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## Funeral Policy

### Statement of Policy

The Christian funeral is a worship service in which God's people witness to their faith in God and in the hope of eternal life. The Christian funeral is also God's way of bringing comfort to the hearts of those who mourn the memory and celebrate the life of the deceased. Thus, in the Christian funeral service, we gather primarily to worship God, to confess our faith in Jesus Christ, and to remember the witness of the deceased as evidenced through his/her faithfulness to God and His church. The following are guidelines that are intended to assist in the planning of funeral services at Mt. Ennon Baptist Church.

### Procedures

#### Who may have a service?

- a. Christian funeral services (including the provision of the eulogist, funeral programs, musician/soloist, and repast), may be held at **no cost** for **active members** and their dependent children (i.e. natural, adoptive, foster, stepchild, etc.) up to 22 years of age. An *active member* is defined as *one who attends worship services of the church, contributes regularly to the support of the Church and its causes, and actively participates in the organized ministries of the Church.* **Joined Status** does not constitute *active membership* (i.e., completion of New Member Orientation and/or baptism). Therefore, according to this definition, *active members* are expected to support the work and witness of Mt. Ennon through regular attendance, consistent giving, and ministry participation. It is the responsibility of the member to notify the church of circumstances that may prevent them from maintaining *active member status*. If a member has not notified the church of such circumstances after four months or the church has experienced unsuccessful attempts at contacting the member, they shall be considered an *inactive member*. Consideration will be given to *active member status* for members who have been incapacitated due to medical or health circumstances and have notified the Church.
- b. As a courtesy to **active members**, funeral services may be held **with cost** (for use of facilities, eulogist, funeral programs, and musician/soloist) to the following family members who are nonmembers: spouse and adult child (i.e., natural, adoptive, foster, stepchild, etc. older than 22 years).

### **When may a service be held?**

Typically, funeral services are held on Wednesdays through Fridays, with the viewing/visitation generally beginning at 10:00AM and the service beginning at 11:00AM. As a matter of practice, we do not hold funeral services on Mondays, Tuesdays, holidays, during evening hours, or weekends. For our deceased members with stringent interment restrictions due to military status, we will do our best to accommodate your request.

### **What goes into planning a funeral service?**

- a. The family shall *contact the Church Secretary* to plan the home going service. All planning shall be done by telephone and the transfer of information electronically.
- b. The Church Secretary shall communicate directly *with the Associate Pastor of Discipleship and Member Care* once active membership status is verified, to establish funeral plans. All subsequent communications for funeral planning shall be made between the family and the Church Secretary.
- c. Home Going Services will take place in the Chapel or Sanctuary.
- d. *Eulogist*. Unless otherwise requested, the Associate Pastor for Discipleship and Member Care is the delegated Eulogist for all funeral services held at MEBC. Should the family desire to provide an outside minister to serve as Eulogist (not affiliated with Mt. Ennon) the minister must be approved by the church in advance of the service. The family shall be responsible for all associated fees.
- e. *Music & Selections*. A musician/soloist shall be offered to minister. The family may choose their musical selections from our song sheet, otherwise recommendations shall be made to the family by the Worship & Arts Director or designee. The family may select their own soloist to minister selections during the home going. In so doing, they shall be responsible for all fees associated with selected soloists. All musical selections must be appropriate for worship, and therefore approved in advance/during the planning stages of the service.
- f. *Funeral Program*. As a standard, we shall print up to 500 programs. We produce and print a **basic bifold** program in 2 sizes: an 8.5" x 11" program and an 11" x 17" program. If elected by the family, we will also print a 2-page program insert that will be printed on both sides. The family shall produce and submit the program insert ready-to-print, using the portrait orientation. If the family elects to produce and/or print their own program, they must follow the guidelines for the Order of Service as stated below and submit a draft of the program to the Church for approval before printing; the cover of the program shall include Mt. Ennon Baptist Church, the address, and Delman Coates, Ph.D., Senior Pastor.
- g. *Repast*. For active members and their dependent children, we provide a standard menu of a meat, a vegetable, a starch, bread, a beverage, and dessert. We also provide up to five reserved tables, seating 7 per table. Up to 150 plates are provided for the repast at no cost. The number of plates over 150 shall incur a cost of \$10.00 each. We allot up to two hours for repasts.

- h. *Video Slideshow.* If elected, the family shall produce and submit, in advance (in agreement with timeline communicated by the Church Secretary) of the service, a slideshow in video format or Power Point. All images must be appropriate for display during a worship service. The slideshow shall be submitted by email attachment, or hyperlink.
- i. *Photo/collage for display.* Mt. Ennon shall provide up to three tripod floor easels for displaying large photographic images for the service. The family shall produce, print, and deliver for the service, ready to display. All images must be appropriate for display during a worship service.
- j. *Security.* If the Church determines that the circumstances of the deceased warrant the presence of police officers for security purposes, the family shall be responsible for all associated fees for two officers for four hours, up to \$500.00.
- k. *Payment of fees.* All fees associated with having the funeral shall be paid in advance of the service. Make payable to: Mt. Ennon Baptist Church.
- l. *Live Stream.* Mt. Ennon shall provide Live Streaming of the funeral service, where possible, if desired, at a cost of \$50.00.

**What is the Order of Service for a funeral?**

All funeral services shall follow the guidelines below for the order of service (and be printed in the funeral program as such) and be planned in consultation with the Church Secretary:

- Processional – Ministers
- Congregational Hymn – Musician
- Scripture – Pulpit (recitation from selected Old and New Testament)
- Prayer of Comfort – Pulpit
- Selection/Solo – Musician or Soloist
- Acknowledgements (family may deliver up to 3 cards to be read and all letters, declarations, proclamations and resolutions) – Pulpit
- Life Reflections (read silently to melodic music)
- Tributes (list up to 5 people to make remarks lasting no more than 2 minutes each)
- Selection/Solo – Musician or Soloist
- Eulogy (Ministry and affiliation)
- Recessional – Musician

**Miscellaneous content for the funeral program:**

- Life Reflections (obituary)
- Pallbearers
- Flower Bearers
- Poem
- Acknowledgements (Special Thanks)
- Professional Services (funeral home)

**I have received and read the funeral guidelines. My signature confirms that I understand and shall be compliant with the procedures detailed herein.**

Signature\_\_\_\_\_

Date\_\_\_\_\_