

**TRINITY BAPTIST CHURCH**  
**FUNERAL POLICIES AND**  
**GUIDELINES**

*FUNERAL POLICIES AND PRACTICES OF TRINITY BAPTIST CHURCH*  
Updated and Revised on June 1, 2021

# Contents

Opening Regards .....	2
Approval Process .....	2
Information Needed .....	2
Availability for Funeral Services .....	2
Suggested Charges and Fees .....	2
Room Available for Usage .....	3
Family Meals.....	3
Music .....	3
Who Can Officiate? .....	3
Suggested Order of Service .....	4
Decorations .....	4
Closed Casket .....	4
Other Services .....	4
Childcare .....	4

## **OPENING REGARDS**

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 (1Thes.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 (Rom.15:4.) These policies are provided to assist our families in planning and providing a Christian funeral. Prior to agreeing to have the funeral at our facilities, both parties need to agree that this service can be held with the best interest of the family and the church in mind. One of our pastoral staff will gladly go over every aspect of your funeral service with the utmost respect and love for you and your family.

## **APPROVAL PROCESS**

For any inquiry for the use of our facilities it is encouraged that you fill out the Funeral Request Form on Trinity's website. You may also call the church office for a timely response for your funeral arrangements. Please call 405-354-4839 or Pastor Scott Kinney at 405-659-6288. Once the staff approves of the date requested, within 24 hours of the request, the church will notify you and your family. A family meeting will be held with you and your family to plan the funeral arrangements.

## **INFORMATION NEEDED**

The following information will be needed in order to accommodate any funeral requests:

- Name of person deceased
- Name of person requesting the funeral
- Relationship to deceased
- Contact information (cell, email, etc.)
- Time of funeral
- Date of funeral

## **AVAILABILITY FOR FUNERAL SERVICES AT TRINITY**

Trinity provides funeral services Monday through Thursday 10:00 am to 3:00 pm. Because of a lack of support staff, all other days are unavailable. Funerals are never done on Sunday's. Funeral services will be planned around already scheduled events such as regular church wide events, weddings, conferences, etc. All funeral arrangements need to be approved by the Pastoral and Administrative Staff.

## **SUGGESTED CHARGES AND FEES**

There is no charge for the use of our facilities for Members of Trinity Baptist Church. However, suggested Honorariums are encouraged. There is a charge for the use of our facilities for non-members. The non-member cost is \$600 which includes:

- Pastor (\$200)
- Worship Pastor (\$100)
- Technical Support (\$100)
- Facilities Manager (\$50)
- Custodial Staff (\$150)

## **ROOMS AVAILABLE FOR USAGE**

- Main Worship Center
- Student Worship Center
- Family room
- Activities room or Student Commons (for meals)
- Additional accommodations such as tables, stands, etc., need to be requested 2 days before the service.

## **FAMILY MEALS**

Family meals are provided for families who are active members of Trinity. This should be coordinated with the church office, with the expected number of guests, 48 hours before the service.

## **MUSIC**

Live, digital, or prerecorded music must be approved by the TBC Worship Pastor 3 days before service. Only music appropriate for a worship service will be used. Families may request that an outside musician, or soloist, provide all or part of the musical needs for the service. If the latter, the church must be notified 48 hours in advance and coordinated with the Worship Pastor.

All technical needs have to be approved by the TBC Worship Pastor 3 days before the service. Video must be MP4 format. All videos must be coordinated with the TBC Worship Pastor 3 days before the service.

## **WHO CAN OFFICIATE A FUNERAL AT TRINITY?**

Only Trinity Pastor's will do funeral services on the Trinity Campus unless approved by the Pastoral Staff of Trinity. Only the beliefs and doctrines that are congruent with the Baptist Faith and Message can be shared from Trinity's pulpit.

No public speaking from the congregation is permitted because of past issues of ungodly and vulgar speech. Persons making tributes must be named two days before the service.

Pastors are available to also do the Graveside Service as well as funeral services at other venues. This must be worked out with the Pastoral Staff ahead of time.

## **SUGGESTED ORDER OF SERVICE**

35 – 45 minutes

- Pre-service music. Must be approved by Pastoral staff
- Seat family
- Song #1.
- Welcome and Thanks to Congregation
- Scripture
- Prayer
- Obituary
- Eulogy/Testimonies
- Video
- Song #2
- Message 10 – 15 minutes
- Prayer
- Song #3
- Viewing and or Military honors
- Dismiss Congregation

## **DECORATIONS**

Flowers and pictures may be part of the funeral service as long as they are appropriate to a worship setting.

## **CLOSED CASKETS**

All caskets must be closed for the funeral service but may be open during the viewing at the conclusion of the serve. (Or preceding the service for the family and congregation.)

## **SERVICES BY FRATERNAL ORGANIZATIONS, LODGES, ETC.**

Services by Fraternal orders, lodges, veterans' groups or other organizations are not appropriate at our church. If they are held, they should be limited to the funeral home or graveside and must be coordinated with the pastor prior to the graveside service.

## **CHILDCARE**

Nursery facilities are not provided for funeral services.

## **SAFETY AND SECURITY**

Trinity Baptist Church is not responsible for any lost, stolen, or damaged property. Please lock all of your valuables in your vehicle out of sight. Trinity Baptist Church is not responsible for any injuries caused to anyone while on the property.