

Houston's First Baptist Church Pastoral Care Funeral Policies and Procedures:

Psalm 116:15 *Precious in the sight of the Lord is the death of His saints.*

Revelation 21:4 *He will wipe away every tear from their eyes. Death will be no more; grief, crying, and pain will be no more, because the previous things have passed away.*

If you have experienced the death of a loved one, and that is what has led you to this page, we wish to express our sincerest condolences and offer our services in ministering to you through this challenging time. In our Pastoral Care Ministry, we understand death and the emotions and grieving process all too well. We wish to make this time as simple, comforting, and healing for you as possible, and as such ask that you would reach out to us for guidance throughout this journey.

Our desire is to walk alongside you in dealing with your loss, the funeral planning, and your grieving process. Below you will find our Policies, Procedures, and a list of resources we wish to make available to you.

Please let us know how we can help you and how we can be praying for you and your family. You are in our hearts and prayers already.

Policy:

- *We pray that you contact Pastoral Care at Houston's First Baptist Church, any time of day, after the death of your loved one. Please reach us at 713-957-6760 or by email at pastoral.care@houstonsfirst.org*
- *In order to provide an honoring and uplifting Celebration of Life for your loved one, we offer our Chapel and Reception Room Monday through Friday. Due to the demands for space in our facilities after hours, on weekends, and on holidays, we are very limited on Saturdays and Sundays to host this service but are happy to consider all requests.*
- *Though you are free to request any minister of your choosing to officiate the service, we expect all ministers that are not a part of Houston's First Baptist Church and the content of the message to be submitted and approved by the Minister of Pastoral Care no less than 36 hours prior to the scheduled start of the service.*
- *In order to edit and print the Program for the service, all music selections and the Order of Service must be approved no less than 48 hours before the service.*
- *We know that the day of the funeral service is emotionally draining and exhausting for your family. To best serve your family and your guests, our Pastoral Care Ministry team will work with you to arrange a service of no more than one hour in length.*

Procedures:

- **Printed Programs**

- *Service programs can be printed by HFBC. In order to have sufficient time to print all copies, all information including, Order of Service, photographs, and any additional information you wish included in the program, must be submitted to Pastoral Care no less than 48 hours before the service.*

- **DVD Slide Show**

- *If you desire a slideshow playing as congregants arrive, we request you provide between 50 and 65 photos in JPG format on a USB thumb-drive or CD no later than 48 hours before the date of the service. Pastoral Care will approve the photographs for the slideshow and coordinate for its creation.*

- **Memorial Tables**

- *Two six- foot tables, with black skirted table cloths, will be placed in the foyer for memorabilia, photographs, and the Guest Book.*

- **Flowers and Plants**

- *Flowers and plants from Florists can only be received on the day of the service due to the frequent sharing of our Chapel and rooms. All flowers/plants must be removed from the church at the close of the service or reception. Any flowers left will be discarded.*

- **Honorariums**

- *If you wish to bless anyone with an honorarium, we ask that you present these in individual envelopes addressed to each recipient. You can give these envelopes to Pastoral Care Staff on the day of the service and we will distribute them to the appropriate people for you.*
- *These are only Suggested Honorariums and you may choose to give more or less: Minister - \$300 Vocalist - \$175 Musician - \$150*

Receptions

- *Pastoral Care will provide the following:*

- *Drinks – coffee, tea, water, lemonade*
- *Table Linens, cups, plates, napkins, eating utensils*
- *Assistance in coordinating food items upon family request.*
 - *Some of the light food requests can be provided by Pastoral Care and will be discussed during our planning meeting with the Ministers of Pastoral Care and the Funeral Coordinator.*

**** If, as a family, you would prefer to provide a full meal for your guests at the reception, the family needs to coordinate with our Pastoral Care team in order to have the correct set up in the reception area. The family has the freedom to pay for a meal to be catered by HFBC Culinary or*

an outside caterer and our team will be happy to assist in this process as well. This information needs to be finalized at least 48 hours prior to the service and Pastoral Care notified.