

# COMMUNITY BAPTIST CHURCH OF GREATER MILWAUKEE

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Reverend Demetrius K. Williams, **Pastor**

## 2017 FUNERAL POLICY



# ***FUNERAL POLICY***

*COMMUNITY BAPTIST CHURCH OF GREATER MILWAUKEE*

## **PROTOCOL FOR THE FAMILY OF THE DECEASED**

Upon the death of a family member please follow this protocol:

1. Contact Pastor Demetrius K. Williams:

- 414.871.1022
- [cbcgm@cbcgm.org](mailto:cbcgm@cbcgm.org)

and the Church Administrator Ebony S. Hagler:

- 414.445.1610
- [cbcgm@cbcgm.org](mailto:cbcgm@cbcgm.org)

\*\*\*who will then contact\*\*\*

- Minister Charlotte Flowers (Bereavement Minister), and
  - The Deacon Co-Chairs (Barbara Johnson & James Powell)
2. Contact your local funeral director (*see page 16*)
  3. Contact other relatives and friends of the deceased

## **IMPORTANCE OF THE FUNERAL SERVICES GUIDE**

The death of a loved one is a difficult experience. Even under the “best” circumstances, it is never an easy time. In the midst of your own grieving, trying to comfort and help family members, dealing with a host of practical issues, and managing various and sometimes conflicting expectations, planning for a funeral can be a challenge. These funeral guidelines are intended to assist members of our congregation (and non-members who wish to use our facilities and services) in planning a “home-going” celebration that is meaningful, inclusive, pastorally sensitive, and respectful of our Christian beliefs and practices. Although we grieve the loss of a loved one which is common to all humankind, the Apostle Paul reminds us that as Christians, “we do not sorrow as those who have no hope” (1 Thessalonians 4: 13). For those who confess faith in Christ, the Word of God gives us hope at the time of the death of a loved one (Romans 15:4).

In order to facilitate the preparation of the funeral service we have carefully prepared this overview for your convenience. It will take you through the different segments of the service, any fees associated with the service, and the basic guidelines to follow in order to ensure that your funeral service will be of the highest liturgical, theological, and artistic integrity.

## **PURPOSE OF THE CHRISTIAN FUNERAL SERVICE**

In the wake of the death of a Christian, the church community gathers to celebrate the Christian funeral in order to:

1. Offer worship, praise, and thanksgiving to God for the gift of life which has now been returned to God, the author of life and the hope of the just;
2. Minister to the sorrowing and to console them with the comforting Word of God and the gathering of the community
3. Celebrate the hope of resurrection in Christ Jesus

The celebration of the Christian Funeral is rooted in the Sunday assembly. It is an action of the entire church in whose presence we celebrate the life of the deceased and pray for all those who mourn his/her loss. Because the Christian funeral is worship, it is, above all, congregational. And because it is congregational, every effort should be made to enable the assembly to participate in a full and active manner. We shall expect the involvement of all our members, auxiliaries, and departments, to be active in the worship experience. For example, combined choirs shall sing; ushers and nurses shall serve; deacons and associate clergy shall be present; in general, every department and auxiliary shall function in its normal worship role. The service shall be under the direction of the pastor or his designee.

## **SCHEDULING THE FUNERAL**

Funeral service times must be arranged with the Minister of Bereavement, Charlotte Flowers (who serves in this capacity on behalf of the pastor), who will be in consultation with the family and Funeral Director. In planning the funeral service, we ask that the family choose a designated spokesperson, who will work with the bereavement minister and the Funeral Director. The family spokesperson will be responsible for contacting all family members and other participants in the service, and communicating the standards and protocols of CBCGM to them.

The pastor must approve all funeral arrangements at CBCGM. Decisions concerning areas outside the scope of this funeral policy shall be decided at the discretion of the pastor. In addition, funeral services will need to be planned around already scheduled events such as regularly scheduled meetings, weddings, conferences, workshops, etc. So we invite your patience and flexibility with scheduling.

## **LOCATIONS FOR FUNERALS**

Although funeral services may be held in funeral homes, the best place for conducting a funeral service upon the death of a Christian is in the sanctuary of the church to which he or she belonged. By having the service at the church, all who attend will be reminded of our hope and assurance in Jesus Christ. Therefore, all members of CBCGM are encouraged to use the church building for funeral services. The sanctuary is also offered for the funeral services of individuals whose membership is at another church.

There can be alternative methods for the conducting of services at the time of death. These could include *a private graveside service* for family members as soon after death as possible and/or a *public service of worship* (a *memorial service*) conducted at the church later. However, funeral “worship services” will only be conducted in the church sanctuary. The pastor and or the bereavement minister is available to go with the family to the funeral home to assist in making arrangements if desired. They will also be happy to meet with the family to plan any funeral worship arrangements.

## **WHO OFFICIATES?**

Pastoral ethics require that CBCGM’s pastor (or in some cases a pastoral designee) conduct all funeral services held at the church. However, other pastors or ministers may preach the eulogy by agreement with the pastor, and in general other pastors/ministers are invited to share in the funeral services. Any requests for another pastor or lay person to officiate or assist in the service must be approved by CBCGM’s pastor.

## **FUNERALS FOR NON-MEMBERS AND INACTIVE MEMBERS**

Conducting funerals for people who have no connection with the church is a normal part of the ministerial obligation. However, it is up to the discretion of the pastor as to whether he him/herself or the church will participate and/or use church facilities.

Inactive members will be subject to the same expectations as non-members (see below).

## PROTOCOLS OF THE FUNERAL SERVICE

A funeral service held in the church is a *service of worship*, celebrating the deceased's life and the promise of eternal life through Jesus Christ. Consequently, all parts of the service are to be consistent with the present worship practices of the church. Generally, the outline for the funeral and burial service will take on a traditional Baptist form. The family may suggest other items to be included in the service, with the approval of the pastor.

### *Music for The Funeral Liturgy*

Only music appropriate to a worship service shall be used. Remembering that the Christian funeral is a "worship celebration," one of the basic principles that should underlie your selection of music is whether the music is indeed worship music. Popular songs and secular music, no matter how meaningful they may be to you or your loved one, have no place in the worship liturgy. They may be sung during the family visitation at the funeral home or at the repast.

All musical arrangements (pianist, soloist, etc.) must be arranged for and taken care of by the family. If possible, we will make every effort to help you, but please remember that time and date may affect the availability of our church musicians.

All visiting musicians, organists, soloists, ministers or others involved in the funeral service must be approved by the Pastor and/or Minister of Music before being invited to participate in the service. Any special requests should be directed to the pastor and/or Minister of Music as soon as possible.

### *Video Presentations*

If a video is to be used during the service, it must be submitted to the church office 48 hours prior to the funeral service for review. All presentations should be in DVD format (not Power Point) and should not exceed five minutes in length.

### *Expressions of Sympathy*

Community's funeral service discourages random, open remarks. Instead, the family should choose up to four relatives, friends, colleagues, neighbors, or fellow churchpersons to pay tribute to the life of the deceased. Speakers will be afforded 2-4 minutes to offer their remembrances.

### *Decorations*

Families may wish to display certain mementos or photographs of the deceased and his/her family. The following guidelines would be applicable in these situations:

- Any displays or pictures must be appropriate to a worship setting.
- No nails, tacks, staples or screws shall be put in the walls or attached to the pews.
- All decorations must be removed within 3 hours of the conclusion of the service.
- No furniture shall be removed from the church building.

### *Flowers*

Only fresh cut flowers and planters may be used in the sanctuary.



### *Closed Casket*

All caskets must be closed for the funeral worship service, but may be open during the viewing (or preceding the viewing, for the family only), if desired. When closed, the flower blanket, flag or coverlet covers the casket. The casket remains closed throughout the service. When the service is in the funeral chapel, the casket will be closed before the ceremony begins. The funeral director in concert with the pastor will have direction over such matters as timing, closed caskets, music, flowers, etc.

### *Handicap Accessibility*

CBCGM is handicap accessible. The elevator can be accessed from the front of the church to the right lower side of the main entrance.

### *Family Meal*

The church will do everything reasonably possible to accommodate a member's request for a family meal before or after a funeral service. The meal is prepared under the direction of the church's Culinary Ministry. Only **Active Members**\* (defined below) of the church and their immediate family (spouse and children) will be eligible for this service.

There is no fee charged for this meal, nor is there any cost for preparation and serving; however, freewill donations are accepted. Members of the church provide this service as a ministry in the spirit of Christian love.

Non-members and inactive members may utilize the Fellowship Hall but are responsible for usage fees (page 10).

\*A general release of liability waiver of shall be signed by those using the kitchen and other facilities.

### *Charitable Contributions*

In certain circumstances, the family might request a contribution to the church or a charitable organization in lieu of flowers. The church will not manage, receive or distribute designated funds for an outside institution. Undesignated funds and funds designated for an established project at CBCGM will be received by the church. Funds designated for a project or ministry not previously established will be designated for such only with approval of the pastor and the deaconate ministry.

### *Services by Fraternal Organizations, Lodges, Etc.*

Services by fraternal orders, lodges, veterans groups or other organizations are not appropriate at our church. If they are held, they should be limited to the funeral home or graveside, and must be coordinated with the pastor prior to the graveside service.

## FEES

- If the deceased or a member of their immediate family (spouse, parents, children, siblings) is an **Active Member** of CBCGM there is no fee for the use of the facilities. For the purposes of this policy, active members are defined as those members of Community Baptist Church who regularly attend church services and contribute regular financial and personal support to the church. These privileges are also extended to homebound members.
  
- For all other individuals, additional fees will be assessed.
  - Those who have been members but now are considered **Inactive Members** (*because they have not attended the church nor supported the same with their time in worship, talents in ministry and treasure [i.e., financial support] in the last 3 months or more*) will pay the same fees as **Non-Members**.
  
- Funeral Service Fees are payable to “Community Baptist Church” by cash, certified check or money order **Minimum 2 days prior to the day** of the funeral.
  - Normally, honorariums for the pastor, pianist, or musicians are paid following the service or through the funeral director.

## The Following Fees Apply:

	<u>Active Member</u>	<u>Non-Member/ Inactive-Member</u>
Use of Sanctuary	No fee	\$300
Inclusive of use of Fellowship Hall and Repast Meal	No fee	\$450 *covers up to 75 people. More fees are assessed for increased numbers
Pastor/or Designee	Honorarium <sup>1</sup>	Honorarium
Officiating Minister	Honorarium <sup>2</sup>	Honorarium
Bereavement Minister	Honorarium <sup>3</sup>	Honorarium
Pianist/Organist	Honorarium <sup>4</sup>	Honorarium
Media Ministry	Honorarium <sup>5</sup>	Honorarium

<sup>1</sup>There is no fixed fee for the services of the CBCGM minister; however, it is customary to give an honorarium to the officiating minister. Typical honorariums for them range from \$200 - \$250. Checks should be made payable to the individual minister.

<sup>2</sup>There is no fixed fee for the services of the Officiating Minister; however, it is customary to give an honorarium for service to the family. Checks should be made payable to the individual minister. A typical honorarium for him/her is a donation of about \$75-\$100.

<sup>3</sup>There is no fixed fee for the services of the Bereavement Minister; however, it is customary to give an honorarium for service to the family. Checks should be made payable to the individual minister. A typical honorarium for him/her is a donation of about \$75-\$100.

<sup>4</sup>If the family has made arrangements with an available musician and/or soloist, typical honorariums for them range from \$50 - \$100 per person. Checks should be made payable to the individual musician(s) or soloist(s).

<sup>5</sup>It is customary to give an honorarium to the Media Minister for setting up equipment and preparing the video or music for the service. A typical honorarium for them is a donation of about \$50.

## **SAMPLE PROGRAM FORMAT**

The Bereavement Minister will assist the family in designing the program format that best fits their particular needs.

### **BEFORE GOING TO THE FUNERAL HOME...**

It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include nickname / other names person used)
2. Date of Birth
3. Place of Birth
4. Father's Name
5. Mother's Name (Maiden)
6. List of relatives and relationship to the deceased.
7. List of church, professional organizations, clubs and other organizations in which membership was held.
8. If you wish, indicate memorial to be designated in obituary in memory of the deceased.
9. Compile a list of individuals who might be available to serve as pallbearers.
10. If a memorial or funeral service is announced in the newspapers, take extra precaution for security at the home of the deceased during the indicated time of the service.

*The following information will be needed for the Funeral Home and for the planning of the service.*

Full Name of Deceased: \_\_\_\_\_

Family Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_

Family Address: \_\_\_\_\_

Family Phone: \_\_\_\_\_ Other Contact Phone: \_\_\_\_\_

Funeral Home: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Funeral Director: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of Family Members: \_\_\_\_\_

Family Hour/Viewing Scheduled: Yes  No

Location: \_\_\_\_\_

Floral Requests: \_\_\_\_\_

**Service Location:**        Community Baptist Church of Greater Milwaukee

Date & Time of Service: \_\_\_\_\_

Minister: \_\_\_\_\_

Scripture: \_\_\_\_\_ Prayer: \_\_\_\_\_

Eulogy or Tribute: \_\_\_\_\_

*Persons doing Eulogy MUST be Named.*

Video Presentation: DVD/Movie Format \_\_\_\_\_

Viewing (Beginning of the Service or After the Service): \_\_\_\_\_

Interment (Cemetery): \_\_\_\_\_

Pallbearers:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Honorary Pallbearers: \_\_\_\_\_

\_\_\_\_\_

Music Provided by: \_\_\_\_\_

Family Meal:    Yes   No            How many expected: \_\_\_\_\_

## RECOMMENDED FUNERAL DIRECTORS

### **Reid's New Golden Gate Funeral Home**

5665 N. Teutonia Avenue  
Milwaukee, Wisconsin 53209  
414-358-0538

[www.reidsgoldengate.com](http://www.reidsgoldengate.com)  
[gguneralhome@sbcglobal.net](mailto:gguneralhome@sbcglobal.net)

### **Northwest Funeral Chapel**

6630 W. Hampton Avenue  
Milwaukee, WI 53218  
(414) 462-6020

[www.northwestfuneralchapel.com](http://www.northwestfuneralchapel.com)  
[northwestfuneral@sbcglobal.net](mailto:northwestfuneral@sbcglobal.net)

### **Leon L. Williamson Funeral Home**

2157 N. 12<sup>th</sup> Street  
Milwaukee, Wisconsin 53205  
(414) 314-1812

[www.leonwilliamsonfuneralhome.com](http://www.leonwilliamsonfuneralhome.com)

### **Serenity Funeral Home**

4712 W. Fond Du Lac Ave.  
Milwaukee, Wisconsin 53216  
(414) 445-3700

[www.serenityinfo.com](http://www.serenityinfo.com)  
[serenity1152@sbcglobal.net](mailto:serenity1152@sbcglobal.net)

## WHERE TO FIND HELP TO DEAL WITH YOUR GRIEF...

CBCGM offers bereavement help to anyone who requests it. If you are interested, please contact Minister Charlotte Flowers at 414-445-2226 or 414-445-1610.