

# FUNERALS AT CHAMPION FOREST BAPTIST

**“Blessed be the God and Father of our Lord Jesus Christ, the Father of mercies and God of all comfort, who comforts us in all our affliction, so that we may be able to comfort those who are in any affliction, with the comfort with which we ourselves are comforted by God.”**

**2 Corinthians 1:3-4**

*If you have experienced the death of a loved one, our thoughts and prayers go out to you in this time of loss and grief. Your church family wants to be there for you to minister to your needs and seek to bring comfort to your heart. Champion Forest is available to counsel and minister to you and your loved ones during this difficult time.*

*Our desire is to assist you with the practical aspects of dealing with your loss. Here you will find helpful information concerning who to contact first, what to remember, and what “aftercare” ministries are available to you and your surviving loved ones.*

*Please let us know any other specific ways we may be of assistance to you. We are here to help.*

## **What to Do When a Loved One Dies...**

### **Notify Family member(s) and/or friend(s)**

- Notify family members and friends regarding the death of your loved one. Make a list of family and friends (with phone numbers included) to be notified of the death of your loved one. Ask a relative, friend, or Life Group member(s) to assist with the following:
  - Making telephone calls
  - Answering the telephone or door (keeping a record of calls and visitors)
  - Child care arrangements (if needed)
  - Coordinating the supply of food and the preparation of meals in the home
  - Attending to household chores
  - Securing someone to stay at the home during the visitation and funeral/memorial service times.

### **Contact a Funeral Home**

- Contact a funeral home of your choice to schedule an appointment with the funeral home director. Ask a close family member or friend to go with you to the funeral home. It will be helpful to take the following information with you when you visit the funeral home:
  - Date, time and location the family is requesting for the visitation/viewing, funeral, and graveside services
  - Funeral/Memorial service request (if available). Information regarding the deceased's wishes for their funeral service
  - Insurance policy(s)
  - Full name of your loved one (no nicknames)
  - Date and place of birth
  - Parents' name, living or deceased
  - Social security card/number

- List of family members (i.e. spouse, children, brothers, sisters, uncle, aunts)
- Church Membership name (if applicable)
- Proof of military service
- Memorial funds - donations (In lieu of flowers) - name and address of organizations or charities to which donations are to be made
- Pallbearers - list of people who might be available to serve as pallbearers

### **Call the Champion Forest Baptist Church Pastoral Care office**

- Monday – Thursday, 9 a.m. – 5 p.m. and Fridays 9 a.m.-Noon please call (281) 440-3800 ext.6760 and someone from our Pastoral Care Office will be there to assist you.
- Before or after work hours and on weekends please call our Minister on Call (MOC) at (281) 537-7729 and leave your name along with the best phone number to reach you, and one of our ministers will return your call promptly.

### **Inform Your CFBC Life Group Leader**

- If you are a member of a CFBC Life Group it is important to let your Life Group Leader know, so that the members of your class can be mobilized to pray, serve, and minister to both you and your loved ones in the same manner you would want to do for them.

### **Funeral services at Champion Forest Baptist Church**

Funeral services are designed to meet the needs of the family and every attempt is made to accommodate the family's requests.

- If one of our CFBC Pastor(s) will be officiating the funeral, then that Pastor will meet or speak with the family to review the following:
  - Funeral date: Is the funeral date agreeable to the church, family and the funeral home?
  - Order of service
  - Location of funeral service
  - Burial/Cemetery – Name and address of cemetery
  - Family Requests/Needs
  - Special guests/speakers
  - Easel and/or table(s) for picture(s)
  - Special sound request - Playing of CD or DVD
  - If a member of a CFBC Life Group, then the name of the LG teacher
  - Serving ministries - (did the deceased or any family members serve at CFBC as an usher, hospitality/greeter, missions, choir/orchestra, sound/media, etc...)
  - Family Reception needs/requests
  - Whether the family has considered the option of having the graveside service prior to the funeral/memorial service
- Please note that a funeral/memorial service is regarded as a worship experience of Champion Forest Baptist Church. Therefore, no fees of any kind will be charged for the use of the church facilities or its personnel for funeral/memorial services for CFBC members.
- A Funeral Coordinator will be assigned as someone to work alongside both you and the officiating minister to help direct, assist, and greet your loved ones and friends during the service, and at the reception following.

- The church will not cancel any major events (weddings, conferences, workshops, etc.) to accommodate a funeral service. Weekdays are very flexible with the exception of Wednesday evenings and Friday afternoons.
- Viewings/Visitations the day or night prior to a funeral service will be scheduled at the church ONLY if the funeral home cannot accommodate the number of attendants.
- Please notify your florist to make all deliveries **2-3 hours prior** to a funeral/memorial service in our Champion Forest Chapel. Please be advised that CFBC is unable to store floral arrangements overnight.
- The Pastoral Care Office will assist the family in planning the funeral and the layout of the program.
- CFBC is happy to provide a comfortable space (80-100 max) for a luncheon/reception for your family and special guests following a funeral/memorial/graveside service. You are welcome to have your meal catered professionally and/or allow family, friends, Life Group members, etc...to deliver their food items (all utensils and serving dishes clearly labeled) to room FL102 **one to two hours** prior to the funeral service start time.
- CFBC is also happy to, at the family's request, provide space and time for a receiving line for guests desiring to share their condolences with the family.
- Video presentations are always a sweet remembrance to be shown just before or during the funeral, however, please be advised that it must be submitted to the Media Ministry **24 hours prior** to the funeral service for review. All presentations should be in video format on a USB flash drive or saved on to a CD (.mov or .mpg are the best file formats NOT Power Point) and should not exceed five minutes in length.
- Should you plan to have a reception or luncheon in Room FL102, please know there is optional parking available for your guests toward the back of the CFBC property in the Family Life Center parking lot. This option will allow your guests to move their cars to a closer location for entering and exiting the reception. The Funeral Coordinator and hostesses will be provided to help your guests find their way to the reception should they opt to leave their vehicles in the Chapel parking lot.
- If you are planning to include both a graveside service and also a reception, you may want to consider having the graveside service prior to the funeral service. The time required to travel from CFBC to the graveside and back to the church for a reception has grown significantly due to an increase in traffic in northwest Houston. Choosing to have a graveside service before the funeral/memorial service allows for a smooth flow and transition into the reception and/or receiving line for guests wishing to express their condolences immediately following the funeral/memorial service. It also provides a wonderful opportunity for family and close friends to have an intimate time of remembrance together at the graveside prior to your loved one being laid to rest. *(Please be advised that this is simply an option and by no means required...we want you to be comfortable in your choice of what best meets the needs of your family)*

## CFBC Resources for Those Who Have Lost Loved Ones

At CFBC, you don't have to go through the grieving process alone. Healing from your grief is not easy. It's a long, sometimes painful process. Please allow Champion Forest to come alongside you in this season of life by allowing one of our Pastoral Care Ministries to be there for you.

## **GriefShare...**

Your journey from mourning to joy...**GriefShare** is a practical, interactive ministry that features biblical teaching on grief and recovery topics related to the loss of a loved one. Videos will feature real-life stories of people who have experienced losses like yours. **GriefShare** Leaders have each experienced personal loss, so they truly "know how you feel". Sessions are free and open to the public.

## **Our Widows Ministry...**

*"Joy & Hope for the Journey"*

**Widows Ministry** is a ministry of encouragement, comfort and empathy to women experiencing difficult times following the death of their husband. This ministry is widows reaching out to widows in their time of need, providing physical, emotional and spiritual support. Rediscover the compassion, joy and healing God can bring to your life through Christian Fellowship.

## **Financial Peace University...**

**Financial Peace University** is a life-changing program that teaches you how to make the right decisions with your money. You'll be empowered with the practical skills and confidence needed to achieve your financial goals and experience true financial peace! Each of the 9 Lessons deals with a different topic that will change the way you think about personal finance. A surviving loved one will gain confidence in learning how to save money, live on a budget, communicate about money, eliminate debt, find bargains and experience the joy of giving.

## **Counseling...**

The CFBC Counseling Ministry provides a safe, warm and comforting environment for hearts that are hurting and in need of encouragement, biblical direction, and Christ's love. Our CFBC staff is honored to walk alongside you as you seek to adjust to a "new normal" and emerge from the numbness of grief, shock, and sometimes overwhelming emotions. Please call our Pastoral Care Office at (281) 440-3800 ext.6760 to schedule your appointment.

## **Frequently Asked Questions (FAQ's)**

### **1. What is the difference between a funeral and a memorial service?**

Here at CFBC there is a distinct difference between a funeral service and a memorial service. Funeral services typically occur within the week (3-7days) of your loved one's passing, a funeral home is heavily involved in the handling of details surrounding your loved one's body, flowers, visitation, guest book, honorariums, burial, etc... Our CFBC Pastoral Care Ministry is here to answer your questions and possible concerns regarding the service and reception. A CFBC Hostess is also provided to assist in greeting and giving direction to all family members and guests while present on the CFBC campus.

Memorial Services occur at a time that is best for the surviving loved ones. There is no casket; however the family may still opt for the services of a funeral home to assist in the handling and delivering of ashes, flowers, honorariums, etc... In the absence of a casket, a family may opt to have pictures and treasured memorabilia of their loved one displayed. Your assigned or personally chosen CFBC Pastor and our Pastoral Care Ministry will be available to answer your questions and possible concerns regarding the service and reception. A CFBC Hostess is also provided to assist in greeting and giving direction to all family members and guests while present on the CFBC campus.

**2. What if my choice of a CFBC pastor is not available to officiate my loved one's funeral?**

It is on rare occasion that a CFBC pastor is unavailable to officiate a member's funeral. However should this occur, the Pastoral Care Ministry will provide a CFBC pastor who will help make your loved one's funeral meaningful and special.

**3. Can a pastor from another church and/or denomination officiate my loved one's funeral?**

All licensed pastors (apart from CFBC ordained ministers), regardless of denomination, must be approved by Pastor Louis Miori, Pastor of Pastoral Care. Please submit your request to the Pastoral Care Office via Debbie Edgar at 281-440-3800 ext.6760 or email dedgar@cfbc.org.

**4. How do I secure a soloist and/or musician for the service?**

Our Pastoral Care Office works hand in hand with our CFBC Music Ministry. The Pastoral Care staff will be happy to help coordinate the music needed for your loved one's service. However, if you have any questions/concerns or would like to speak to the Music Ministry personally, then please know our CFBC Music Ministry is available and delighted to help assist you. The Music Ministry staff is available Monday-Thursdays (9am-5pm) and Fridays (9am-1pm) at 281-586-8742 to answer your questions.

**5. What is the customary honorarium for those who help with your loved one's funeral?**

Please know that it is never expected, but always appreciated when families wish to show their gratitude to individuals who will serve at the family's request. The amounts listed below are the norm, but again not required or expected. If you wish to express your appreciation with an honorarium, then please give cash or write checks to individuals personally.

- Pastor -- \$250
- Musician -- \$75-\$100
- Soloist -- \$75-\$100
- Media tech-- \$75-\$100

**6. Is it okay to have family members/friends speak at the funeral?**

Not only is it appropriate, but here at CFBC we encourage a family member(s) and/or a close friend(s) to share personal remembrances during the funeral or memorial service. Their remarks will create a more meaningful and memorable touch to the service. Our staff will be happy to give guidance on timing and a suitable place for this to occur during the service.

Please know this is optional and never required should you choose a more traditional style service.

**7. Can CFBC video the funeral/memorial service?**

CFBC does not provide a videographer for funeral/memorial services, but we do provide an audio recording of the service per your request. You are welcome to have your own videographer in place to video the service so that family/guests are able to view the service if they are not able to attend. Please inform the Pastoral Care Office and they will let you know the ideal location for a video camera that would not distract from the service.

**8. Does CFBC provide food for the reception?**

CFBC does not provide food for the reception. The church provides coffee, tea, and chilled water per your request. We are also happy to make sure both serving tables and dining tables with chairs are set up prior to the luncheon/reception. Our Funeral Coordinator and Hostesses will also be present to receive caterers, food from Life Group and/or family members and friends. They also will help make sure food stays warm and is set out appropriately just before the reception, and also be available to help clean up and wrap up any leftover food for family members to take home immediately following the reception.

*At CFBC, we count it as both an honor and a privilege to help you navigate your way through the difficult season surrounding the loss of a loved one. If you have any questions, or if we may be of further assistance, please call the CFBC Pastoral Care Office at 281-440-3800, ext. 6760.*