



Cade Chapel Missionary Baptist Church Funeral Planning Form

Our prayers and thoughts are with you now as you begin to plan the funeral services of your loved one. Recognizing that this can be a very difficult time, we will make every effort to assist you in the planning of the funeral. A member of the Funeral Committee will work and walk with you through this process and assist you in designing a service that honors your loved one and reflects the doctrine and decorum of Cade Chapel. Please fill out this form as soon as you can in order to begin the funeral planning process.

I. General Information

Date this form was completed: _____ Deacon's Name _____

Full Name of Deceased: _____

Name to be used in service (if different): _____

Date of Birth: _____ Date of Death: _____

Place of Death: _____

Contact Person: _____ Phone # _____

Address: _____

II. Funeral Service

Funeral Home: _____

Requested date of service: _____ Time: _____

Funeral Location (if other than church): _____

Type of service (Funeral / Memorial): _____

III. Visitation

Date: _____ Time: _____

Location: _____

Place of Burial: _____

(continue on other side)



VI. Service Details

Requested clergy to eulogize (if other than the Senior Pastor): _____

Requested Choir(s): _____

Special Music: _____

Requested Soloist: _____

Organist: _____ Other Musicians: _____

(While all efforts will be made to satisfy your requests, the minister of music will provide the staff that is available for the service.)

If music is provided outside of Cade Chapel, please indicate here: _____

New Testament Scripture: (Text) _____

Clergy: _____

Old Testament Scripture: (Text) _____

Clergy: _____

Prayer: _____

Words of Comfort (if desired): _____

Acknowledgments (if other than church clerk): _____

Any special requests: _____

Pall Bearers:

_____	_____
_____	_____
_____	_____
_____	_____

Honorary: _____

Participating Organizations (Military/Professional Associations)



- 1. In all cases, the pastoral staff has the sole responsibility and discretion in carrying out church funeral services at Cade Chapel. Consequently, if a family desires to have a family minister deliver the eulogy, this request must be presented directly to either the executive or senior pastor before planning such. The pastoral staff will make the final determination. We will make every effort to include family members in the service where appropriate.

- 2. The use of “program guides” has become popular in recent years in many churches. However, we must keep in mind that the funeral is a service of worship—not a program. As such, services of worship must be officiated and conducted by the pastoral staff. In some cases, the pastoral staff may defer to other participating clergy or the Minister of Music, but in no case will the funeral be conducted from the floor by non-ministerial or laypersons.

- 3. The practice of “viewing the remains” or “final viewing” after the eulogy is strongly discouraged. The ministry of the Word is meant to help heal and comfort as we release our loved one. A “final viewing” disrupts that healing process and brings back what we are being encouraged to release. Viewings can be planned at the funeral home where family and friends can gather together to encourage each other. Please take advantage of that time so that once the funeral service begins and the casket is closed, the family is prepared for the ministry of healing through the Word. A call for final viewing will be announced before the service begins.

- 4. Because fraternal or civil rites of any kind are not a part of the worship service, these organizations should pay tribute to the deceased at another hour. Such rites can be performed at the funeral home, during family hour, or they can be performed before the funeral service begins. This should be scheduled at least 30 minutes before the beginning of the funeral. The Christian funeral however, is reserved specifically for the church.

- 5. Because families sometimes have members of different faiths (Muslim, Buddhist, Jehovah’s Witness, Mormon, etc.) we are sensitive to their presence. However, we must preserve the distinction of the Christian pulpit. We are unapologetically Christian and conducting a Christian service in the church of Jesus Christ. If there are family members who are ministers/members of a different faith who the family wants to include in the service, we will gladly include them but ask them to sit with the family and speak from the secondary



lectern on the floor. Pulpit participants **must** be of the Christian faith.

The above policies and practices have been explained to me and I agree that I and the family I represent will be governed by them for the funeral services scheduled for our loved one.

Signed _____ Date _____

(family member)

Signed _____ Date _____

(funeral committee member)



V. The Obituary

The first paragraph should contain:

- Deceased Name, including son/daughter of...
- Deceased Parents' names
- Deceased Birth date and place of birth
- Date Deceased passed away

The second paragraph should contain:

- Marriage information (if any)
- When did they meet?
- When did they marry?
- Were there any children born to this union (give names)

The third paragraph should contain:

- Deceased Education (where and level)
- For example, high school, college, graduate degree and what was the name(s) and location(s) of the school(s)
- Deceased Job
- Position(s) held, Name of company, and Years employed
- Special Affiliations (if important to deceased)
- Fraternity, sorority, mason, Eastern Star, or etc.
- Military Service
- Highest Rank achieved
- Years in service
- Name of war if in combat
- Year and type of discharge (if honorable)

The next paragraph should contain:

- Church affiliation, if any
- Names/location of churches
- When joined
- Groups of which a member

The last paragraph should contain

- Family left behind (wife, husband, children, grand and great grand children, aunts, uncles, etc.)

Additionally, the church and the pastor's name should be on the front cover of the program and the family should have the funeral program approved by the funeral committee **before** going to print. This is to ensure that the family wishes/desires are possible and/or allowed.



VI. Typical Order of Service

Musical Prelude
Opening Hymn
Scripture Readings

Old Testament
New Testament

Prayer of Comfort

Selection - *(This can be a solo, choir led, or congregational song)*

Expressions - *(Please limit to 2 minutes each. Also, only the names on the program will be allowed to give remarks)*

Church Officers

Clergy

Family Members (if appropriate)

Care Givers (if appropriate)

Community/Association Officers

Acknowledgements (This is handled by one person and he/she needs to be sensitive to the time)

- † Special Cards
- † Special Resolutions
- † Special Poems
- † Etc.

Obituary - (to be read silently if it is included on the program)

Selection - (This can be a solo, choir led, or congregational song)

Eulogy - (This is done by the pastor **unless he has approved** of another minister.)

Benediction

Recessional

VII. Timeliness

Most funerals can be sufficiently conducted between 45 minutes to an hour.

VII. Funeral Repast

For all funerals held at the church, the family has the option to hold a repast in the fellowship hall or family life center gymnasium. If the deceased was a church member in good standing, the church will bear the expense for the repast up to \$400.00 or 100 people. If you anticipate more than this number in attendance at the repast, you must cover the additional expenses.



