

Effective April 1, 2007
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Guidelines for Funerals

As approved by the Pastor and Executive Board of the

Mount Lebanon Baptist Church
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The Mount Lebanon Baptist Church, Incorporated of Baltimore, Maryland (hereafter known as “CHURCH”) is saddened to hear of the passing of your loved one. For the Mount Lebanon family, death is not the end, but the passage way from this life to life eternal. We realize that this can be a time of pain and confusion. Therefore, we’ve prepared the following funeral guidelines to inform you of the process you need to follow for your loved one’s funeral service. Please review the following guidelines and feel free to contact the CHURCH’s Administrative Secretary to finalize the arrangements and/or to raise any questions.

A. Reserving the Church

In order to reserve the CHURCH and ensure that the Pastor or Assistant Pastor is aware of and available for the funeral service, ALL scheduling must be made via the CHURCH’s office at (410) 669-1800. Any informal discussion with anyone outside of the CHURCH office is not sufficient. Therefore, you must contact the CHURCH office and speak with the Administrative Secretary.

B. The Obituary

It has been the CHURCH’s experience that many grieving people need help drafting the funeral program itself. To this end, upon request, the CHURCH will have one of its assistant ministers to visit with you to discuss funeral guidelines and to show you examples of funeral programs. Below are the guidelines for the obituary.

The first paragraph should contain:

- Deceased Name, including son/daughter of...
- Deceased Parents’ names
- Deceased Birth date and place of birth
- Date Deceased passed away

The second paragraph should contain:

- Marriage information (if any)
 - When did they meet?
 - When did they marry?
 - Where were any children born to this union (give names)

The third paragraph should contain:

- Deceased Education (where and level)
 - For example, high school, college, graduate degree and what was the name(s) and location(s) of the school(s)
- Deceased Job
 - Position(s) held, Name of company, and Years employed
- Special Affiliations (if important to deceased)
 - Fraternity, sorority, mason, Eastern Star, or etc.
- Military Service
 - Highest Rank achieved
 - Years in service
 - Name of war if in combat
 - Year and type of discharge (if honorable)

The next paragraph should contain:

- Church affiliation, if any
 - Names/location of churches
 - When joined
 - Groups of which a member

The last paragraph should contain

- Family left behind (wife, husband, children, grand and great grand children, aunts, uncles, etc.)

Additionally, the Pastor's name should be on the front cover of the program and the family should have the funeral program approved by the CHURCH's Administrative Assistant or the CHURCH's Administrative Secretary before going to print. This is to ensure that the family wishes/desires are possible and/or allowed.

C. Funeral Program

It has been the CHURCH's experience that many grieving people need help drafting the funeral program itself. Although Mt. Lebanon Baptist Church is not currently capable of printing the programs for you, the CHURCH will have one of its assistant ministers to visit with you to discuss funeral guidelines and to show you examples of funeral programs. Below are the guidelines for the order of the funeral itself.

Order of Service

Musical Prelude

Opening Hymn

Scripture Readings

- ✠ Old Testament
- ✠ New Testament

Prayer of Comfort

Selection (This can be a solo, choir led, or congregational song)

Expressions (Please limit to 2 minutes each. Also, only the names on the program will be allowed to give remarks)

- ✠ Church Officers
- ✠ Clergy
- ✠ Family Members (if appropriate)
- ✠ Care Givers (if appropriate)
- ✠ Community/Association Officers
- ✠ Etc.

Acknowledgements (This is handled by one person and he/she needs to be sensitive to the time)

- ✠ Special Cards
- ✠ Special Resolutions
- ✠ Special Poems
- ✠ Etc.

Obituary (can be read aloud or silently. This is up to the family.)

Selection (This can be a solo, choir led, or congregational song)

Eulogy (This is done by the pastor unless the family explicitly requests another one of the ministers.)

Benediction

Final Directions

Recessional

D. Funeral Repast

For all funerals held at the CHURCH, the family has the option to hold a repast in the CHURCH's dining hall after the funeral and interment. If you are interested in a repast, please contact the church at 410 669-1800. The details should include:

- † The number of persons expected to be served
- † Desired menu and any special dietary needs
- † Estimated time when the family needs to be served
- † The price per person for a repast is \$10.00. We reserve the right to change the price dependant on current market prices.
- † If the deceased was a church member in good standing, the church will pay directly to a licensed caterer the cost for either 50 people or \$ 500.00, whichever is less, toward the repast. The church must receive an invoice for its portion and all applicable IRS laws will be followed.

E. MUSICIAN and MUSIC

You are permitted to hire your own musician(s). The donation that the CHURCH asks of you does include a fee for using the CHURCH's musician. Should you decide to use one of your own; the fee for the musician will be deleted. If you are using a non CHURCH musician, he/she is limited to using the Hammond organ or the piano. To use the CHURCH's Roger's organ, drums, or any other instrument would require prior written approval from the pastor.

F. MEDIA SERVICES

For all funerals held at the CHURCH, the donation that the CHURCH asks of you does not provide its visual media (i.e., cameras, screen, and video) services unless these have been requested in writing by you and approved in writing by the CHURCH. If we are asked to show pictures on the screens, a disk already created would have to be supplied to us. If these services are needed, the fees for these services are two hundred (\$ 200.00) to cover CHURCH cost of needing to have media engineers present to show the pictures. Moreover, the CHURCH is not responsible for any sound and/or video defects that would exceed the \$ 200.00 cost for said services.

G. Hold Harmless/Liability Release Clause

In consideration of the CHURCH allowing its building to be used for this funeral, you agree to hereby release, forever discharge, and hold harmless the CHURCH, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred while you are using the CHURCH's facility. Furthermore, you hereby agree to hold harmless and indemnify said CHURCH, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned CHURCH parties, including expenses incurred attendant thereto.

H. INVITATION

Everyone needs a Savior. There will be an end of time and a final judgment. Everyone needs spiritual nurture in order to have a fulfilling life in this world and in the confused times in which we

live. If you are not an active member of a local congregation, I urge you to join the Mt. Lebanon Church family. If you have other concerns, we are here to help.

I. DONATION

There is a cost to the CHURCH to hold the funeral. If the deceased was a ***current attending and financially contributing member of the church***, then the church will absorb the fees in honor of the deceased membership. If not, you will be charged the non-member's fee. Full payment must be made to the CHURCH via cash, money order or certified check prior to the funeral service. **The CHURCH will make the distributions.**

Member Fees

Pastor (free for member in good standing)	\$ 0.00
Assistant Pastor (if requested for eulogy)	\$ 200.00
Bereavement Minister (free for member in good standing)	\$ 0.00
Custodian \$ 50.00 will be paid by church	\$ 0.00
Musician \$ 150.00 will be paid by church	\$ 0.00
TOTAL COST FOR MEMBER FUNERAL	\$0.00
(If the Assistant Pastor does the eulogy)	\$200.00

Non CHURCH Member Fees

Pastor or Assistant Pastor	\$ 200.00
Use of CHURCH	\$ 200.00
Bereavement Minister	\$ 50.00
Custodian	\$ 50.00
Musician	\$ 150.00
TOTAL COST FOR NON-MEMBER FUNERAL	\$650.00

******* SIGNATURES *******

I have read and understand the aforementioned CHURCH guidelines and policies. My signature constitutes my agreement to abide by them.

Name _____

Signature: _____ Date: _____

Address _____

City, State and Zip Code _____

Telephone # _____ E-mail address _____

Date of Funeral _____

START TIME: _____ END TIME: _____

CHURCH Representative _____