

Heritage Baptist Church

Funeral Guidelines

Funerals: The officiating pastor or another staff pastor will be the point person to gather information from families requesting funerals to be held at Heritage. The following information will need to be compiled for the Heritage staff for clear communication and scheduling.

I. General Information

- A.** Name of deceased
- B.** Contact information of family member making decisions
- C.** Contact information of funeral home (if applicable)
- D.** Date & time requested for service
- E.** Is there a graveside service? If so, where and when?
- F.** Is a meal needed? If so, for how many?
- G.** Approximate attendance for funeral

II. Officiants

- A.** Will a Heritage pastor be officiating? If so, who?
- B.** Will any other staff members be needed on the platform?
- C.** If a non-Heritage pastor is preferred, please provide the contact information.

III. Musicians & Song Choice

- A.** Will people from Heritage will be asked to help with the music? If so, who?
- B.** Will others be serving in the music? If so, who? (Contact Information)
- C.** What songs will be used? (Please provide list) (any recorded music needs to be in mp3 format)

IV. Audio/Visual Needs

- A.** Will there be a slideshow/video? All slideshows/videos need to be submitted a day before the service. (All videos need to be in mp4 format)
- B.** Do you want the service to be live-streamed?
- C.** Will there be an open mic?

V. Programs

- A.** Will the funeral home provide the programs?
- B.** If you want Heritage to provide them, please give the pertinent information to be included in the program (obituary, birthday/date of passing, Scripture verses, memorial information, etc...)

VI. Support Staff Needed

- A.** Sound / Projection (1)
- B.** Video / Livestream (1)
- C.** Ushers (2 or 3)
- D.** Meal Service (2 or 3)

VII. Logistics

- A.** Will there be a body at the service?
- B.** Will flowers be delivered outside of normal business hours (Mon.-Thur., 9-5)?
- C.** What time will the family be arriving at the facility?
- D.** How many family members will be in attendance (for seating purposes)?
- E.** Will any equipment be needed (easels, tables, etc.)?
- F.** Will there be military honors or any other unique elements?

The Worship & Administrative pastor and the Facility Manager will need to be consulted with these details to determine availability of the facility and personnel.

The following should also be considered:

- **Members & Regular Attenders Receive Priority:** If the deceased is not a member or regular attender at Heritage, there is no guarantee of hosting the service. Special care and deference will be given to those entrusted to the care of Heritage.
- **The Preaching Pastor:** If the officiating of the service is not done by one of Heritage's pastors, the officiant needs to be approved by the Teaching Pastor at Heritage.
- **Friday or Saturday Funerals:** With offices closed on Fridays and Saturdays, it is best to schedule the services Monday thru Thursday. (There needs to be adequate weekend help to reset the church for Sunday service.)
- **Meals on Weekends:** Due to the difficulty with staffing weekend funerals, a meal is not guaranteed for Fridays or Saturdays until the Facility Manager has approved it.
- **Music:** The Heritage staff reserves the right to reject a song being sung or played that is deemed inappropriate for the service. (Songs must be submitted a day in advance.)
- **Video:** The Heritage staff reserves the right to reject/edit a video presentation that is deemed inappropriate for the service. (Videos must be submitted a day in advance)
- **Costs:** Heritage does not charge for funerals, but asks that the family provide compensation of \$100 for someone to run sound/projection, and \$100 for someone to run the livestream. (The Worship & Administrative pastor will staff these positions as needed).

Sample Order of Service

Prelude

Welcome

Prayer

Song

Reading of Obituary/Eulogy

Video

Song

Scripture

Sermon

Prayer

Invitation to Graveside (if applicable)

Viewing (if applicable)

Postlude