



# FIRST BAPTIST CHURCH SOUTH HILL



## *Funeral Policy & Bereavement Support Information*

**First Baptist Church South Hill**  
**Rev. Michael R. Toliver, Senior Pastor**  
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# WHEN YOU HAVE LOST A LOVED ONE...



Our thoughts and prayers go out to you in this time of loss and grief. Your church wants to be there for you to minister to your needs and bring comfort to your heart. FBCSH is available to provide guidance, counsel and minister to you and your loved ones during this time of loss and bereavement. Please contact Rev. Dorteo Davis, Executive Pastor in an effort to properly notify the church. You may contact him by the following ways:

1. Phone at (757) 545-0326 ext. 217
2. Website – Click on Contact Us tab – Select Option “Loss of Loved One”

In reporting Loss of Loved One, please provide the following information:

- ❖ Deceased Person’s Name
- ❖ Name of Funeral Home servicing the family
- ❖ If Available, Date of the Home Going Service
- ❖ Contact Person’s Name and Phone Number
- ❖ Contact Person’s Relationship to the Deceased
- ❖ Is the Deceased a Member of FBCSH, Yes or No

This booklet presents the Funeral Policy for First Baptist Church South Hill and provides practical guidance in the funeral planning process.

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## **FBCSH FUNERAL POLICY**

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The Senior Pastor, leaders and members of FBCSH are sympathetic and sensitive to the needs of families in bereavement. The church will assist families in preparing for the funeral services held at FBCSH.

Condolences shall be extended to each family with our sincerest regard. We will provide Home Going services in a manner that will console the family, celebrate the life and preserve the dignity of loved ones.

### **MEMBER SERVICES**

1. Funeral Services will be provided for a church member, at no costs to the family, in accordance with the guidelines stated in items 4 and 5 below.
2. The Executive Pastor should be contacted to schedule the funeral service for the loved one. The church will make a sincere effort to accommodate the desires of the family as the church schedule allows.
3. The church will provide the facility and prepare a repast meal for the immediate family, out of town guests, and close friends following the funeral service at no cost to the family for 100 people. Any number of people in excess of 100 will be assessed a per person fee.
4. The Senior Pastor or his designee will be responsible for officiating the funeral and presenting the eulogy.
5. Video Presentations must be submitted to the Media Ministry 48 hours prior to the funeral service for review. All presentations should be in PowerPoint Viewer or Media format and should not exceed five (5) minutes in length.

## NON-MEMBER SERVICES

1. Funeral Services for non-members must be approved at the availability and discretion of Church.
2. The Senior Pastor or his designee will be responsible for officiating the funeral and presenting the eulogy.
3. FBCSH does charge a fee for funeral services for nonmembers. The church will provide the following services to the family in conjunction with facility use:

SERVICES:	FEEs
Facility Usage (Sanctuary)	Call Office
Facilities Management (set-up/clean-up)	Call Office
Musician	Call Office
Sound/Media	Call Office
Ushers/Greeters	

- ❖ Video Presentations must be submitted to the Sound/Media Ministry 48 hours prior to the funeral service for review. All presentations should be in PowerPoint Viewer or Media format and should not exceed five (5) minutes in length.

- ❖ **All costs must be paid prior to service.**

4. The family will be responsible for securing choir and/or soloist for the funeral service, if any of these services are desired.
5. If a non-member family is approved to have a service at the church, the family may also utilize the fellowship hall for a repast meal for the immediate family, out of town guests, and close friends following the funeral service.  
If the family desires to have a repast, at the church, the following cost will apply:

SERVICES	FEEs
Fellowship Hall A w/ Kitchen	Call Office
Fellowship Hall B	Call Office
Fellowship Hall C	Call Office
Food Service Staff (2)	Call Office
Actual Cost of Food	Call Office

- ❖ The menu for a fellowship meal will consist of a meat, two vegetables, bread, drink, and dessert.

- ❖ **All costs must be paid prior to service.**

## CHURCH CONTACTS

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Rev. Dorteo Davis  
Executive Pastor

[ddavis@fbcsouthhill.com](mailto:ddavis@fbcsouthhill.com)  
(757) 545-0326, ext. 217

Karen Hill  
Church Business Administrator

[khill@fbcsouthhill.com](mailto:khill@fbcsouthhill.com)  
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Executive Ministry Assistant

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(757) 545-0326, ext. 201



## WHAT TO DO WHEN YOUR LOVED ONE DIES

- Contact Other Family Members and Close Friends
- Contact Your Church
- Choose a Funeral Home

### ***Before going to the Funeral Home...***

*It will save you considerable time and phone calls if you have the following information available.*

1. Full name of deceased (include nickname or other names person may have used).

\_\_\_\_\_

2. Date of Birth \_\_\_\_\_

3. Place of Birth \_\_\_\_\_

4. Father's Name \_\_\_\_\_

5. Mother's Name (Maiden) \_\_\_\_\_

6. List of relatives and relationship to the deceased \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. List of church, professional organizations, clubs and other organizations in which membership was held \_\_\_\_\_

\_\_\_\_\_

8. If you wish, indicate memorial to be designated in obituary in memory of the deceased \_\_\_\_\_

\_\_\_\_\_

9. Compile a list of individuals who might be available to serve as pallbearers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following information will be needed for the Funeral Home and for the planning of the service.**

Name of Deceased \_\_\_\_\_

Family Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Family Address \_\_\_\_\_

Family Phone \_\_\_\_\_ Other Contact Phone \_\_\_\_\_

Name of Funeral Home \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_ Fax \_\_\_\_\_

Funeral Director (Point of Contact) \_\_\_\_\_

Number of Family Members \_\_\_\_\_

Meet & Greet or Wake Scheduled?  Yes  No

Location \_\_\_\_\_

Floral Requests \_\_\_\_\_

***Funeral Service Instructions***

Service Location: \_\_\_\_\_

Date & Time of Service \_\_\_\_\_

Minister (Eulogy) \_\_\_\_\_

Scripture \_\_\_\_\_ Prayer \_\_\_\_\_

Resolutions/Acknowledgments \_\_\_\_\_

Tributes \_\_\_\_\_

*If possible, have the persons doing Tributes named. Because of time, open tributes are discouraged.*

Video Presentation DVD/Movie Format \_\_\_\_\_



Viewing (Beginning of the Service or After the Service) \_\_\_\_\_

Location of Interment \_\_\_\_\_

Pallbearers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honorary Pallbearers \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Music Provided by \_\_\_\_\_

Ushers Notified by \_\_\_\_\_

Family Meal Location \_\_\_\_\_

## ***Sample Order of Service***

- ❖ Processional of Ministers and the Family
- ❖ Selection
- ❖ Reading of Scriptures (Old & New Testament)
- ❖ Prayer
- ❖ Music/Solo
- ❖ Reading of Obituary
- ❖ Tribute or Expressions (Named Individuals) (2 minutes per person)
- ❖ Music/Solo
- ❖ Eulogy
- ❖ Recessional

# BIBLE SCRIPTURES

## Comfort

**Isaiah 66:13** *As one whom his mother comforts, so I will comfort you; you shall be comforted in Jerusalem.*

**Matthew 5:4** *“Blessed are those who mourn, for they shall be comforted.*

**Psalm 55:22** *Cast your burden on the LORD, and he will sustain you; he will never permit the righteous to be moved.*

### **Psalm 23**

*The LORD is my shepherd; I shall not want. He makes me lie down in green pastures. He leads me beside still waters. He restores my soul. He leads me in paths of righteousness for his name’s sake. Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me. You prepare a table before me in the presence of my enemies; you anoint my head with oil; my cup overflows. Surely goodness and mercy shall follow me all the days of my life, and I shall dwell in the house of the LORD forever.*

## Hope In Eternal Life

**John 11:25-26** *Jesus said to her, “I am the resurrection and the life. Whoever believes in me, though he die, yet shall he live, and everyone who lives and believes in me shall never die. Do you believe this?”*

**John 14:1-3** *“Let not your hearts be troubled. Believe in God; believe also in me. In my Father’s house are many rooms. If it were not so, would I have told you that I go to prepare a place for you? And if I go and prepare a place for you, I will come again and will take you to myself, that where I am you may be also.*

**John 6:35-40** *Jesus said to them, “I am the bread of life; whoever comes to me shall not hunger, and whoever believes in me shall never thirst. But I said to you that you have seen me and yet do not believe. All that the Father gives me will come to me, and whoever comes to me I will never cast out. For I have come down from heaven, not to do my own will but the will of him who sent me. And this is the will of him who sent me, that I should lose nothing of all that he has given me, but raise it up on the last day. For this is the will of my Father, that everyone who looks on the Son and believes in him should have eternal life, and I will raise him up on the last day.”*

## Peace

**John 14:27** *Peace I leave with you; my peace I give to you. Not as the world gives do I give to you. Let not your hearts be troubled, neither let them be afraid.*

**Matthew 11:28-30** *Come to me, all who labor and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light.”*

**Philippians 4:6-7** *do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.*



## **WHERE TO FIND HELP TO DEAL WITH YOUR GRIEF...**

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**FBCSH Extended Hands Grief Ministry** provides support to members who have lost loved ones.

The Extended Hands Grief Ministry addresses the difficulties and challenges of grief and brings Christ's message of healing and hope to those experiencing loss.

Minister Barbara Dolgia gives leadership to the Extended Hands Grief Ministry. She can be contacted at 757-581-7767 or [ExtendedHands@fbcsouthhill.com](mailto:ExtendedHands@fbcsouthhill.com).

Don't try to go through the grieving process alone. Healing from your grief is not easy. It's a long, sometimes painful process.

**Extended Hands is here for your journey from mourning to joy...**

**Sessions are FREE and open to the public.**