




first baptist atlanta _____

funeral policy & guide

Revised 2014



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***“Jesus said to her, ‘I am the resurrection and the life;
he who believes in Me will live even if he dies’” (John 11:25 NASB)***

“Let not your heart be troubled: ye believe in God, believe also in me.” (John 14:1 KJV)

***“Peace I leave with you, my peace I give unto you: not as the world giveth, give I unto
you. Let not your heart be troubled, neither let it be afraid.” (John 14:27 KJV)***

WHEN A LOVED ONE HAS PASSED...

Our thoughts and prayers go out to you in this time of loss and grief. It is our desire to minister to you and your loved ones in your hour of need and to encourage you through the comfort of the Lord Jesus Christ (II Corinthians 1:3-4). Please let us know of any specific ways we can be of assistance to you.

To notify the church of the death of a family member, please contact Member Care at 770-234-8316. We desire to minister to you whether the service will be held at First Baptist Atlanta or at another location.

This booklet has been put together to assist you with the practical aspects of dealing with your loss and to serve as the FBA Funeral Policy.

FBA FUNERAL GUIDELINES

Even for Christians, the death of a loved one is a difficult experience. We grieve the loss of one who has been close, but we do not sorrow as those who have no hope (1 Thessalonians 4:13). It is our desire and privilege to minister to the families of our congregation in their time of need. It is through the Word of God that we have hope at the time of the death of a loved one (Romans 15:4). This policy is provided to assist our families in planning and providing a Christian funeral.

WHO CAN HAVE A FUNERAL AT FBA?

We offer funeral services at First Baptist Atlanta for active members of the church. Only a relative of the deceased may make arrangements with FBA for funeral services. Exceptions are made at the discretion of the Pastor of Member Care.

DATE AND TIME OF FUNERALS AT FBA

Dates and times for funerals at FBA are to be arranged in consultation with the Pastor of Member Care, and will be scheduled based on availability and the preferences of the deceased's family. The Member Care Pastor must approve all funeral service arrangements scheduled to take place at FBA.

Funerals may be held Monday through Friday, 10 a.m. to 4 p.m., based on availability. All funeral services at FBA should be kept to a maximum of one hour.

WHO WILL OFFICIATE AT FBA?

A FBA pastor will officiate the funeral service held at FBA. Any requests for another pastor or lay person to officiate or assist in the service must be approved by the Pastor of Member Care. All pastors officiating funeral services at FBA must be of like faith and in agreement with the values and convictions of FBA.

If the service is being held at a funeral home or graveside, an FBA pastor may be available to officiate upon request. All requests will be coordinated through the Member Care Ministry.

WHERE ARE FUNERALS HELD AT FBA?

Most funerals are held in The Chapel at FBA, which can comfortably seat 100 - 150 people.

CAN WE HAVE A RECEPTION AT FBA?

Receptions can be held at FBA upon approval by the Pastor of Member Care with the following guidelines:

- Receptions are to immediately follow the funeral service.
 - Receptions will only take place in Heritage Hall or Faith Hall, based on size.
 - FBA Food Services does not cater family receptions.
 - An FBA Sunday school class or ministry must sponsor the reception, and be responsible for hosting, setup, and cleanup.
 - The reception may be no longer than two hours including cleanup.
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SERVICE DETAILS

Flowers

Funeral flowers can be delivered to the funeral home or to First Baptist Atlanta, 4400 North Peachtree Road, Atlanta, GA 30338. All funeral flowers need to be removed from FBA immediately following the service. Typically, the funeral home will assist with this.

Music

Only music appropriate for worship shall be used. Music can be played from CD or by a soloist and accompanist. Member Care will assist the family with a soloist and accompanist as needed. All music selections must be approved by the Pastor of Member Care at least 48 hours prior to the service. The Media Department will need the CDs 48 business hours prior to the service to ensure compatibility with our equipment.

Video Presentation

If a video is to be used during the service, it must be submitted to the Pastor of Member Care for review at least 48 hours prior to the service. The Media Department will need the DVDs 48 business hours prior to the service to ensure compatibility with our equipment. All presentations should be in DVD format (not PowerPoint). Appropriate music should be used to accompany the DVD.

Decorations

Families may wish to display mementos or photographs. Please follow these guidelines:

- A small table will be provided for the display. Please bring your own tablecloth if desired.
- Any displays of pictures need to be limited to a few individual pictures or a picture board on an easel, in proximity to the casket on the floor and not on the platform, and must be appropriate to a worship setting.
- All decorations must be removed within one hour of the conclusion of the service.

Closed Casket

Caskets may be open for the family viewing and for the visitation. The final closing of the casket will be prior to the beginning of the service.

Family Participation in the Service

All poems, readings, and testimonials must be appropriate and exclude any swearing or phrases and expressions that are not conducive to a worshipful and godly setting.

Parking

FBA will put out direction signage to assist attendees with parking. Parking attendants are not provided. Processions are directed by the funeral home.

Child Care

The church does not provide child care for funeral services.

TYPICAL FUNERAL SERVICE

- Processional and Seating of the Family
- Music/Solo (Optional)
- Reading of Scriptures
- Prayer
- Testimonies (Optional)
- Music/Solo (Optional)
- Video Presentation (Optional)
- Message
- Prayer
- Recessional

WHAT TO DO WHEN YOUR LOVED ONE DIES

- Contact other family members and close friends.
- Contact Member Care at 770-234-8316.
- Notify employer of the deceased and your own employer.
- If children are in school, notify the school.
- Choose and contact a funeral home.

WHERE TO FIND HELP WITH YOUR GRIEF

We rejoice at the privilege of offering any assistance that we can to the family prior, during, and after the funeral service for your loved one. For further information or assistance, please contact Member Care at 770-234-8316.

BEFORE GOING TO THE FUNERAL HOME

It will save you considerable time and phone calls, if you have the following information available:

Legal Name of the Deceased:		
Nickname of the Deceased:	Date of Birth: ____/____/____	Date of Death: ____/____/____
Father's Name:	Mother's Name (Maiden):	
List of relatives and relationship to the deceased:		
List of individuals who might be available to serve as pallbearers:		

List of church, organizations and clubs in which membership was held:	
If you wish, indicate memorial to be designated in obituary in memory of the deceased:	
Funeral Home:	Funeral Home Phone:
Funeral Home Address:	
Funeral Director:	Funeral Director Phone:

Note: If a memorial or funeral service is announced in the newspapers, take extra precaution to secure the home of the deceased and their family, during the indicated time of the service.

IMPORTANT INFORMATION

The following information will be needed for the funeral home and for the planning of the service.

Legal Name of the Deceased:	
Family Contact:	Relationship:
Family Address:	
Family Phone:	Other Contact Phone:
Number of Family Members:	
Family Viewing Scheduled?: Yes or No	If Yes, Location & Time:
Floral Requests:	
Church Membership:	