



Houston's First Baptist Church Pastoral Care

Funeral Policies & Procedures

We are so very sorry for your loss. We are here for you, not only to plan a service, but more importantly, to support you in your grief. We desire to help you plan a service that gives honor to the Lord while also providing comfort and closure to you and your family. We are praying for you throughout this difficult season and desire that this process would be as stress-free as possible for you, so we have provided the following policies and procedures.

Policies:

- *Funerals, Memorial Services, and Receptions are scheduled Monday-Thursday, 11:00 – 2:30. We discourage Friday and weekend Funerals, Memorial Services, and Receptions due to limited staff and support services. The church facilities are not available on holidays.*
- *We have ministers on staff available to officiate. If you wish to use a minister who is not on our staff, then the guest minister and the content of the message must be submitted and approved by the Minister of Pastoral Care 48 hours before the scheduled start of the service.*
- *Music selections, Order of Service (see attached templates), and video slide show must be submitted and approved by Pastoral Care no less than 48 hours before the service. The funeral home can also assist you in making your video.*
- *The service should not exceed 60 minutes. The Order of Service can include up to three reflections from friends and/or relatives, each of which should be limited to 3-5 minutes.*
- *If you request live music, we will contact the Worship /Music Dept. to schedule your request. Contingent on their availability, we will schedule their participation in the service. This needs to be done a minimum of 72 hours before the scheduled time of the funeral service. This includes providing all song selections.*



Procedures:

- **Printed Programs**

- *Programs will be printed by HFBC; however, all information, including Order of Service, Obituary, 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 include a video slide show in the service, the Production Dept. and the Pastoral Care office must have a copy of the slide show presentation **48 hours before the service for our approval.** Please avoid any photos containing alcohol, gambling, and/or immodest attire. Videos must be submitted on a flash drive or via a link emailed to carrie.hajovsky@houstonfirst.org.*

- **Memorial Tables**

- *Two six-foot tables, with black skirted tablecloths, will be placed in the chapel 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 and plants must be removed from the church at the close of the service or reception. 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 it to the appropriate people for you.*
- *The following are suggested honoraria. You may choose to pay more or less:*
Minister - \$300 Musician - \$175 Vocalist - \$175



- **Receptions**

- *Pastoral Care will provide the following:*
 - *Drinks – tea, water, and coffee*
 - *Dessert – either cookies or brownies*
 - *Table Linens, cups, plates, napkins, and eating utensils*
 - *We have a menu of additional catered food items for purchase. **All food orders must be finalized seven days before the day of the service.***

Funerals and Memorial Services are coordinated by Pastoral Care. You may contact our office at 713-957-6764 if you have any questions. Please send all program, order of service, and reception information to carrie.hajovsky@houstonsfirst.org in Pastoral Care.

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HOUSTON'S FIRST
BAPTIST CHURCH

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