



Funeral Policy

First Baptist Church of Hampton Falls

Everyone, sooner or later will find themselves dealing with the grief that comes from the passing of a loved one in death. Our church family stands ready to assist anyone who needs our help and counsel.

1. Can we plan to have a service at the church?

Our Church Staff will do their best to work with the family to find a time that is convenient for both the needs of the family and the scheduled programs. These times need to be cleared by either the officiating pastor or the administrative secretary.

2. Can we have a service in the Chapel?

There are times when the family requests a service in the chapel instead of the main sanctuary. This is perfectly fine as long as the family understands that the room is smaller, is not well air conditioned in the summer and only has a piano for a musical instrument.

3. Which pastor should I call?

Our pastors stand ready to serve in whatever way they can. Our policy is to allow the family to make that decision.

4. What role does the Funeral Director play in the planning of the service?

The funeral director meets with the family to discuss the many options available and then manages the details of the family's needs and wishes. The funeral director leaves the actual funeral/memorial service up to the pastor to plan and direct with the family.

5. Is the Fellowship Hall/Annex available for a reception following the service?

Yes! Our church family works hard to care for everyone in this difficult time. Once a service has been scheduled, our administrative secretary will locate a hospitality leader and team to coordinate the event.

Should the family desire to use outside catering, our hospitality leader would be happy to work on that option as well. It should be noted that no alcoholic beverages are permitted on the premises of the church property.

6. How can family, friends and neighbors help with the reception?

The administrative secretary will give the family a contact person. Should people volunteer to bring food, it is important to communicate that information to the hospitality leader so all can work together.

7. Are pictures of the loved one and their life appropriate?

Yes! Families are free to display pictures in the Fellowship Hall and when appropriate, in the funeral/memorial service itself.

8. Can I request favorite hymns, songs, readings, or Scriptures?

Yes. Keeping in mind that this is a Sanctuary and that there is a certain dignity and integrity of truth that needs to be observed, the family is free to make their requests of the officiating pastor and then submit to his objective judgment.

9. Who takes care of asking the musician/s?

Depending on the wishes of the family, after discussion with the officiating pastor, the officiating pastor will assume the responsibility to ask the musician/s.

10. Can the service be recorded or videotaped?

We do have the equipment to record the service. However, we do not have anyone who normally does this for funerals/memorial services. However, the family is welcome to make the request and offer a stipend for the services.

11. How are memorial gifts given to the church handled?

Memorial gifts given are kept in a separate account from the church budget in the name of the person who has passed away. Our financial secretary will see that the family is made aware of who has given gifts so that they will be able to acknowledge the contributions. (Please allow a few weeks before expecting a record from the financial secretary as it usually takes a couple of weeks for people to send in memorial gifts).

The family may select an approved project or seek approval for a project through the officiating pastor. A list of approved projects is available from the business manager. When possible, the family will be contacted for approval before the funds are spent.

12. What are the fees I need to know about?

Those who are involved in the ministry of the church see ministry as a privilege. Therefore, there will be no bills sent, nor will anyone be denied help due to "inability to pay." However, it should be remembered: "For the Scripture says, 'Do not muzzle the ox while it is treading out the grain.' And 'The worker deserves his wages.'" (1 Timothy 5: 18)

- a. **The Church Building** There is no fee for the use of the church building for a funeral service or for the reception.
- b. **Custodial Service.** There is no fee for custodial service for members and regular attendees of the First Baptist Church. The custodial fee is \$75 per service which is covered by the church budget. We ask that those families who are not members or regular attendees contribute \$75 to the church for custodial fees.
- c. **Musicians.** The musicians, whether they be the organist/pianist or soloists should be paid for their services. We suggest that you check with the funeral director to determine an appropriate amount.
- d. **Sound Room/Recording Technician.** Should you request a sound room technician to do recording, they should be compensated for their time. We suggest you check with the funeral director to determine an appropriate amount.
- e. **Officiating Pastor.** Since funerals and memorial services are exceptional and considered to be in addition to the pastor's normal duties, it is appropriate to give the officiating pastor an honorarium for his services. We suggest that the family check with the funeral director to determine an appropriate amount.

PLEASE NOTE THAT OUR BUSINESS MANAGER PREFERS THAT ANY MONEY GIVEN FOR SERVICES RENDERED BE GIVEN DIRECTLY TO THE INDIVIDUAL AND NOT TO THE CHURCH.