

# **MT. ZION FUNERAL POLICY**

## **(Adopted Sept. 28, 2019)**

Everyone will find themselves dealing with the grief that comes from the loss of a loved one. The Mt. Zion church family will be here to support and serve during these times. Our church staff, leaders, and members will do their best to work with the family to find a time that is feasible for both the needs of the family and the church's scheduled programs and work to minimize any stress.

At Mt. Zion Baptist Church our primary responsibility is to our members that are in good standing. Please note that Mt. Zion Baptist Church is not obligated to offer the same privileges to non-members and inactive members that are offered to church members who support the ministry of this church spiritually, physically, and financially.

A member in good standing is a person who has received Jesus Christ as Lord and Savior, who has joined the church, attends worship services regularly, and contributes to the financial support of the church.

The pastor may give special consideration to non-members who are the immediate family members of a Mt. Zion member in good standing. Immediate family is defined as: parents, spouse, siblings, and children.

Please do not finalize any service date and time without initially speaking with the church's funeral coordinator who will work with the secretary and pastor to confirm date, time, and financial arrangements where applicable.

All rentals for non-members and inactive members should be handled through the secretary's office.

*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 Mt. Zion are encouraged to use the church sanctuary for funeral services. We acknowledge that there can be alternative methods for the conducting of services. These could include a private graveside service and/or a memorial service. Any service other than graveside will only be conducted in the church sanctuary.*

## **WHAT TO DO**

When a death occurs, immediately notify the pastor, assigned deacon, or church office. The pastor, funeral coordinator, and church secretary will assist the family in preparation.

## **WHO CAN OFFICIATE**

Pastoral ethics require that Mt. Zion's pastor conduct all funeral services for Mt. Zion members held at Mt. Zion Baptist Church. If the pastor for any reason is not available to conduct the service, he will appoint a minister from the pastoral staff. The pastor must approve all invitations to share in the funeral or act on behalf of the pastor of Mt. Zion. The pastor or appointed minister will guide the funeral service. The Pastor is not required to eulogize the funeral of a non-member or inactive members of Mt. Zion Baptist Church. However, if available, the pastor may officiate, or approve a minister of the pastoral staff to officiate the service.

## **VIDEO PRESENTATIONS**

If a video is to be used during the service, it must be submitted to the church office 24 hours prior to the funeral service for review. All presentations should be on a thumb/flash drive in video format (not PowerPoint).

## **STRUCTURE OF FUNERAL SERVICE**

A funeral service that is 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 Christian form. The family may consider other items to be included in the service, with the approval of the pastor.

Below you will see the suggested Order of Worship to be used during all funeral services at Mt. Zion Baptist Church. Please provide this information

to the funeral home and/or program-maker so that they may stay in compliance with the policy of Mt. Zion Baptist Church.

## **SUGGESTED ORDER OF SERVICE**

- The Prelude
- The Processional of Clergy & Family
- The Hymn
- The Scripture (OT & NT)
- The Prayer of Comfort
- Song
- Resolutions/Acknowledgements/Remarks/Poems
- Obituary Reading
- Introduction of eulogist
- Song
- Eulogy
- Thank You from Funeral Director
- Closing Prayer
- Recessional and Song
- Burial/Cemetery Instructions

## **FUNERAL MUSIC**

All musical arrangements (pianist, soloists, choir, etc.) will be coordinated through our funeral coordinator. If possible, we will make every effort to help you, but please remember that time and date may affect the availability of our musicians and singers. As with weddings, a funeral is a service of Christian worship. Therefore, sacred or Christian music would be appropriate. Accompaniment from CD or tape may be used if an audio technician is available. The use of congregational hymns is encouraged. The family should consult with the funeral director or director of music during the service planning process. In cases where an outside pianist is desired, permission must be secured from the pastor.

## **CLOSED CASKET**

All caskets must be closed for the funeral service, but may be open during the viewing (or preceding the viewing). When closed, the flower blanket, flag or coverlet covers the casket. The casket remains closed throughout the service. The pastor will have direction over such matters as timing, closed caskets, music, flowers, etc.

## **RESOLUTION**

A church resolution will be written, read, and given to the family of the Mt. Zion member in good standing.

Upon receipt of the service location, Mt. Zion will send a statement of comfort to the funeral service of the immediate family member of any member in good standing.

## **NURSERY**

The church does not provide a nursery for funeral services. If needed, the family is responsible for securing an attendant.

## **SERVICES BY FRATERNAL ORGANIZATIONS, LODGES, ETC.**

Services by fraternal orders, lodges, veterans groups or other organizations may be conducted during family visitation.

## **FUNERAL FEES**

If the deceased is an active member\* of Mt. Zion there is no fee for the use of the facilities. For all other individuals additional fees will be assessed. Those who have been members of Mt. Zion but are now considered inactive will pay \$100.00. Fees are payable (by cash or check made payable to "Mt. Zion Baptist Church") on or prior to the day of the funeral. Normally, honorariums for the pastor, pianist, or musicians are paid following the service or through the funeral coordinator.

	Member	Non-Member
Use of Sanctuary	No fee	\$150
Use of Fellowship Hall (meal only)	No fee	\$200
<i>(As previously stated. All funeral services and memorials will be held in the sanctuary)</i>		
Pastor	Honorarium**	Honorarium**
Pianist/Soloist	Honorarium***	Honorarium***
Sound System Technician	No Fee	\$50

\*For the purposes of this policy, active members are defined as those members of Mt. Zion Baptist Church who regularly attend church services and contribute to the church as they generally provide regular financial and personal support for the church. These privileges are also extended to the following: 1. Home-bound members. 2. Those who have served as former pastors of the church.

\*\*There is no fixed fee for the services of the Mt. Zion minister; however, it is customary to give an honorarium to the eulogist. Typical honorariums range from \$100 - \$200. Checks should be made payable to the individual minister.

\*\*\*If the family has made arrangements with a musician and/or soloist, typical honorariums for them range from \$75 - \$125 per person. ***Check with the funeral home as funds for musicians and singers are frequently already included in your agreement with them.*** Honorarium Checks should be made payable to the individual musician(s) or soloist(s).

*Those experiencing extreme may be granted the use of the sanctuary for the service and use of necessary equipment free of charge at the direction of the Pastor and/or his designee. This may include the use of the FLC and a prepared meal.*

## DECORATIONS

Families may wish to display the deceased's remains, as well as 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.

## **THE FAMILY MEAL**

The church will provide a meal after a funeral service. The meal is prepared under the direction of the church's Kitchen Committee. Only active members\* of the church will be eligible for this ministry. There is no fee charged for this meal, nor is there any cost for preparation and serving; however, a maximum of \$400 will be allocated. The family is responsible for any costs above this amount. Free will donations are accepted. Our mission is to serve willingly and pleasingly, inspired and led by the love of Jesus Christ. Non-members and inactive members may utilize the Fellowship Hall but are responsible for the indicated building rental fees and for providing the food or refreshments.

## **MENU**

- Fried Chicken
- Green Beans
- Rice & Gravy
- Roll
- Tea/Water
- Dessert