

Funeral Policy & Procedures

*Do not let your hearts be troubled. You believe in God; believe also in me. My Father's house has many rooms; if that were not so, would I have told you that I am going there to prepare a place for you? And if I go and prepare a place for you, I will come back and take you to be with me that you also may be where I am. **John 14:1-3***

The congregation of St. James MBC is saddened to hear of your loss; please know that our thoughts and prayers will serve as a covering in your time of bereavement. It is our desire to be there for you and, through the grace of God, minister to your needs. If you've not already done so, please contact the church office at (479) 782-5756 immediately to inform us of the situation.

Below you will find an overview of the process, procedures, and necessary forms that must be completed.

Upon engaging the church, it is imperative that you have contacted a funeral home of your choice. Please have detailed information available as you proceed.

Who Can Officiate:

At St. James MBC, it is our policy that all funeral services are officiated by an ordained minister of the Gospel and preferably by a minister at St. James MBC, unless agreed upon with the Sr. Pastor of St. James MBC.

Structure of the Funeral Service:

A funeral held at St. James MBC is a service of celebration and worship celebrating the life of the deceased, while giving thanks to God, Our Father, for the opportunity to enter into eternal life, through Jesus Christ. Therefore, any funeral service held at the church will be in a manner that honors God, the Father, God, the Son and God, the Holy Spirit.



Active and Non-active Members:

An active member at St. James MBC is a person who has joined our church by letter, confession, and/or by baptism. This person is one who regularly attends worship services and contributes to St. James MBC; thus, they generally provide regular financial and personal support for the church. Exceptions are made for members that are incapacitated due to illness and/or for other medical/disability reasons. Any exceptions will be at the guidance of the Sr. Pastor.

As an active member of St. James MBC, funeral and visitation services and facility, including ministerial staff, are provided at no cost to the bereaved family. If the deceased or a member of their immediate family (spouse, children) is an active member of St James MBC there is no fee for the use of the facilities. Visitation and/or family hour services can be made available upon request as no additional fee. There is no fee for feeding for active members; however, freewill donations are accepted. Checks, Money Orders, or Cashier's Check make payable to "St. James MBC".

Funeral Music:

Music appropriate for Christian environment and a worship service, shall be used. St. James MBC Director of Music and Worship will guide you with the proper route to be taken regarding music for services. St. James MBC Director of Music and Worship, along with the audio/visual team will also assist with the use of recorded music/videos. If a video is to be used during the service, it must be submitted to the church office 72 hours prior to the funeral service for review. All presentations should be in DVD or PowerPoint format and will not exceed five minutes in length.

Any outside musician/soloist desiring to use instruments or sing within St. James MBC, must gain prior approval from Sr. Pastor and/or Director of Worship and Music.



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

Name of Deceased _____

Family Contact _____ Relationship _____

Family Address _____

Family Phone _____ Other Contact Phone _____

Funeral Home _____

Funeral Home Address _____ Phone _____

Funeral Director _____ Phone _____

Number of Family Members _____

Date and Times of Services

Viewing/Family Hour _____

Funeral Service _____

Notes _____

FOR OFFICE USE ONLY

Payment Information:

Date of Payment: _____ Balance owed: _____ Date Balance Rec'd: _____

Other Notes _____

Fee Structure:

Active Member/ Regular Attendee

No Fee

Non-Member/Inactive Member

Security Deposit	\$200 (refundable based on final inspection)
Use of Sanctuary	\$300
Use of Fellowship Hall/Kitchen	\$300
Use of Fellowship Hall/Kitchen and Sanctuary	\$600
Rehearsal / Visitation	\$200

Additional Costs: Honorariums

- Musician \$75
- Soloist \$75
- Sound Technician \$75
- Choir \$100
- Eulogist \$200

St. James MBC will provide person(s) to operate audio/visual and necessary equipment use.

St James MBC will provide one supervisor for culinary purposes and one supervisor for dining set-up and breakdown (i.e. table and chairs).

St James MBC does not offer food preparation or provide food / refreshments for families of non-members/inactive members. If servers (kitchen assistance) are requested an additional fee is required (**Please contact the church office**).

Fees are payable (by cash or check made payable to “St James MBC”) no later than 10 days prior to the day of the funeral.

(Note: Honorariums for the pastor, pianist, and/or special musicians are **paid through the funeral director**, as listed in fee structure.)

