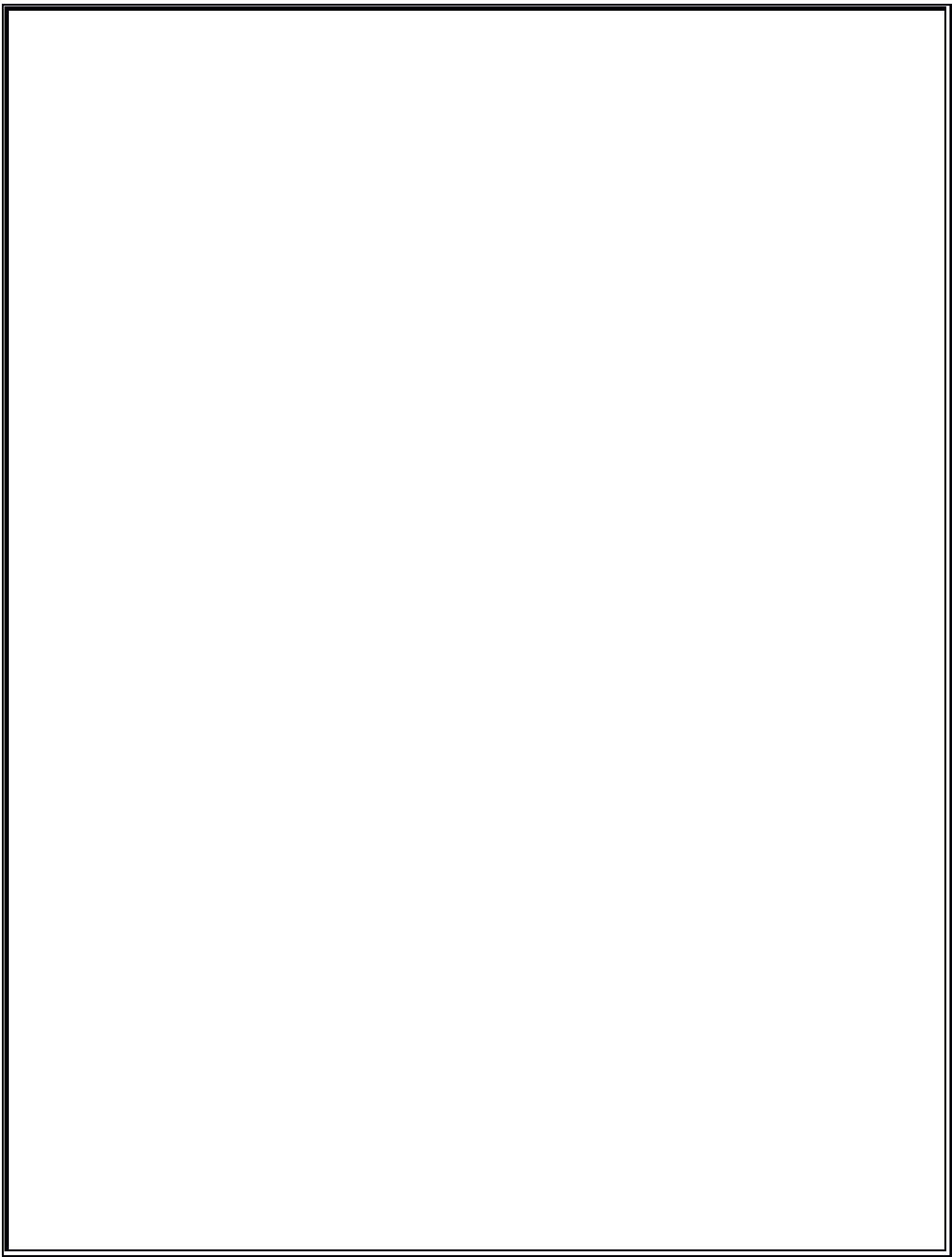
Pastor’s Professional Ethics: The Pastor will officiate at all funeral services, unless he should decline or appoint one of the Ministerial staff to serve. The Pastor’s professional authority will be tactful, but emphatically affirmed in connection with the service itself. Once the family and body have arrived on site, the Pastor is in charge. The funeral, committal, and memorial services will have comfort for the bereaved; however, the other focus will be theological integrity, which will not be betrayed.

The Committal Service: The committal service includes one or two short passages of Scripture, a few words of committal, a brief prayer, and a benediction. For the committal, the use of earth or flowers or any physical gesture is optional. There is no pouring of libation. The casket must remain closed during this service also. If there is to be fraternal or military ritual, it must precede the Christian service, so that the Gospel will have the last word.

The Memorial Service : All the provisions set forth above under “The Funeral Service” apply equally to the Memorial service.

The Music : Any music used in the service (organ, anthem, hymn, or solos) must be approved by the Minister of Worship & Arts prior to services. Music should acknowledge the majesty of death and our hope for life beyond death; further thanks to God’s victory over death in the Resurrection of our Lord. Subjective, sentimental, lightweight music is inappropriate. Our Minister of Worship and Arts has up-to-date lists of appropriate music for your consideration. Your suggestions are welcome, but may be declined.

The Building Facilities Policies: Please advise family and friends to turn cellular and pagers off and/or to their vibration mode during all services. No hats or caps are to be worn by males in the Worship Center. No smoking is to take place on the Church campus. For Memorial services, vigils, or candlelight services only drip less candles are to be used.





Funeral Arrangements

MEMBER INFORMATION:

Name: _____ Location
 _____ Katy
 _____ Non-Member

Address: _____

Home Tel: _____ Work Tel: _____ Cell: _____

Other Member: _____

DECEASED INFORMATION:

DECEASED: _____ RELATIONSHIP TO MEMBER: _____

FUNERAL HOME INFORMATION		CHURCH INFORMATION	
Memorial Service Date:	Time:	Funeral Date:	Time:
Name:		Name:	
Person in Charge:		Pastor's Name:	
Address: _____ _____		Address: _____ _____	
Telephone: _____		Telephone: _____	
Fax: _____		Fax: _____	

DRIVING DIRECTIONS

MISCELLANEOUS INFORMATION (i.e., notes, attending minister, etc.):

Interoffice Circulation:

RECEIVED FOR ACTION AND INFORMATION

	Date	DGB	Reception	Administration		Date
Resolutions Prepared					Flowers Ordered	
Resolutions Sent					Sympaty Card Sent	
Resolutions Faxed						
Program Prepared						
Family Dinner					Men Ministry	
					AWM Ministry	

A Final Word of Faith: You will not be attending your own funeral. Nevertheless, your funeral can be a moving, comforting witness to the Faith in which you have lived and died. The Christian integrity of the service will carry your testimony. It will also offer maximum comfort to your grieving loved ones.