

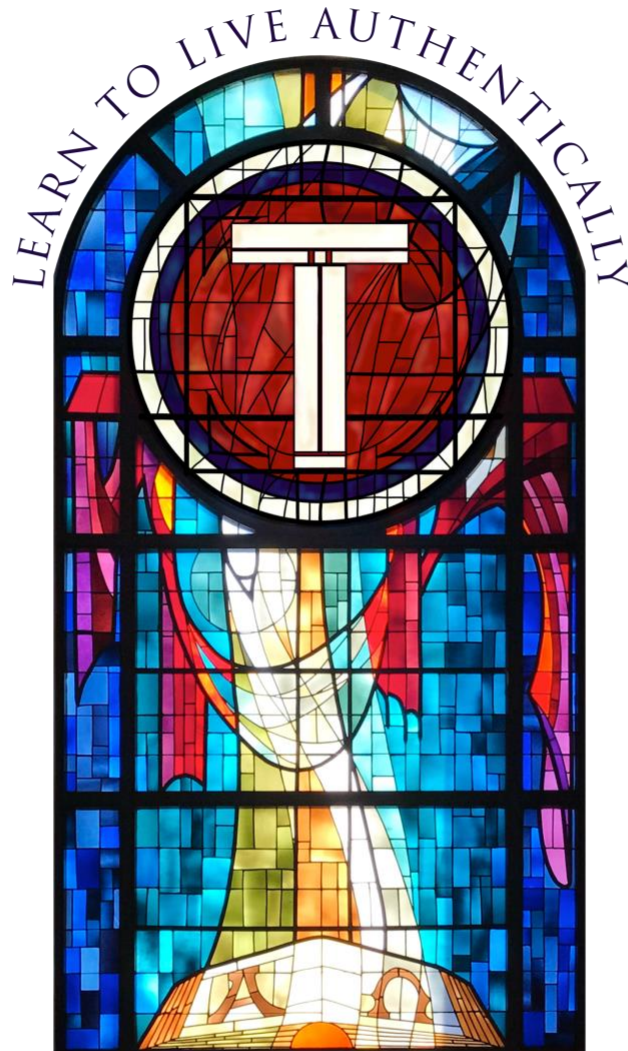
FUNERAL POLICY

TABERNACLE BAPTIST CHURCH

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TABERNACLE
BAPTIST CHURCH OF OKLAHOMA CITY

**Revision
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OBJECTIVES

We are pleased to present the Funeral Policy for Tabernacle Baptist Church. This Funeral Policy is designed to help our members in many ways. The more proactive we are in the planning and preparation for funerals, the more we can assure the things are done decently and in order. Our desire is to assist those who need comfort and counsel them as they face bereavement. By being involved early in situations of death or impending death, we can help with the necessary decisions regarding service arrangements, as well as caring for the spiritual needs of those involved.

CHURCH STAFF

Upon the death of one of our members, the church should be notified as soon as possible. The Bereavement Committee earnestly desires to know of those who need comfort and to counsel them as they face death. By being involved early in situations of death or impending death, the church can help immensely with the necessary decisions regarding funeral homes, disposition of the body, and service arrangements, as well as caring for the spiritual needs of those involved.

A ministerial representative and/or a member of the Deacon Ministry will be available upon request from the family.

TYPES OF SERVICES

Memorial Service

The 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

The 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

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

No wakes or viewing services at the church prior to the date of the funeral will be approved. Viewing will be approved for one (1) hour prior to the start of services.

LOCATION AND DATES FOR SERVICES

To reserve the church and ensure that it is available for the funeral service, all scheduling must be made via the church's administrative office at 405-424-7767. Any informal discussion(s) 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.

Funerals will only be approved for the following days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday. No funeral may begin prior to 10 a.m. and no funeral may start after 2 p.m.

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 to God 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. The church requests that the family select one viewing to be done before the funeral service generally (45 - 60 minutes) or after the funeral service but not both. If a viewing of the body of the deceased is held (1) hour prior to the funeral, the funeral director will preside during this period. If the family decides to view the body of the deceased after the funeral, the funeral director will move the casket from the church sanctuary. The church requests that no viewing be done in the sanctuary due to timeliness.

Church leaders will open the church for funeral directors at least one hour before the scheduled times for viewing and funeral services.

Tabernacle Baptist Church Senior Pastor or his designee will officiate ALL Tabernacle Baptist Church church member funerals including the Graveside Service. The family of church member can select who they wish to use for the Eulogy

THE ORDER OF WORSHIP

Each funeral service varies in its order, but typically includes Scripture readings from the Old and New Testaments, prayer, music, acknowledgements, a reading of the obituary, tributes from friends and family and a eulogy. At the end of the funeral service, the family leads the way out of the church sanctuary in the recessional.

The church staff will recommend a standard Order of Worship for funerals. Changes can be made in consultation with the family.

Programs

No programs will be typed, printed, produced, or copied by the church. The family is expected to make arrangements for the printing of the programs.

Music

The church accompanist and/or choir will provide music for members and their immediate family members. The music department is available for consultation with the family concerning the musical selections. The appropriateness of musical selections will be determined by the church's music department. Additional instrumentalists or vocalists may also be employed, but must be approved by the church's music department. The family is expected to contact and to cover the cost for Church musicians.

Media Recording Services

For all funerals held at the church, the church does not provide its media recording services (i.e., tape and CD recording) unless these have been requested in writing by the family and approved in writing by the Church Business Manager. If these services are needed, the fees for these services will be arranged with funeral home. The costs for media recording services apply to both members and non-members.

Audiovisual

Sound and media staff will be available on a limited basis. Any videos or other audiovisual presentations should be limited to no more than ten (10) minutes and must be provided to the church at least 48 hours prior to the funeral or memorial service. The sound technician will be compensated \$50 for serving at any funeral, both for members and non-members.

RESOLUTIONS

Church Resolutions will be written for deceased members and member's deceased immediate family members.

REPASS

The Church will provide complimentary food and setup immediately following the funeral for up to fifty (50) persons for the family if the deceased is a member or an immediate family member. The church will provide additional complimentary food upon request of the family in advance. There will be no additional cost to the family.

OTHER FRATERNAL, CIVIC OR MILITARY RITES

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

COSTS AND FEES

Approval for funeral or memorial services to be held at Tabernacle Baptist Church at no cost will be determined by membership only. If the deceased is a member or an immediate family member of a member, then service fee is free. Immediate family members shall be defined as parents, children, siblings, grandparents, and grandchildren of members. If the deceased does not meet the relationship criteria, then applicable charges for use of the church will apply.

If the relationship criteria are met, there will be minimal charges or fees for use of the church's facilities or for the services of the pastor(s). The church will also provide the sound technician, and janitorial services at no cost.

If the deceased is not a member or a member's immediate family member, the family of the deceased will be charged the non-member's fee of \$500.00. If the E.J. Perry Fellowship Hall is requested to be use, there is an additional cost of \$250.00. Full payment must be made to the church, at least 48 hours prior to the service, via cash, money order or certified check prior to the funeral service.

The church will purchase one floral arrangement not to exceed \$85.00 for members only.

Other potential costs to the family will be for additional musicians and vocalists the family may request.

Any additional honorarium the family may wish to give musicians or vocalists who are employees of the church should be delivered to the intended recipient.

FUNERAL REQUEST INITIAL INFORMATION MEETING

To reserve Tabernacle 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 405-424-7767. Any informal discussion(s) 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)

The staff member responsible for obtaining information regarding funerals will be responsible for contacting the following members of Tabernacle Bereavement Team, if applicable:

- Culinary Ministry
- Women Missionary Union Ministry
- Laymen Ministry
- Deacon Board Ministry
- Music Ministry
- Ushers/Hospitality Ministry
- Media Ministry
- Prayer and Care Team
- Ministerial Ministry

STANDARD ORDER OF SERVICE

It has been the church's experience that many grieving people need help drafting the funeral program. To this end, upon request, the church staff can visit with the family to discuss funeral guidelines and to provide examples of funeral programs. However, the church does not print or produce programs for funeral services.

Below are the guidelines for the order of services for the funerals:

Musical Prelude

Opening Hymn

Scripture Readings

- Old Testament
- New Testament

Prayer of Comfort

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

Expressions (Please limit to 2 minutes each. Also, only the names on the program will be allowed to give remarks.)

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

Acknowledgements (This is handled by one person and he/she needs to be sensitive to the time.)

- Special Cards
- Special Resolutions
- Special Poems, Obituary (can be read aloud or silently. This is up to the family.)

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

Eulogy (This is done by the pastor unless the family explicitly requests another minister.)

Benediction

Final Directions

Recessional

Note: Include repass meal instructions and directions to the cemetery, if needed

