

Morningside Baptist Church Funeral Checklists

Morningside desires to provide comfort by assisting families with their funeral arrangements. The following policies and procedures should help provide this in an orderly manner. The church buildings are available without a fee for approved Christian funerals and funeral meals for church members and attendees or their families. Even if the service is not conducted at the church, our Pastoral staff is available to assist you, your family or friends with your funeral needs. If a funeral is conducted at Morningside, one of the Morningside pastors must be involved.

FUNERAL CHECKLIST FOR THE FAMILY

Thank you for taking time to help plan your family member's funeral or memorial service with Morningside. Please look over some of the details below and talk it over with your family and give us the completed information needed as soon as possible. All the funeral plans, music, and participants must meet the approval of a Morningside pastor.

1. **Concerning the Funeral Home and Cemetery:**

- 0 Contact the funeral home and cemetery of your choice to make arrangements. If you would like a Pastor to go with you to help, make arrangements, please let us know. Please give us the names and phone numbers of the funeral home and cemetery.

- 0 Please coordinate with the church concerning the arrangements before they are finalized.

2. **Concerning the service:**

- 0 Plan the service (Here are some typical parts of a service. You can setup the service as you prefer.):

1. Prelude - We can provide a musician to play prior to the service.
2. Invocation - We can provide someone to pray.
3. Congregational Hymn – We can provide someone to lead music.
4. Scripture Reading - We can provide a pastor for this.
5. Eulogy – We can provide a pastor to read a eulogy the family prepares, or the family can choose someone.
6. Special Music – We can provide special music if needed.
7. Message – We can provide a pastor if needed.
8. Closing Prayer - We can provide a Pastor for this.
9. Pall Bearers – We can provide these for you if needed.

- 0 Family requests for the viewing and service (Please include phone #'s of non-Morningsiders you are requesting to participate):

1. Time and place of the viewing (Give address and contact information): _____

2. Time and place of the service (Church Auditorium, Church Chapel, Funeral Home – give address and contact information) _____

3. Time and place of the graveside service (Give address and contact information) _____

4. Preacher(s) _____

5. Scripture Readers (Please consider favorite passages of your deceased loved one as you make your choices, or Scripture passages can be selected for you.):

- a) Service _____

(1) Passage(s): _____

- b) Graveside _____

(1) Passage(s): _____

6. Eulogist _____

7. Prayers _____

- a) Invocation _____

- b) Closing _____

- c) Graveside _____

8. Pall Bearers (Please include phone #'s) _____

9. Additional Requests _____

- 0 Family requests for music (Please consider favorite songs of your deceased loved one as you make your choices.):

1. Musicians (Musicians should make arrangements for their own accompanist or contact the piano or organ player taking part in the service to make arrangements to practice.)

- a) Prelude _____

- b) Song Leader _____

- c) Piano _____

- d) Organ _____

- e) Instrumentalist _____

- f) Vocalist _____

2. Congregational songs
 - a) Song #1 _____
 - b) Song #2 _____
 - c) Song #3 _____
3. Special Numbers (Please give name of musician, relationship to deceased and song they will do.)
 - a) Special #1 _____
 - b) Special #2 _____
 - c) Special #3 _____

3. **Concerning the program:**

- 0 Please give us the full name and date of birth and date of death to be included on the program _____
- 0 Please send a picture of your family member in digital format if you want it on the program (example - a picture in .jpg format) to tjones@morningside.org.
- 0 Please send in digital format any additional items to be included in the program to tjones@morningside.org.
- 0 If you can't send these in digital format, then give us a hard copy.
- 0 If you would like memorial gifts to be made, please give the church the information to be included on the program:
1. In lieu of flowers, the family requests that memorial gifts be made to: _____
 - _____
 - _____
 2. Please notify the organization of your intentions for them to receive memorial gifts.
- 0 We will make up these programs to be available at the service. How many people do you anticipate at the service? _____
- 0 After you work through the program, please send any changes or names of people involved that we need to know about at least one day prior to the service to tjones@morningside.org or call 864-297-7890.

4. **Concerning the service arrangements:**

- 0 Please provide a guest book if you want people to sign a book.
- 0 Will the casket be in the service? _____
- 0 Please provide pictures or any special items to display on the lobby tables. Please tell us if you need additional tables _____
- 0 Do you need us to make arrangements for childcare for young children during the service? _____
1. What times do you need childcare? _____
 2. How many children and what are their ages that need childcare? _____
 - _____
 3. Do you anticipate many guests to come that may need childcare? _____

5. **Concerning the meal please let us know the following:**

- 0 Would you like a meal provided for the family?
1. What time is the family meal at Morningside? _____
- 0 How many children and how many adults will be in attendance? Please invite any family that you would like to attend the meal. Please inquire with the church if you have close personal friends you would like to include in the meal as well.
1. Adults & teens _____
 2. Children _____
- 0 Are there any food allergies that we need to know about? _____

6. **Concerning honorariums:**

- 0 As a thank you to those who have served your family, you may want to give to everyone a suggested Honoria.
1. Sound Technician - \$50/Chapel and \$75/Auditorium
 2. Video Technician - \$50/Chapel and \$75/Auditorium
 3. Pianist/Organist - \$40-\$100
 4. Special Musician/Accompanist - \$20-\$50

7. **Contact information:**

- 0 Please give us contact information (name, phone number and email) as we work together to make funeral arrangements: _____
- _____
- 0 I hope this information helps. Please contact one of us if we can be of any further assistance.

Pastor Josh Crockett
 jcrockett@morningside.org
 864-297-7890 (church)
 864-313-1297 (home)

Pastor Tom Stuhl
 tstuhl@morningside.org
 864-297-7890 (church)
 864-561-4912 (cell)

Pastor Todd Jones – Office
 tjones@morningside.org
 864-297-7890 (church)
 859-361-0302 (cell)

FUNERAL CHECKLIST FOR THE CHURCH

1. **Senior Pastor** (To be covered by the Discipleship Pastor or if needed the Office Admin Pastor in the Pastor's absence.)
 - A Contact the family
 - 0 Make a call as soon as you can after hearing about the death (Note: On days the office is closed, the pastor who was notified of the death should make contact with the family as soon as possible and notify the senior pastor and the deacon care leader.)
 - 0 Visit with the family or accompany them to the funeral home or cemetery to help make funeral arrangements.
 - 0 If Morningside will be participating in the funeral, give the family a copy of the *Funeral Checklist for the Family*.
 - 0 If Morningside will not be participating in the funeral, offer comfort and prayers with the family. Find out funeral arrangements including contact information so information can be included in a church prayer sheet and flowers can be sent for funerals of immediate family members (dad, mom, spouse, or child) of Morningsiders _____

 - B Arrange the preacher(s) for the service
 - 0 Sermon _____
 - 0 Scripture Reading _____
 - 0 Service _____
 - (1) Passage(s): _____
 - 0 Graveside _____
 - (1) Passage(s): _____
 - 0 Eulogy _____
 - 0 Prayer _____
 - 0 Opening _____
 - 0 Closing _____
 - 0 Graveside _____
 - C Arrange a pastoral staff member to be present for the viewing (if needed) _____
 - D Discuss any memorials to be made and communicate information to the Office Administrator for the program and church or mission board financial administrator. _____

 - E Arrangements with the church office:
 - 0 Details given to Office Administrator
 - 0 Completed *Funeral Checklist for the Family and Funeral Checklist for the Church – Senior Pastor*
 - 0 Order of service
 - 0 Eulogy or any other items to be printed on the program
 - 0 Details given to the Discipleship Pastor
 - 0 Completed *Funeral Checklist for the Family and Funeral Checklist for the Church – Senior Pastor*
 - 0 Order of service
 - 0 Preachers
 - F Arrangements with the funeral home _____:
 - 0 Confirm funeral plans
 - G Conducting the service:
 - 0 Pray with the family before the service
 - 0 Ask the congregation to stand as you enter
 - 0 Conduct the service according to the schedule
 - H Conducting the graveside:
 - 0 Stand at the head of the casket
 - 0 After the service speak to family members on the front row
 - I Be available to eat a meal with the family after the service.
 - J Prayer
 - 0 Mention for prayer in both Sunday and Wednesday services
2. **Discipleship Pastor** (To be covered by the Outreach Pastor in the Discipleship Pastor's absence.)
 - A Notifications
 - 0 Notify Deacon Care Group Leader (Deacon care leader needs to be notified even if Morningside is not participating in the service.) _____
 - 0 Notify pallbearers as needed by the family _____

 - B Arrangements with Office Administrator
 - C Arrangements with Associate Pastor of Music
 - D Arrangements with Facilities Manager
 - E Arrangements with Sound/Video Technician
 - F Arrangements with Funeral Meal Coordinator
 - 0 Schedule room at church _____
 - 0 Contact funeral meal coordinator (Sheryl Kane @ (864) 313-1493).
 - G Arrangements with Babysitters
 - 0 Line up volunteer babysitters _____
3. **Associate Pastor (Music)** (To be covered by the Office Administrator in the Associate Pastor's (Music) absence.)
 - A Line up music
 - 0 Musicians
 - 0 Prelude _____

- 0 Song Leader _____
- 0 Pianist _____
- 0 Organist _____
- 0 Instrumentalist _____
- 0 Vocalist _____
- 0 Congregational songs
 - 0 Song #1 _____
 - 0 Song #2 _____
 - 0 Song #3 _____
- 0 Special Numbers
 - 0 Special #1 _____
 - 0 Special #2 _____
 - 0 Special #3 _____
- B Give Office Administrator plans for music
- 4. **Hispanic Pastor** (The Hispanic Pastor will need to help coordinate communication and printing if the funeral involves an Hispanic family.)
- 5. **Office Administrator** (To be covered by the Office Assistant in the Office Administrator’s absence.)
 - A Program
 - 0 Get details from Senior Pastor
 - 0 Get details from Discipleship Pastor
 - 0 Get details from family
 - 0 Prepare proof of program for the Discipleship Pastor
 - 0 Print copies of the program for the service
 - B Flowers
 - 0 In advance have a standard floral arrangement order worked out with the florist.
 - 0 Order flowers from church florist (Floral Design 103 Halton Road Greenville, SC 29615 864-234-7194 Monday – Saturday 9:00 – 6:00) to be present for the viewing and service.
 - 0 If Morningside will not be participating in the funeral, find out funeral arrangements from the Senior Pastor or Dicipleship Pastor or the family including contact information so information can be included in a church prayer sheet and flowers can be sent for funerals of immediate family members (Dad, Mom, Spouse, Child) of Morningsiders.
 - C Prayer sheet
 - 0 List family for prayer on the next prayer sheet
 - 0 Remove the deceased name if it is listed for prayer.
 - D Church Management Software
 - 0 Update records
 - 0 Change status
 - 0 List date of death
- 6. **Facilities Manager**
 - A Setup
 - 0 Have church unlocked, cleaned and ready for all funeral services and meals.
 - 0 Setup display tables as needed.
 - 0 Program HVAC for appropriate times.
 - 0 Setup for meal as coordinated with funeral meal coordinator.
 - 0 Prepare for casket as coordinated with church secretary.
 - B Cleanup
 - 0 If appropriate put an array of flowers the family doesn’t want on the communion table for the next Sunday’s service.
- 7. **Sound Technician**
 - A Sound needs
 - 0 Coordinate with the Associate Pastor (Music) and family to ensure all sound needs are covered for the funeral.
 - 0 Have a sound technician present to run the sound board during the funeral service.
 - B Video needs
 - 0 Coordinate with the Associate Pastor (Music) and family to make sure all video needs are covered for the funeral.
- 8. **Funeral Meal Coordinator**
 - A Get meal plans from the Discipleship Pastor
 - B Coordinate the meal
 - 0 Plan well-rounded meal for the family on the day of the funeral.
 - 0 Call dinner helpers to prepare meal and decorations.
 - 0 Coordinate with the kitchen coordinator (Beth Smith at 905-7564) for use of the kitchen.
 - 0 Coordinate setup for meal @ the church with church Facilities Manager (Pastor Webb 864-270-9284) or for delivery of the meal to the home or a location of the family’s choice. If needed, make arrangements to have someone meet you or get a key for the home where the meal will take place so you can have the meal ready when the family arrives.
 - 0 Make sure dishes and decorations are returned to those who provided them.