

Houston's First Baptist Church Pastoral Care Funeral/Celebration of Life Policies & Procedures

Policy:

- *Services are scheduled on weekdays from 10:00 am to 2:00 pm. Services are not available on holidays or weekends due to limited access.*
- *Ministers of Houston's First Baptist Church are preferred as officiates of the service; however, if the family desires a minister other than our staff or a family member, he must be approved by the Minister of Pastoral Care, Dau Ayub, at least 36 hours prior to the scheduled start of the service.*
- *Music selections, Order of Service must be submitted for approval at least 36 hours before the start of the service to, Dau Ayub.*
- *Length of service should not exceed one hour.*
- *If you request the choir, orchestra, or praise band, you must contact the Worship /Music Dept. at the numbers listed below to schedule our request with them. They will discuss their availability, music selections, and 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.*

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 Production Dept. and 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 dua.ayub@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 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 to the appropriate people for you.
- These are suggested honorariums. You may choose to pay more or less:
Minister - \$300 Musician - \$175 Vocalist - \$175

- **Receptions**

- Pastoral Care will provide the following:
 - Drinks – tea and water
 - Table Linens, cups, plates, napkins, eating utensils
 - We can discuss the availability of light food items if the family requests it. Some of the light food requests can be provided by Pastoral Care. Speak to the Pastoral Care Funeral Coordinator.
- If, as a family, you would prefer to provide or cater a full meal for those attending the reception, the family needs to inform the Pastoral Care Funeral Coordinator. This information needs to be finalized at least 72 hours prior to the service and Pastoral Care notified. If you have any questions, call Pastoral Care at [713-957-6763](tel:713-957-6763), Debbie Portilla.

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 Debbie Portilla if you have any questions at 713-957-6763 and send all program, order of service, and reception information to Pastoral Care debbie.portilla@houstonfirst.org