

Second Calvary Baptist Church  
2940 Corprew Avenue  
Norfolk, Virginia 23504

# Funeral Policy and Procedures

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Deacon Danny Miller, Chairman, Deacons' Ministry  
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Policy Number: 01-2017

Date Ratified by the Congregation: August 21, 2017

The following policy and procedures govern the conduct of all funerals and memorial services for members of Second Calvary Baptist Church. The congregation has no obligation to provide the same services to non-members nor to families whose deceased relative is not a member of Second Calvary Baptist Church. There may be times and circumstances that may warrant the church to offer some services to persons who are non-members, however they will be on a case by case basis. There may be an occasion when a member has an immediate family member for whom the church may choose to offer services. We define immediate family members as spouses, children, parents, parental guardians and siblings. Because funeral services can cost several hundred to several thousand dollars we do not offer financial assistance to non-members and we are only able to provide a very limited amount of financial support for members, who may experience financial difficulties during the death of a loved one. The church will seek to honor the wishes of the immediate family for the conduct of the service as faithfully as we can, without compromising our beliefs and practices.

### **Funeral Services for Members and Attendees**

1. The church office should be notified as soon as possible when a death has occurred. The office can be reached by calling (757) 627-7222 or (757) 627-8462. If the church office is closed the family member should contact the chairman of the deacons, deaconesses ministry, church clerk and/or the ministry team leader for the Ministry of Bereavement. The Pastor can always be reached at the number in the church directory.
2. The Deacons, Deaconesses, and the Bereavement Ministry will as soon as possible visit the immediate family of the deceased. The Deacons will arrange to deliver food to the immediate family and offer prayer and spiritual support. The church clerk will contact the family to begin the process of planning for the funeral service.
3. The Senior Pastor reserves the right to conduct all funeral services at Second Calvary Baptist Church. In the event that the Senior Pastor is away or unavailable, he will appoint a minister from church to conduct the services. Sometimes family members may want to have a family member of close family friend deliver the eulogy in the absence of the Senior Pastor. This too will need to be approved by the Senior Pastor of Second Calvary Baptist Church.
4. All funerals held in the church shall be closed casket during and at the end of the service, however the deceased may lie in state prior to the service. The family can choose to view the body of the deceased upon entry into the sanctuary for the beginning of the service. All fraternal order services shall be held at the grave site.
5. Since the funeral service is a Christian worship service, all music selected should reflect our faith and belief. While we respect the right of a family to choose music, we also must respect the right of the congregation that all services will be

- conducted in accordance with fundamental Christian beliefs and practices. The church clerk or a designee will discuss the service with the immediate family and make all of the appropriate plans and preparations with the church. (See the section entitled Funeral Guidelines for information regarding the preparation of the funeral program.)
6. Funerals are held during the week, Monday–Friday and at the following times, 10:00 a.m., 11:00 a.m. 12:00 noon. Because funerals are major events in the life of a family the church makes every effort to give the funeral service our highest priority during the course of the week. The family should contact the mortuary service provider and try to reach an agreement on a date as soon as possible. We request that families not schedule funeral services on national holidays.
  7. The church provides a fellowship meal following the interment or at the conclusion of the funeral service (if the deceased is to be cremated, the burial is out of town or on a different day). Second Calvary Baptist Church uses a catering service for the preparation of the family meals. The church will assume responsibility for the first seventy family members and guests of the family. If there is a larger number of persons who will return for the family fellowship meal the family is asked to assume the cost, at the rate that the church is charged by the caterer. We provide this act of service for active members only (in some cases for inactive members).
  8. We recognize that there are persons who attend our weekly worship services who may not formally join, but they contribute regularly to the support of the church and its ministry. The church will consider these persons to be a normal part of our congregational obligation to provide funeral services. The final decision will rest with the Senior Pastor of the church. In the event that the Senior Pastor is incapable of rendering a decision the chairman of the deacons ministry will be contacted for a final decision.
  9. The church does not provide nursery services for funeral services. If the family wishes to use the nursery they will be responsible for providing the nursery attendant and the associated fees.

### **Funeral Services for In-Active Members**

Second Calvary Baptist Church defines an inactive member as someone who has not attended worship in twelve months nor made any financial contributions to the church in the previous six months. We recognize that there can be special circumstances why members are inactive and these will be taken case by case.

## **Funeral Services for Non-Members**

Second Calvary Baptist Church does not make it a normal practice to conduct funeral services for non-members (persons who do not attend weekly worship services nor give to support the mission of the church). We do consider all cases of bereavement a normal part of our ministry obligations. The Senior Pastor will make the final decision regarding the service. The family will be responsible for all of the fees associated with the service, to include the use of the fellowship hall if they choose to have a fellowship meal following the service.

## **Video Presentations**

Video presentations are permissible to be shown during the service. We request that the video presentation be submitted to the church office twenty-four (24) hours prior to the service. All video presentations should be in DVD format and should not exceed six minutes.

## **Funeral Fees**

There is no fee charged for funeral services for active members of the congregation.

### Non-Member Fees

Use of the Sanctuary	150.00
Use of the Fellowship Hall	100.00
Janitorial Services	75.00 (per janitor)
Musician (s)	100.00 (per musician)
Audio/Video Technician	75.00 (per technician)
Hospitality Host	75.00

## **Planning for the Funeral Service**

Upon notice that a church member has passed, the church clerk or designee will follow the procedure outlined below:

1. Contact the family and after expressing your personal condolences to them, arrange a time to meet with them for gathering information for the funeral service.
  - A. There needs to be at least a day between the meeting with the family and the day of the funeral to allow time for the funeral bulletin to be typed, formatted and copied.

- B. Prior to meeting with the family, the clerical assistant will print off a profile and activity record for the deceased member. This will help to provide the date fellowshipped and the ministries in which the member participated.
  - C. For members who joined prior to implementation of the church's computer system, the church clerk will manually search the church membership records to obtain the date the member was fellowshipped.
2. Both the Senior Pastor of Second Calvary Baptist Church and the funeral home will have to agree to the day and time of the funeral.
  3. During the church clerk's initial contact with the family, they will be advised of the services provided by the church, as members are sometimes not aware of these. The church will provide the following:
    - A. A fellowship meal of up to 70 persons in the church fellowship hall following the burial or the service, for family and close friends.
      1. Should the family opt to pay the cost for persons in excess of 70, understand that the church fellowship hall will not hold more than about 150 persons. Keep in mind that everyone who attends the funeral will not return for the fellowship meal.
      2. The church clerk will contact the food service manager to advise of the number of persons and the time and date of the funeral so that the meal can be prepared.
- B. Provide bulletins for the service.
1. The family will be asked to estimate the number of bulletins that will be needed.

2. Usually for smaller funerals 100 to 125 bulletins is sufficient. Larger funerals may require 200 to 300.

C. Provide assistance in planning, the service. This is the purpose for the meeting with the family.

1. A Bible and hymnal available as well as bulletins from past funerals to assist with selection of Scripture and songs for the service will be available.
2. The church will attempt to be respectful of the wishes of the family, however a standard order of service is in place and will need to be followed. **The attached guide for planning the bulletin contains the standard order of service.**
3. The family may select the Scripture or may ask that the minister select it. If the minister is to select the Scripture, the church clerk will contact him/her to obtain the Scriptures to include in the bulletin. Usually there is an Old Testament and a New Testament Scripture. The family may ask for all Old or New Testament. This would be listed as first and second reading in the bulletin.
4. Songs should generally come from the hymnal. If the family wants a solo, they should contact the soloist to determine that the soloist is available and agrees to sing. Our musicians will need to know if the person needs accompaniment, if so, the soloist should provide their own music. The name of the soloist and the name of the song will be needed for the bulletin.
5. The family will need to provide a picture for the front of the bulletin, if desired. The picture will be returned to the family on the day of the funeral or prior.

6. The family will also need to provide a poem or Scripture if they desire to include one with the family word.
7. If the family wishes to have someone give reflections, they should limit it to one to two persons who will speak a maximum of 2 minutes. The family will need to contact the persons doing reflections and provide the church clerk with the names to include in the bulletin. In no instance are persons permitted to come randomly from the floor to give reflections. Reflections are optional.
8. The church does not permit viewing following the service, however, the undertaker will bring the remains to the church at least an hour before the service for viewing prior to the service.
9. The family will need to designate six men to serve as pallbearers. If the names are known, the family will provide them to the church clerk for inclusion in the bulletin. If names are not known, they will be listed as Friends of the Family.
10. The church word will be prepared by the church clerk based upon the profile, activities and knowledge of the deceased.
11. The Senior Pastor or designee will prepare a pastoral letter to be read during the service by the church clerk. The letter will be given to the family following the service.
12. The church clerk will read acknowledgments from other churches either in their entirety or in part depending upon the number of acknowledgements received. Cards will only be read from other churches or businesses with whom the deceased was employed or affiliated.

A WORSHIP SERVICE ( HAVE FAMILY CHOOSE HEADING)  
IN MEMORY OF

BROTHER OR SISTER

\_\_\_\_\_  
(Name as family wishes it to appear)

PICTURE

DATE

TIME

Second Calvary Baptist Church  
2940 Corprew Avenue  
Norfolk, Virginia 23504

The Reverend Doctor Geoffrey V. Guns  
Senior Pastor

\_\_\_\_\_, Officiating

SERVICES ENTRUSTED TO

\_\_\_\_\_  
(Name of funeral home, city and state)

## **Order of Service**

Processional - #

Hymn of Comfort - #

Scripture

Old Testament

New Testament

(First and Second Reading if from same Testament)

Prayer of Consolation

Solo or Hymn - #

Silent Reading of Family and Church Word  
(soft musical background)

Poem (optional)

Reflections (optional)

Video Tribute (optional)

Reading of Pastoral Letter

Eulogy

Recessional -#

Interment

(Name and location of cemetery)

Pall Bearers

Flower Bearers

Members of Second Calvary

Acknowledgement

## **FAMILY WORD**

## **CHURCH WORD**