

Houston's First Baptist Church Pastoral Care

Funeral Policies & Procedures

Policy:

- *Funerals and Memorial Services are scheduled Monday-Thursday 10:00 am– 2:30 pm and Friday 10:00 am– 1:00 pm. We discourage weekend Funerals and Memorial Services as they are difficult to staff on Saturdays and Sundays. The church facilities are not available on holidays.*
- *If the officiating minister is not from Houston's First Baptist Church, then the guest minister and the content of the message must be submitted and approved by the Minister of Pastoral Care, Dau Ayub, **48 hours prior** to the scheduled start of the service.*
- *Music selections, Order of Service (see attached template), and video slide show must be submitted and approved by Pastoral Care **no less than 48 hours before** the service. The funeral home can assist you in making your video. The video needs to be appropriate for church, if shown at HFBC. Please choose your pictures carefully.*
- *The service should not exceed 40-60 minutes.*
- *If you request the choir, orchestra, or praise band, Pastoral Care must contact the Worship /Music Dept. to schedule your request. They will discuss their availability, music selections, and possible cost of their participation in the service. This needs to be done a minimum of **72 hours before** the scheduled time of the funeral service for the information to be placed in the Order of Service and the Program. If you would like to request the choir, orchestra, or praise band, call Dan Miller at 713-957-6764 in Pastoral Care.*

Procedures:

- **Printed Programs**
 - *Programs can be printed by HFBC; however, all information including Order of Service, photographs, and any additional information you wish to be included in the program, must be given to Pastoral Care **electronically** no less than **48 hours** before the service.*
- **Video Slide Show**
 - *If you want to show a video slide show, the Pastoral Care office must have a copy of the slide show presentation **48 hours** before the service for our approval. It must be on a flash drive, DVD, Drop Box, or emailed to Dau.Ayub@HoustonsFirst.org and Dan.Miller@HoustonsFirst.org.*

- **Memorial Tables**

- *Two six foot tables, with black skirted tablecloths, will be placed in the foyer for the guest book, programs, memorabilia and/or photographs.*

- **Flowers and Plants**

- *Flowers and plants can only be received on the day of the service. Flowers and plants **cannot** be accepted the day before. All flowers/plants must be removed from the church at the close of the service. Any flowers left will be discarded.*

- **Honorariums**

- *Please address separate envelopes to each recipient you would like to receive an honorarium and hand them to a Pastoral Care Staff member on the day of the service. We will distribute them to the appropriate people for you.*
- *These are suggested honorariums. You may choose to pay more, or less:
Minister - \$300 Musician - \$150 Vocalist - \$175*

- **Receptions**

- *Pastoral Care will provide the following:*
 - *Drinks – tea and water; coffee upon request*
 - *Table Linens, cups, plates, napkins, eating utensils*
 - *We can discuss the availability of food items, if the family requests it, which will be provided by Pastoral Care. Speak to Dan Miller, the Pastoral Care Funeral Coordinator.*
- *If you would prefer a full meal for the immediate family, please inform the Pastoral Care Funeral Coordinator. This information needs to be finalized at least **72 hours** prior to the service and is at no cost to the family. If you have any questions, call Dan Miller at Pastoral Care at 713-957-6764.*

I have received the funeral/memorial service Policy and Procedures and the staff has shared information regarding the service for my family member. I understand the times for submitting the necessary information for the program, order of service and reception are as stated above.

Signature of Family _____ *Date* _____

Pastoral Care Staff Signature _____ *Date* _____

Funerals and Memorial Services are coordinated by Pastoral Care. You may contact Dan Miller if you have any questions at 713-957-6764 and send all program, order of service, and reception information to Pastoral Care at Dan.Miller@HoustonsFirst.org.

Revised 11/21