

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 of 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 ljackson@morningside.org.
- 0 Please send in digital format any additional items to be included in the program to ljackson@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 ljackson@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 each individual a suggested honoraria.
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 Steven Huffman
 shuffman@morningside.org
 864-297-7890 (church)
 864-244-1825 (home)

Laura Jackson – Church Secretary
 ljackson@morningside.org
 864-297-7890 (church)