



HUNTERS GLEN FUNERAL SERVICE PROCEDURAL GUIDE

This procedural guide is provided to assist families in planning and holding a celebration, memorial, or graveside service.

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Contents

A.	Introduction	2
B.	Procedures	2
a.	Eligibility	2
b.	Officiating Pastor.....	2
c.	Scheduling.....	3
d.	Location	3
C.	Service Details	3
a.	Order of Worship	3
b.	Music.....	4
c.	Testimonies	4
d.	Video	5
e.	Decorations and Flowers	5
f.	Memorial Bulletins	5
g.	Seating	6
h.	Childcare	6
D.	Pre- or Post-Service Events	6
a.	Viewing and Visitation.....	6
b.	Family Meal or Reception.....	6
E.	Grief Counseling	7
a.	Pastoral Care	7
b.	GriefShare	7
F.	Fees and Honorariums	7
a.	Fees for Facilities and Support Staff	8
b.	Honorariums for Ministers and Staff Musicians.....	8
	Funeral Service Checklist	9-11

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A. Introduction

Our prayers go out for you in this time of loss and grief. We desire to minister to you and your loved ones and to encourage you through the comfort of the Lord Jesus Christ. It is through the Word of God that we have hope at the time of the death of a loved one.

This procedural guide is provided to assist families in planning and holding a celebration, memorial, or graveside service. The Hunters Glen pastoral staff welcomes the opportunity to work with your family in making plans for these services. Please let us know of any specific ways we can assist you.

Please notify the church if a death occurs in your family by contacting us at (972) 867-1610. After arrangements have been made with a funeral home, a Hunters Glen pastor will meet with your family to minister to you and to plan the worship service following the death of the loved one. Decisions concerning areas outside the scope of this procedural guide shall be decided at the discretion of the officiating pastor.

B. Procedures

a. Eligibility

Hunters Glen offers funeral services for active members of the church and their immediate family. Only a relative of the deceased may make arrangements for funeral services. Nonmembers who regularly attend and participate in the church's ministries and programs may be treated as members for the purpose of this procedural guide. Exceptions are made at the discretion of the pastoral staff.

At times, Hunters Glen nonmembers or a local funeral home may request our church to conduct a funeral service. All ministers, as their schedule permits and consciences dictate, have the freedom to conduct funeral services and/or decide for whom they will conduct services.

b. Officiating Pastor

A Hunters Glen pastor ("the officiating pastor") will coordinate all details related to the order of events. If the service is being held at a funeral home or other location, the officiating pastor will be available to officiate and will coordinate with the funeral home.

Requests for another pastor or layperson to officiate or assist in the service must be approved by the officiating pastor. All pastors officiating at Hunters Glen funeral services must be of like faith and in agreement with the values and convictions of Hunters Glen.

c. Scheduling

Dates and times for funerals are to be arranged in consultation with the officiating pastor. The officiating pastor must be consulted before committing to a date and time with the funeral home.

Funeral services at Hunters Glen may be held on Monday through Friday mornings and on Monday through Thursday afternoons. Funeral services will be scheduled based on availability and the preferences of the family. Funeral services must be planned around already scheduled church events, such as worship services, weddings, and conferences. All funeral services at the church should last no longer than one hour.

d. Location

- i. **At Hunters Glen.** Hunters Glen Baptist Church (“the church”) is located at 4001 Custer Rd, Plano, TX 75023. Most funeral services are held in the church sanctuary, which can seat 800 people, or in the Fellowship Hall, which can seat 200 people.
- ii. **Other Locations.** Services offered by fraternal orders, military branches, lodges, or other organizations are not generally held at the church. If the family requests such a service, it should be held at the funeral home or the graveside. It must be coordinated with the officiating pastor prior to the day of the service. If requested, the officiating pastor will coordinate with the funeral home for presentation of the flag at the graveside. The funeral home director can help in making those arrangements with the proper branch of the military.

C. Service Details

a. Order of Worship

A funeral service is a service of worship, celebrating the deceased person’s life and the promise of eternal life through Jesus Christ. All parts of the service are to be consistent with the present worship practices of the church. The officiating pastor or worship pastor will consult with the family to design

the order of worship for the funeral service, along with the graveside service of interment.

A recommended order of worship is as follows:

- Processional and Seating of the Family
- Music (Optional)
- Reading of Scripture
- Prayer
- Testimonies (Optional)
- Music (Optional)
- Video Presentation (Optional)
- Message
- Prayer
- Benediction and Recessional

b. Music

A funeral service is an occasion of Christian worship; therefore, music should be fitting for the worship experience. Only music appropriate for worship may be used. The officiating pastor will provide guidance regarding the use of congregational hymns, songs, and other special music. All music selections must be approved by the officiating pastor or the worship pastor at least 48 hours prior to the service.

Music may be played from an MP3 file or by a live soloist and accompanist. For prerecorded music, the media team will need the MP3 file one business day prior to the service to ensure compatibility with our equipment. For live music, church worship staff will assist the family with a soloist and accompanist as needed. Church staff musicians, as available, will play for funeral services in the church. The worship pastor is also available to assist families with special music as needed.

In cases where an outside musician or soloist is desired, permission must be secured from the officiating pastor or the worship pastor. Outside musicians should be available to practice before the service.

c. Testimonies

All poems, readings, and testimonials given by family members or friends must be appropriate and exclude any phrases or expressions that are not

conducive to a worship setting. Participants should have their testimony written out in advance, so they know exactly what they are going to say.

d. Video

The church will work with families who wish to show pictures or video of the deceased. Church staff are not available to create presentations or videos; however, many funeral homes do offer this service. If the family desires video to be shown, it should be shared in PowerPoint or MOV file format. The video must be presented to the media director no later than one business day before the service to ensure compatibility with our equipment. Appropriate music should be used to accompany the video.

e. Decorations and Flowers

- i. Decorations.** Families may wish to display mementoes or photographs of the deceased. The following procedures apply:
 - All displays and pictures must be appropriate to a worship setting.
 - No more than two easels holding pictures should be placed in the sanctuary. Other items may be placed on a table(s) outside the sanctuary. Pictures and other items may also be displayed in the Fellowship Hall if a reception is to be held.
 - No nails, tacks, staples, or screws shall be put in the walls or furniture.
 - No furniture should be moved without consent from the officiating pastor or worship staff.
 - No furniture shall be removed from the church building.
 - All decorations must be removed no later than three hours after the conclusion of the service.
- ii. Flowers.** Funeral flowers can be delivered to the funeral home or to the church not more than 24 hours prior to the service. All funeral flowers need to be removed immediately following the service. Typically, the funeral home will assist with this.
- iii. Contributions in Lieu of Flowers.** The family may designate memorial gifts to be given to a particular ministry of Hunters Glen. The church will not manage, receive, or distribute funds for an outside institution.

f. Memorial Bulletins

The funeral home typically prepares memorial cards to be distributed at the service. If requested, the church will prepare a memorial bulletin available to family and friends at the church service. The officiating pastor will coordinate the printing of memorial bulletins for the service. Information for bulletins must be provided at least one business day before the service.

g. Seating

The family will be seated at the front on the right side as you enter the sanctuary. Organizations (Life Groups, military, etc.) wishing to be seated as a group can be accommodated. A representative from the organization must coordinate the group and be seated in the designated area. Friends may be seated in other open areas.

h. Childcare

The church does not provide childcare for funeral services.

D. Pre- or Post-Service Events

a. Viewing and Visitation

Caskets may be open for family viewing and for visitation. If the family requests the casket to be open prior to the service, the funeral director in consultation with the officiating pastor will coordinate the closing of the casket. Caskets must be closed for the funeral service.

Visitation will take place on the designated day of the funeral service, one and a half hours prior to the service. Note: If a meal is requested, it will follow the visitation. If a reception is requested, it will take place during the visitation.

b. Family Meal or Reception

When the family meets with the officiating pastor, they should decide whether to have either a family meal or a reception. The church will not both serve a meal and host a reception.

- i. Family Meal.** The church will honor reasonable requests from church members for a family meal before or after a funeral service. If the deceased or family is involved in a Life Group class, the class will be responsible for providing the meal if the class is physically and financially capable. The hospitality team is available to answer

questions and make suggestions if needed. If there is no Life Group, the hospitality team will be responsible for providing the meal.

If the family desires a meal, they will give the officiating pastor an estimated number for the meal at the first meeting. No later than 48 hours prior to the service, families should confirm the number of guests with the officiating pastor. Generally, a meal can be provided for up to 50 people. The meal will be served in the Fellowship Hall. The meal will be served no more than two hours before or after the funeral service.

- ii. **Reception.** If the family requests a reception instead of a family meal, it will be held during the visitation or immediately following the service in the Fellowship Hall. Life Groups of the deceased or family will provide light refreshments. If there is not a Life Group class to assist, the hospitality team will set up and host the reception. The set menu for refreshments includes cookies, bars, mini-cupcakes, nuts, and tea and water. The family will provide any other specialty food items. Chairs will be set up around the perimeter of the Fellowship Hall. Generally, there will not be tables set up around which people might sit.
- iii. **Catering.** The family may elect to have the family meal or reception catered. The arrangements for catering must be coordinated through the officiating pastor or the executive assistant to the senior pastor. The caterer will be responsible for setup, service, and clean up. Any equipment needed must be provided by the caterer.

E. Grief Counseling

a. Pastoral Care

Coming to terms with feelings of loss and making sense of it can be a painful process, especially after the funeral when family and friends have returned to their daily lives. Our ministerial staff can help you through the grief process. The officiating pastor can make recommendations to assist you.

b. GriefShare

GriefShare is an organization that helps you walk through the grief process and heal from pain. The church promotes and supports this program by sponsoring groups. Details about the program can be found at griefshare.org or through the officiating pastor.

F. Fees and Honorariums

a. Fees for Facilities and Support Staff

If the deceased or a member of their immediate family (spouse, parents, children, siblings) is a member or regular attender of the church, there is no fee for the use of the facilities, but the audio/visual fee will apply. If a nonmember requests the use of the church for a funeral, fees will be calculated on the following schedule:

- Facilities fee, including heat and air conditioning and custodial services: \$250
- Audio/video support fee: \$150
- Fellowship Hall use fee: \$150

b. Honorariums for Ministers and Staff Musicians

The pastors of Hunters Glen believe that funerals are a part of their pastoral call to ministry. They count it both a responsibility and privilege to be with families in their moment of need, offering the love of Jesus Christ through their words, work, and witness. Thus, there are no fees charged by the pastoral staff.

The family may want to honor the officiating pastor and others who assist in funerals with an honorarium. Honorariums may be handled through the funeral home or given directly to any individual.

The following ranges are suggested for those wishing to provide an honorarium. They are not fees for services and are not required.

- Officiating pastor: \$150-\$250
- Additional pastors: \$75-\$100
- Staff musicians: \$50-\$100

