



BEREAVEMENT INFORMATION GUIDE

PURPOSE Statement: The following information is intended to provide guidance when planning the homegoing celebration of a loved one.

1. **CONTACT THE CHURCH (614-258-9583) immediately after the death of your loved one.** This will enable us to assist you from the beginning of the bereavement process.
2. Remain prayerful in all your decisions.
3. Contact a reputable funeral service provider. If desired, Pastor Davis can assist with this selection. It is suggested that you check the Better Business Bureau (BBB) when deciding on a provider.
4. ***DO NOT SCHEDULE THE FUNERAL SERVICE PRIOR TO CONTACTING THE CHURCH.*** The funeral service provider must contact Trinity Baptist Church prior to confirming dates and times and **MUST** obtain prior approval to schedule a service.
5. Due to the limited space at the front of our Sanctuary and to ensure the safe viewing and processional, we ask that you please inform the funeral service that no more than **twelve** (12) flower arrangements will be allowed. Additionally, no free-standing pole(s) or extra lighting will be allowed in the Sanctuary. The church nor the family will be liable for damage to funeral service provider's property.
6. The viewing of your loved one's remains will occur prior to the start of the Celebration of Life Service. The casket will be closed at the end of the viewing and remain closed throughout the service. ***There are no open casket funerals allowed at Trinity.***
7. Due to COVID protocol, hand sanitizing is available, MASKS are preferred.
8. If the church provides programs, **two hundred (200)** colored copies will be provided. The church provides a basic standard program; 8 x 11 bifolded. Additional copies, if needed, will be in black and white.
9. The church will provide a meal for **fifty (50)** people. The meal can be served in the church's dining hall or packaged for take-away depending on family preference.
10. There is a \$100 fee for musicians and \$100 for use of the sound system which includes the playing of any video presentation.

11. Upon request of the family, streaming services are offered by the church Media Ministry for a fee of \$100. The service will be viewed at the church's website and on social media outlets.
12. Family expressions and tributes are limited to three (3) people; no more than 2 minutes allotted to each speaker.
 - a) Pictures, Obituary, Program Participants, and Musical Selections must be presented to the Church office **72 hours (3 days)** prior to the day of the service.
13. Inform the funeral service provider that a video tribute (DVD or USB), ***must be*** presented to a staff member upon arrival at the church. Due to possible technical difficulties, the church cannot guarantee viewing and will not be held responsible.
14. The standard flow of service at Trinity is as follows:
 - b) Family visitation and viewing one hour (1) prior to the start of service. Viewing time may be extended for organizational rites and rituals.
 - c) Words of Assurance/Immediate family Final Viewing
 - d) Hymn/Ministry of Music
 - e) Scripture
 - i. Old
 - ii. New
 - f) Prayer
 - g) Ministry of Music (optional)
 - h) Family Expressions/Words of Comfort
 - i. Limited to three (3) persons
 - ii. 2 minutes each
 - i) Ministry of Music
 - j) Eulogy
 - k) Recessional/Ministry of Music
15. **Pastor Davis presides and preaches at all services.**
16. All changes or additions to the program must be discussed with the Pastor and/or the Congregational Care Minister prior to the day of the service.
17. The Church, Pastor, and Staff provide a number of services at no cost; however, monetary expressions of gratitude are always welcome.