



Calvary Baptist Church “The City of Refuge”

FUNERAL PLANNER & PROTOCOLS

INFORMATION ABOUT DECEASED:

Name of Deceased: _____

Date of Birth: _____ Date of Death: _____ Age: _____

Address: _____ City/State: _____

FAMILY CONTACT INFORMATION:

Name: _____ Relationship: _____

Address: _____ City: _____ State: _____

Phone Number: (best contact number) (____) _____ - _____

Other Family Members: _____

FUNERAL DIRECTOR:

Funeral Home: _____ Name of Funeral Director: _____

Phone Number: _____

FUNERAL ARRANGEMENTS:

Details of Wake: _____ At the Funeral Home: _____ (OR) At the Church: _____

Date: _____ Time: _____

Date of Funeral: _____ Time: _____ Location: _____

Will the body be present for the funeral: Yes _____ No _____

If cremated, will the cremains be present for the funeral? Yes _____ No _____

Will a eulogy be given?

If yes, who will be giving the eulogy? _____

Officiant: _____

Musician: _____ or do you need one provided: Yes _____ or No _____

NOTE: Ministers must be licensed or Ordained. **(NO EXCEPTIONS!)**

Place of Burial:_____

Time and Date of Burial:_____/_____

Repass at Calvary? Yes_____ No_____ **NOTE:** Repass time is limited to 2 hours.

Estimated Attendance:_____ Estimated Number to Feed?_____

Calvary will provide at no cost for **(100)** meals for **Members ONLY.**

And amount over the initial 100 there will be a \$7.00 charge to cover the additional meals.

NOTE: None members fee: \$500 for building use. Meal provided by church: \$300 for family to feed (100) family members. Any number is over the 100 person initial family members there will be an additional \$7.00 charge to cover each person over the 100. This will be resolved through our church finance office (Syrester Shanklin).

READINGS/PRAYER/MUSIC FOR THE SERVICE:

1. Old Testament:_____ New Testament:_____
2. Prayer (Name of person):_____
3. Gospel: **MUSIC SELECTIONS:** Please list the music selections and name of person rendering the selection if necessary.

Music Selection 1:_____ Individual:_____

Music Selection 2:_____ Individual:_____

Music Selection 3:_____ Individual:_____

Will a video be played: Yes_____ or No_____ (If video is requested the video must be submitted to the media department no later than 24hrs before the funeral service). The video must be content sensitive or it will not be permitted. **NO EXCEPTIONS!**

PUBLIC EXPRESSIONS & CONDOLENCES: (**ONLY** up to 5 people from the audience will be permitted to speak for no more than 3 minutes). We permit up to 4 condolences to be read. The remaining condolences will be given to the family to be enjoyed at a later time. The individual assigned to this task should be notified of this protocol before the service.

VIEWING OF DECEASED: There is no viewing allowed following the service. ALL viewing for the public and family will be done prior to the service. Once the casket is closed, there will not be a final viewing. Family members will be permitted to view last upon processing in. **(NO EXCEPTIONS!)**

ACCESS TO BUILDING: The building will be open two hours before the service unless other arraignments have been authorized though the office. Upon arrival the family will gather in the Chapel on the west end of the church where members of the pastoral staff will meet with you for final instructions and prayer. This will take place 10 minutes before the service is to begin. Please note that funerals will start on-time.

NOTE: All flowers and stands must be taken. We do not keep flowers or stands. Funeral Home and family must coordinate to have all flowers and stands removed from the sanctuary.

ADDITIONAL COMMENTS/QUESTIONS:

As you prepare for the homegoing celebration of your loved one, we are offering these guidelines regarding the protocols, use of facilities fees and honorariums that are appropriate for the service at Calvary Baptist Church. If you are working with a Funeral Home, they should prepare the disbursement checks based on the suggested honorariums for the minister/pastor, musician and vocalist. Otherwise, please prepare individual checks payable to Calvary Baptist Church. All expenses are to be paid the day before the service. If the church is providing musicians the fees will be paid by you directly to the musician providing the service. This includes any vocalist you are requesting. The fees for musician(s) and vocalist is \$50 per. If there are any questions, discuss them with the assigned clergy or staff person assisting with the arrangements. ALL funeral services should be kept to 1 1/2 hours in length. No funeral can be planned without being approved by our senior pastor or without assistance from someone from our pastoral staff. If a staff member is asked to preach the service it must be approved by the senior pastor. The fee for pastoral staff members to preach the service is \$75, which should be paid to the church and the church will pay the staff member. If the senior pastor is asked to preach the service it will be \$150. These fees **ONLY** apply to non-members. Please consider this as you plan your service. Our staff must be a part of the planning process and reserves the right to edit the program if something is outside our service protocols or beliefs.