

EDGEWOOD BIBLE CHURCH MEMORIAL GUIDELINES



WHAT TO DO WHEN A LOVED ONE DIES

1. Notify family members and friends or have someone do this for you. It may also be helpful to have that person receive incoming calls and take messages for you.
2. Contact a Pastor. We want to know about your loss as soon as possible. Please call or email the church office at 253-927-2767, ebc@edgebible.org to inform us of the death.
 - a. Review the church policies below for memorial services and determine if you would like the service to be held at EBC. Either way, we would like to come beside you and support you and your family during this time.
 - b. The senior pastor reserves the right to officiate at any memorial service, but may also delegate to one of the other pastors. If one of our pastors will be officiating the funeral, then that pastor will meet or speak with the family to review the service plans, etc. If the service is to be held at Edgewood Bible Church, the pastor will make sure the church facilities are available for the requested service date and time.
 - c. If it would be helpful to have some meals provided, we will contact the Mercy Ministry Coordinator to schedule meals to be brought to your home.
3. Contact a Funeral Home. Contact a funeral home of your choice to schedule an appointment with the funeral home director. Ask a close family member or friend to go with you to the funeral home. It will be helpful to take the following information with you when you visit the funeral home:
 - a. Date, time and location the family is requesting for the visitation/viewing, funeral, and graveside services
 - b. Funeral/Memorial service request (if available). Information regarding the deceased's wishes for their funeral service
 - c. Insurance policy(s)
 - d. Full name of your loved one (no nicknames)
 - e. Date and place of birth
 - f. Parents' name, living or deceased
 - g. Social security card/number
 - h. List of family members (i.e. spouse, children, brothers, sisters, uncle, aunts)
 - i. Church membership (if applicable)
 - j. Proof of military service
 - k. Memorial funds - donations (In lieu of flowers) - name and address of organizations or charities to which donations are to be made
4. Inform your Care Group leader. If you are a member of a Care Group it is important to let your Care Group leader know, so that the members of your group can be mobilized to pray, serve, and minister to both you and your loved ones in the same manner you would want to do for them.

EBC POLICIES FOR MEMORIAL SERVICES

Edgewood Bible Church (EBC) memorial services are designed to meet the needs of the family and every attempt is made to accommodate the family's requests. The following policy and procedures govern the conduct of all memorial services for members of EBC. Please note that a memorial service is regarded as a worship service of EBC. Therefore, no fees of any kind will be charged for the use of the church facilities. This also governs our approach to the contents of the service itself. All aspects of the service including music and content should bring honor to the Lord.

Memorial Services shall be provided for the following individuals:

- EBC members and regular attendees.
- The congregation has no obligation to provide the same services to those who are not part of the EBC family nor to families whose deceased relative is not part of this church family. There may be times and circumstances that may warrant the church to offer some services to persons who are not part of the church family, however they will be on a case by case basis. There may be an occasion when a member has an immediate family member for whom the church may choose to offer services. We define immediate family members as spouses, children, parents, parental guardians and siblings.

Officiant of Memorial Services:

- The senior pastor reserves the right to conduct all funeral services at EBC. In the event that the senior pastor is away or unavailable, he will appoint another EBC pastor to conduct the service.
- All memorial services held at EBC will include a gospel-centered message delivered by the officiating pastor.

Other Memorial Service Policies:

- The church will not cancel any scheduled events (weddings, conferences, workshops, etc.) to accommodate a memorial service. Saturday memorial services at the church will begin no later than 2:00 pm.
- The church does not provide nursery services for memorial services.

STEPS FOR PLANNING A MEMORIAL SERVICE AT EBC

The Service:

If an EBC pastor will be officiating, the following aspects of the service will need to be discussed with the Pastor or an EBC staff member.

- Order of service (Sample included below.)
- Contents of printed program (pictures, eulogy, etc.) and estimated number needed
- Location of funeral service
- Burial/Cemetery – Name and address of cemetery
- Family Requests/Needs
- Special guests/speakers/person to deliver the eulogy
- Easel and/or table(s) for picture(s)
- Media requests – digital file, CD or DVD with music, slideshow, or video
- Reception plan with requested set-up.

MUSIC: Since the memorial service is a Christian worship service, all music selected should reflect our faith and belief. While we respect the right of a family to choose music, we also must respect the right of the congregation that all services will be conducted in accordance with fundamental Christian beliefs and practices. All music selected for a service held at the church should meet this criteria, including live music, recorded music and music selected for a video. If you need musicians for your service, an EBC staff member will help you connect with our music ministry.

MEDIA: Video/slideshow presentations are always a sweet remembrance to be shown just before or during the memorial or reception. Presentation length should not exceed 6 minutes (approximate duration of 2 songs), which amounts to about 70 photographs displayed for 5 seconds each. Please submit video/slideshow 3 days prior to memorial service for approval by pastoral staff.

The reception:

EBC provides:

- Coffee, tea, and chilled water per your request
- Cookies and fruit. Cheese and crackers may also be provided depending on the time of the reception and the wishes of the family.
- Serving items (paper plates, napkins, cups, utensils)
- Serving tables and dining tables with table cloths and chairs set up prior to the reception
- Floral centerpieces for the table, if desired.
- A volunteer hostess to receive food from Mercy Ministry participants and/or family members and friends. They also will help make sure food is set out appropriately, and also be available to help clean up and wrap up any leftover food for family members to take home immediately following the reception.

You are welcome to have your meal catered professionally and/or allow family, friends, Care Group members, etc., to deliver their food items (all utensils and serving dishes clearly labeled) one to two hours prior to the funeral service start time.

SAMPLE ORDER OF SERVICE

Prelude
Welcome and Prayer
Scripture Reading
Congregational Songs
Eulogy
Family Remembrances
Message
Special Music
Closing Prayer
Postlude