

# GROVE BAPTIST CHURCH

## Member Request for Funeral Services



**A funeral is a sacred occasion. Grove Baptist Church ministerial and lay staff wants to minister to your family and friends during these difficult days. The following information has been prepared to assist in the planning of a service that will honor our Lord and Savior Jesus Christ as well as the person whose life is being celebrated. This information is our way of helping you know what Grove Church can do to assist you during this time.**

### **1. Availability of Worship Center and other Church facilities**

Grove Church's ministerial staff will do everything possible to support your family for the use of the campus for a funeral service. The Minister of Pastoral Care will assist you with planning, and a minister will be assigned to support your spiritual needs during this difficult time. The following guidelines will assist you and us:

1.1 Funeral services must be scheduled in such a way that they do not conflict with Worship Services or scheduled ministry. A service may begin between 11:00 am and 1:00 pm Monday through Saturday, and the repast should be completed within two hours of the end of the funeral service at the church, allowing the room to be restored by 5:00 pm. Sunday funerals are not permitted.

1.2 Fees for services are listed on page 5.

### **2. Ministerial Participation in the Service**

The funeral service for your loved one is a very important time for your family and friends and it is very important to us. It is essential that the elements of the service be consistent with the Christian beliefs and standards of Grove Church.

2.1 One of our ministerial staff will assist in the leading of the service.

2.2 Prior approval must be given by the Senior Pastor before scheduling a funeral service that would be performed by a minister not currently on our staff. One of our ministers will extend a greeting on behalf of Grove Church to the family and friends during such a service. The church also may include a visual greeting on the screen at the front of the Worship Center.

### **3. Planning the Service and Music**

The funeral service is a sacred service. Therefore, all music must be consistent with the Christian beliefs and standards of Grove church.

3.1 The Senior Pastor must approve the program whether or not you have it printed elsewhere. It should be provided to the Minister of Pastor Care no later than 24 hours before the service, preferably sooner. Ask us if you need suggestions for someone to design or print your program.

3.2 Members customarily give the musician a love gift and it should be given to the Minister of Pastoral Care in an envelope addressed "Musician."

#### **4. Flowers and Decorations**

The Worship Center provides a beautiful setting for a sacred and dignified service. The church recognizes that displays of certain mementos or pictures of the deceased may be desired by the family. We want to respect those wishes whenever possible. The following guidelines will be applicable in these situations:

4.1 If the schedule permits, the Worship Center will be opened to receive flowers up to 2 hours before the scheduled time of the service.

4.2 Displays or pictures must be appropriate to a Christian Worship setting.

4.3 It is the responsibility of the presiding funeral home to work with the Minister of Pastoral Care and the family for the desired disposition of the flowers and decorations, no later than 2 hours after the conclusion of the service and no later than 5:00 pm.

4.4 Floral tape may be used. Nails, tacks, staples or screws in the walls or the pews are not permitted.

4.5 We will be unable to move furniture from the platform or choir loft for the service.

#### **5. Parking / Traffic Assistance**

We will do our best to accommodate needs for traffic control and parking assistance on campus. The Director of Security will contact the Portsmouth Police to assist in traffic control on city streets or highways. Fees are included on page 5.

#### **6. Family Repast / Fellowship Meal**

As space allows, the church will do everything possible to accommodate requests for the use of the Fellowship Hall or other necessary rooms for a repast/family fellowship meal following a funeral. The following guidelines apply to fellowship meals:

6.1 Room availability will be determined based on previously committed times/days on the Church calendar.

6.2 Repasts are scheduled Monday - Saturday in such a way as to not conflict with Worship Services or scheduled ministry; therefore, Monday-Friday, they are to be completed and the room restored by 5:00 pm.

6.3 Consumption of alcohol and/or smoking is not permitted on any part of the Grove Baptist Church campus, including parking lots, houses, condos, etc.

6.4 Grove Church assumes no liability for food from outside sources.

6.5 The church provides a standard menu for members including vegetables, meats, desserts, paper products and drinks of punch / tea. If the family also wants to bring items from home, the church will serve it for you. We will need to know the approximate number of guests.

6.6 The Church will package remaining food that you bring for you to take with you. All food must be picked up no later than 1 hour after the repast begins so that the kitchen may be cleaned. The repast must conclude no later than 2 hours after the end of the funeral service at church.

## 7. Memorials / Trust Funds

7.1 Funds designated for an established project at the church will be received by the church as part of a memorial fund.

7.2 Funds designated for a project not previously established at the church will be received by the church only after specific approval of the Senior Pastor, Assistant Pastor or Minister of Administration.

7.3 In certain circumstances, the family might request a trust fund or contribution to a charitable organization in lieu of flowers. These arrangements must be made with an organization outside the church. The church is unable to manage, receive or distribute designated funds for an outside institution.

We are so sorry for your loss but celebrate with you the homegoing of your loved one. This information is to assist in the planning of a service that will honor our Lord and Savior Jesus Christ as well as the person whose life is being celebrated. This information is our way of helping you know what Grove Church can do to assist you during this difficult time.

Please let our Minister of Pastoral Care know if you have additional questions.

“But we do not want you to be uninformed, brothers, about those who are asleep, that you may not grieve as others do who have no hope. For since we believe that Jesus died and rose again, even so, through Jesus, God will bring with him those who have fallen asleep. For this we declare to you by a word from the Lord, that we who are alive, who are left until the coming of the Lord, will not precede those who have fallen asleep. For the Lord himself will descend from heaven with a cry of command, with the voice of an archangel, and with the sound of the trumpet of God. And the dead in Christ will rise first. Then we who are alive, who are left, will be caught up together with them in the clouds to meet the Lord in the air, and so we will always be with the Lord. Therefore encourage one another with these words.”

*[1 Thessalonians 4:13-18 (English Standard Version)]*



## **FEES FOR MEMBER USE OF FACILITIES, EQUIPMENT AND SERVICES**

### **Make Checks Payable to Grove Baptist Church**

The following fees are required for use of facilities, equipment and services for persons who are active members of Grove Church:

**Fees are due within 24 hours before the funeral.**

Facilities , Services & Equipment	Cost	Office Use
Musician	Love Gift	
Extended Repast	100.00	
Bulletins- if produced here		
• 8 ½ in. X 11 in. paper	.25 cents ea.	
• 11 in. x17 in. paper	.50 cents ea.	

*Please indicate any other special instructions or requests:*

TOTAL DUE: \$ \_\_\_\_\_

TOTAL PAID: \$ \_\_\_\_\_

DATE: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

Printed Name

Signature

Date

**Reviewed By:**

Minister of Pastoral Care: \_\_\_\_\_

Date: \_\_\_\_\_

Minister of Administration: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Dr. Melvin O. Marriner, Senior Pastor  
Director of Finance

Notify: \_\_\_\_\_ *Assistant Pastor*      \_\_\_\_\_ *Dir of Facilities*      \_\_\_\_\_ *Dir. Of Multimedia*

\_\_\_\_\_ *Dir. Christian Education (To notify all ministries and musician and report back on checklist to Min. of Pastoral Care/Funeral Coordinator)*

# Grove Baptist Church FUNERAL PLANNING FORM FOR FAMILY

## List Pallbearers

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## Musical Tribute

Musician: \_\_\_\_\_

Hymn of Comfort: \_\_\_\_\_

Solos: 1.) \_\_\_\_\_

2.) \_\_\_\_\_

Scriptures: Old Testament \_\_\_\_\_ New Testament \_\_\_\_\_

Poem: \_\_\_\_\_

Remarks: \_\_\_\_\_

Interment / Burial Place / Name and Address:

\_\_\_\_\_

Obituary: \_\_\_\_\_

*Note: You may request a sample from the funeral coordinator.*

Funeral Home and Address: \_\_\_\_\_

\_\_\_\_\_