

## **BETHANY BAPTIST CHURCH FUNERAL PLANNING PROCEDURES**

Bethany realizes that this is a time of grieving for the family; however, having a procedure is necessary for planning a smooth and orderly Homegoing Service to honor the Lord in our ministry to the family.

### **Procedure**

When someone passes away and the family would like to use Bethany for the funeral, it is imperative that the church office is contacted preferably by the Funeral Home to find out the availability of Pastor Glaze and the church. Funerals will be held on Tuesdays, Wednesdays, Thursdays, and Saturdays when possible. The church secretary will connect the family with the Funeral Planning Committee.

The Funeral Planning Committee member will:

- Schedule a time with the family to discuss the funeral and/or repast planning steps.
- Gather information to help in the planning of the funeral and/or repast, such as the decease's full name, birth/death dates, if they have any plans for a military ceremony, and any other specific details deemed necessary from the discussion.
- Explain and collect requests for the AV team, such as a photo(s) of the deceased, find out if there will be a slideshow or any other visual presentation, and inquire about any music (live or recorded) planned for the Service. All of these items and details will be needed 2-3 days in advanced.
- Discuss with the family any costs that will be required of them in order to move ahead with the planning according to the *BBC Facility Usage Agreement*.

### **Repasts**

A repast meal for 50 people will be provided for Bethany members (if their family desires). During the repast planning, if the family believes the number of guests may exceed the 50 provided for, additional food will be provided at a cost. (For non-Bethany members, a repast can be provided at a cost.)