

## **Funerals at Grace Baptist Church Policy**

### **Updated 6/07**

When scheduling a funeral, check the availability of a pastor, as well as the church calendar. If the funeral is scheduled, appropriate staff people will need to be notified.

- Church Secretary – Schedule heat/AC for all rooms needed.
- Facilities Coordinator – Schedule custodian
- Funeral Coordinator – will arrange for hostess during funeral service
- Sound Person (if needed)
- Pianist (if needed)
- Soloist (if needed)

#### **Members or Regular Attendees**

- If the family has any affiliation with Grace Baptist Church, we will offer to provide the facility.
- If a reception and refreshments at the church are requested, the Program Staff will review and make the final decision depending on the church schedule at that time.

#### **Occasional Attendee or Non-Grace Attendee**

- May schedule a funeral upon permission of one of Grace Baptist Church pastors.
- If a reception and refreshments (must be provided by the family) at the church are requested, the Program Staff will review and make the final decision depending on the church schedule at that time.

#### **Fees (could vary depending on the number of people attending)**

- Sound person - \$50.00
- Musicians:
  - Soloist – \$100.00
  - Instrumentalist - (determined by person)
  - Pianist - \$100.00
  - Worship Leader (\$150.00)
- A suggested donation for minister is \$125.00 (sometimes this would be added onto the funeral home bill, ( i.e. Tighe Hamilton will include this on their total invoice.)
- Sanctuary/Custodial fee \$200.00 (only for occasional or non-Grace attendee)
- CD music could be provided at no cost.

#### **Bulletin**

- The church office can produce a bulletin, if accurate information is given by the family in a timely manner. The number of bulletins will be determined by the deceased's family.