

## OUR CONDOLENCES

*Calvary Evangelical Baptist Church would like to extend to you and your family our heartfelt condolences in the loss of your loved one.*

*In an effort to make this time and process as smooth as possible, we have established a few guidelines to assist you, should you desire to utilize our facilities and our staff.*

*If you have any questions or need any additional information, please contact the administrative office at 757-485-3658. May God Bless you and keep you in His comfort and care.*

## PLANNING THE HOME GOING SERVICE

### General Arrangements

One of the most valuable services Calvary provides its members is that of pastoral counseling. Shortly after you learn of your loved one's death, you should contact the church at 485-3658.

### Officiating Clergy

It is expected that the Senior Pastor or his designee will officiate at all funerals. Where it is the wish of the family to have other clergy conduct or participate in the ceremony, they are to get the consent of the Senior Pastor. It is understood that all clergy participating and ceremonies held in the church will have a Christian orientation.

## BULLETINS

The Church office personnel will be available to assist in the development of the funeral bulletin when the service is held at Calvary Evangelical Baptist Church. This can be done by:

- Completing the Funeral Bulletin Booklet provided to you by the church staff. This booklet will ask specific questions regarding the format of the bulletin as well as its content.
- Supplying all pictures to the Church Administration at least three (3) days prior to the funeral.
- Meeting with Church office personnel for final review of the bulletin.

## REPAST

The Fellowship Hall may be used for the purpose of a Repast, at the request of the family. Due to our onsite school CEBC is required to have certified food handlers. USDA restrictions prohibit CEBC from allowing food to be prepared off-site unless prepared by certified food service personnel. Special provisions have been made to make the Fellowship Hall available during 11am - 1:30pm weekdays for repasts. Please contact Dedra Brown at 465-1789 if you would like to use the church facilities for your repast.

## MUSIC

All music should be in keeping with the dignity, beauty, and sacredness of a service of worship and must be cleared in advance with the church Worship Leader (Tim Griffin 485-3658 ext. 101).

## FINANCIAL ARRANGEMENTS FOR NON-MEMBERS

There is no charge for the funeral of members of Calvary. Such service is a fulfillment of their active participation in the church. Non-members and voluntary inactive members are welcome to use the facilities for a donation of \$500.00. This includes the sanctuary, prep rooms, custodial services, and sound technician. A deposit of \$125.00 is due 48 hours prior to date of service to allow advance preparation.

Food services for repast for 50-100 persons are available for a donation of \$350.00.

Honorariums for pastors and musicians are separate and should be negotiated with the individuals involved.

All donations can be made in check or by money order payable to Calvary Evangelical Baptist Church and delivered to the Church Business office.



## FINANCIAL LIABILITY

- Calvary Evangelical Baptist Church will not be liable for bodily injury or loss/damage to personal property resulting from use of church facilities.
- The requester of space will assume responsibility for all damages, loss or any other liability resulting from use of the facilities, equipment or furnishings.
- Please report all damages immediately to the Church Custodian.

*Calvary Evangelical Baptist Church's Business Administrator reserves the right to restrict the privileges of anyone in violation of these guidelines.*

## *A Prayer of Comfort*

*The LORD is my shepherd;  
I shall not want.  
He makes me to lie down  
in green pastures;  
He leads me beside the still waters.  
He restores my soul;  
He leads me in the paths of  
righteousness for His name's sake.*

*Yea, 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 runs over.  
Surely goodness and mercy  
shall follow me  
All the days of my life;  
And I will dwell  
in the house of the LORD forever  
—Psalm 23*



**CALVARY EVANGELICAL**  
*Baptist Church*

# FUNERAL PREPARATION Guide

Now may the Lord of peace  
himself give you peace at all  
times and in every way.

The Lord be with all of you.

—II Thessalonians 3:16 NIV

### Calvary Evangelical Baptist Church

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Preaching • Teaching • Reaching

**Dr. Allen R. McFarland**  
Senior Pastor