



True Vine Baptist Church Funeral Planning Form

Name of deceased

Name of coordinating family member or responsible individual

Contact phone number

Name of Funeral Home and Director

Contact phone number

Date of service

Time of service

Will there be a viewing at the Church before the service?

Validation of Church calendar (to eliminate conflicts)

Name of internment site

Time of internment

Programs (copy included)

Will the Church print the programs?

Yes No

Sample Order of Service

Musical Prelude

Processional

Words of Grace

Musical Solo/Choir Selection

Scripture Readings

Prayer of Comfort

Resolution

Expressions

Obituary Read Silently

Musical solo/Choir Selection

Eulogy

Processional

Church resolution

Yes No

Church expressions

Yes No

Sanctuary Setup required:

Yes No

Podium for speakers:

Yes No

Chairs moved to facilitate casket:

Yes No

Details of the family meal

Will the family require the Hospitality Ministry to prepare and/or serve the food?

Yes No

Hospitality

Contact person / Contact phone number

Doris Haskins /858-4117

Those who will be in attendance:

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

SERVICE STAFFING

Preachers

Contact person/Contact phone number
Rev. Thaddeus Greene/509-4024

Preachers who will be in attendance:

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Deacons

Contact person/Contact phone number
Deacon Thomas Wesley/431-0404

Deacons who will be in attendance:

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Ushers

Contact person/Contact phone number
Tony Williams/679-0803

Ushers who will be in attendance:

- 1. _____ 2. _____
- 3. _____ 4. _____
- 5. _____ 6. _____

Music

Contact persons/Contact phone numbers

Dwayne Toler/523-8131

Dannie Tomes/647-7299

Musicians who will be in attendance:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Choir members in attendance:

Yes No

Soloist in attendance

Yes No

Song selections:

1. _____

2. _____

3. _____

Sound Board

Contact person/Contact phone number

Dwayne Toler/523-8131

Housekeeping

Podium in place

Chairs placed back in order

Who will be available to clean up after the service?



True Vine Baptist Church POLICIES

Revised 6/16/08

Guidelines for Funeral Services

True Vine Baptist Church would like to minister to both the family and friends during these difficult hours. The funeral service will be a Christian service. The following information has been prepared as assistance in planning the service for the person whose life is being celebrated.

Funeral Planning Form

In order to best meet your needs, when planning a funeral to be held at True Vine Baptist Church, please complete a Funeral Planning Form and submit it to the front office.

Church Availability

There should be validation of the Church calendar as to eliminate conflicts. The church will do everything possible to work with the family for the usage of our facility.

Services must be scheduled in such a way that they do not interfere with Worship Services on Sunday or scheduled activities on Wednesdays.

Ministerial Staffing

The elements of the service should be consistent with the beliefs and standards of True Vine Baptist Church. One of our Ministerial staff will be glad to assist in planning and leading of the service.

Prior approval must be given by the Senior Pastor before scheduling a funeral service which would be performed by a minister not currently on staff at True Vine Baptist Church.

Music

The funeral service is a sacred service. Therefore, all music must be Christian and consistent with the beliefs and standards of True Vine Baptist Church.

Programs (copy included)

The preparation of and payment for programs for the service are the responsibility of those planning the service. A program should include the full name of the deceased, dates of birth and death, and the names of the officiant, musicians, speakers, and ushers. Information regarding receptions or donations may also be listed.

Guest Books

Guest books are provided by those planning the service and may be placed on the stands in the narthex.

True Vine Baptist Church POLICIES
Guidelines for Funeral Services (Continued)

Speakers

Many funerals and memorial services include speakers. Ordinarily, two or three persons representing various aspects of the deceased's life are invited to speak. These speeches should not exceed five minutes each. This time limit prevents the service from exceeding its allotted duration. Speakers should arrive thirty minutes before the service to receive instruction. Those organizing the service are responsible for selecting the speakers.

Pall

When the body of the deceased is to be present for a funeral, the coffin arrives at the Church closed and upon entering the narthex is immediately covered with the church pall. After arriving at the Church, the coffin remains closed and is not again reopened. If the deceased was a member of the armed forces, the coffin may be covered with the flag of the United States. Floral displays, wreaths and decorations are not permitted on the pall. If the cremated remains of the deceased are to be present in an urn, notice must be given to the Pastor or Deacon as early as possible in order to ensure that a suitable covering may be found.

Flowers and Decoration Placement

Those organizing the service are responsible for providing flowers. Extravagant displays are discouraged, and all flowers other than those permitted in the chancel will be placed near the entrance in the narthex (church entrance or lobby). All flowers must be removed within 2 hours of the conclusion of the service. It is the responsibility of the presiding funeral home to work with the family for disposition of the flowers. Any flowers remaining 2 hours after the service will be disposed of by the custodians. No flowers will be held overnight.

Family Fellowship Meal

The church will do everything possible to accommodate requests for the use of the Fellowship Hall, for a family fellowship meal, following the funeral. Consumption of alcohol and /or smoking is not permitted on any part of the grounds of True Vine Baptist Church. Any food remaining 2 hours after the fellowship meal will be disposed of by the custodians. No food will be held overnight.

Driving Directions to True Vine Baptist Church