

Funeral and Memorial Service Guidelines

Lake Shore Baptist Church
5801 Bishop Drive, Waco, TX 76710

The resurrection shapes Christians' attitudes and responses to the events surrounding death. A worship service following the death of a loved one does at least two things: it helps us face the reality of our mortality, and it comforts us in the celebration of another reality – eternal life in God's presence. In the face of death, Christians affirm with tears and joy the hope of the gospel.

As Christians, we do not bear our grief in isolation but are sustained by the power of the Spirit and the community of faith. The congregation of Lake Shore Baptist Church offers a ministry of love and hope to all who grieve. As we affirm in our memorial and funeral services, "In life, in death, in life beyond death, we are not alone. Thanks be to God!"

Memorial services take different shapes. Today many families are choose to inter the body in a small or private gathering and then come to the church for a public service of worship and remembrance. If the body of the deceased is present at the service and interment follows the church gathering, the service is called a funeral. Sometimes, families choose to scatter or bury the ashes of their loved one at a small, private service at another time and place. In all these ways, the life and memories of the loved one are blessed and their spirits, committed into the eternal presence and care of God.

It is the commitment of the clergy and music leadership of Lake Shore Baptist Church to plan and present a meaningful experience grounded in the gospel of Jesus Christ for all who seek God through worship at the time of death. To this end we have gathered the following guidelines and suggestions, borne of experience in the life and ministry of our church.

Words to the Family

At the time of death, please contact one of our ministers. Following that initial contact, the family and the minister will proceed to define details about the funeral or memorial service. While the minister will guide you and your family through this time, the family needs to be aware of some key elements that help in planning the service:

- **Contact the minister soon about setting the time of the service.** This will help coordinate the schedules of the church, the ministers, the musicians, the family, and the funeral home (if one is used.) A time should not be published in the paper or on-line until a common decision is made.
- **Listen for a call from the minister about getting together to plan the service.**

Our ministers are experienced in planning funerals and memorial services and will visit with you about Scriptures, music, and worship leaders. Your loved one may have left plans for these. If possible, we will try to honor the wishes of the deceased and the family. If you do not have a *Chalice Hymnal* to look at hymns, we will bring you one.

- **Choose one person who is the primary phone contact person for the family to the minister in case there are any question about details.**
- **If you are using a funeral home, let the minister know the name and cell number of the funeral director when you get that information.**
- **If at all possible, have the obituary prepared when you meet with the funeral home. The funeral director will be responsible for sending the obituary to the newspaper, usually by 3:00 p.m. of the day before it is printed and online. (Recording the details for your own obituary early is a great help to your family at the time of death.)**
- **Lake Shore will want a photograph of the deceased (digital if possible) for the front of the worship guide.**
- **A funeral or memorial service at Lake Shore includes both a homily proclaiming the hope of the resurrection *and* memories honoring the one who has died. We strive to honor the life, personality, and faith of the one who has died with statements of memory from family and friends. The memories may be recounted at the service by the family and friends themselves (and should usually be held to a combined length of no more than ten minutes). Written statements of memory can be given to the minister for incorporation into the homily.**
- **Reserved seating will be arranged for the family on the front rows on the organ side of the sanctuary. The family is invited to gather at least fifteen minutes before the service in a room near the sanctuary where the minister will pray with the family before they line up and are escorted into the sanctuary.**
- **The church Care Group and Food Team will provide either a meal or reception after the service for the family *or* a meal at home for the family either before or after the service. One of our church volunteers will contact you about your preference. Please provide the church with an estimated number of people for the family meal at least 36 hours before the gathering**
- **The attached example of a Lake Shore memorial service may help you think of any scriptures, songs, or questions.**

General Church Guidelines

1. **Since a funeral service or memorial service is considered a church worship service, there is no expense to a family for the use of the sanctuary if you are members of the congregation.**
2. **Funerals and memorial services are scheduled Monday-Saturday, with Sunday reserved for worship only.** If at all possible, we schedule around regular church activities such as Wednesday night supper, Meals on Wheels, and other ministries. Lake Shore prefers to set the time for a service between 11:00 a.m. and 4:00 p.m. every day except Saturday when 2:00 is the latest time available in order that we may prepare for Sunday.
3. **Lake Shore ushers and others who volunteer at funerals and memorials will assist at the service.** The chair of the ushering committee, in consultation with the minister(s) about service details, will secure and organize Lake Shore ushers.
4. **Regardless of whether a funeral home is involved at the church on the day of the service, the funeral home should provide guest books and their stands.**
5. **If a family wishes to display pictures of the deceased,** the church will set up tables in the hall near the sanctuary, at the back of the sanctuary, or in the room for the meal for this purpose.
6. **Flowers are not a requirement for a service,** though most families choose to have a special arrangement created for the communion table. If an abundance of flowers arrives from the funeral home or at the church the day of the service, some of them will be placed in the hall or in the room where people eat. If the family does not want to take the flowers home, it is still the family's responsibility to check with the ministers to see whether the church can use them.
7. **The church will provide:**
 - The sanctuary for the service
 - A space for visitation (if not using the funeral home)
 - A printed worship guide for the service
 - An outline for the order of worship
 - A meal or reception at the church or a meal at home after the service
 - A sound system technician
 - Custodial help

8. **Family may choose to provide:** Flowers for the service
Removal of flowers
Honoraria for appropriate parties

Honoraria

The ordained ministers of Lake Shore Baptist Church believe that funerals are a part of the pastoral call to ministry. They count it both a great responsibility and a great privilege to be with families in times of grief and loss surrounding a death, offering through their words, work, and witness the life and love of Jesus Christ.

They also acknowledge that some families wish to honor pastors with an honorarium. As many families are uncertain about an appropriate amount and often contact the church office (or even the ministers themselves) to ask what is customary, the following ranges are suggested as general guidelines for those wishing to provide an honorarium. The ranges should not be interpreted as a fee-for-service arrangement.

An honorarium should be given in the form of a check, not in gift cards or other personal gifts.

Officiating minister (\$200-\$250)

Additional ministers (\$100-\$125 depending on the extent to which this pastor is involved in the planning, preparation, and leading of the service)

Minister of Music: \$125-

\$150) Organist (\$200)

Please note: It is totally at the family's discretion as to whether they choose to provide an honorarium to the participating ministers. It is also totally at the family's discretion, should they choose to provide an honorarium, to follow the guidelines above or to determine other amounts as they deem appropriate.

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