



BEREAVEMENT INFORMATION GUIDE

The following information is intended to provide guidance when planning a Celebration of Life service at Trinity Baptist Church.

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. Contact a reputable funeral service provider. If desired, Pastor Davis can assist with this selection. We suggest that you check the Better Business Bureau (BBB) when deciding on a provider. Remain prayerful in all your decisions.
3. ***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.
4. 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 provider 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.
5. 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.***
6. If the church is asked to provide the programs, the obituary information and pictures must be forwarded to the church office at least ***three days (72 hours)*** prior to the scheduled service. The church will provide ***two hundred (200)*** colored copies of the standard program; 8 x 11 bifolded. Additional copies, if needed, will be in black and white.

7. Upon request of the family media, musician, and streaming services are offered by the church Media Ministry at a cost of **\$100 per service**. Streaming will be viewed at the church's website and on social media outlets.
8. Inform the funeral service provider that any video tribute (DVD/USB), ***must be*** presented to the media staff upon arrival at the church. ***If technical difficulties are encountered, the church cannot guarantee viewing and will not be held responsible.***
9. The standard flow of service at Trinity is as follows:
 - a) Family visitation and viewing one hour (1) prior to the start of service. Viewing time may be extended for organizational rites and rituals.
 - b) Words of Assurance/Immediate family Final Viewing
 - c) Hymn/Ministry of Music
 - d) Scripture
 - i. Old
 - ii. New
 - e) Prayer
 - f) Ministry of Music
 - g) Family Expressions/Words of Comfort
 - i. Limited to three (3) persons
 - ii. 2 minutes each
 - h) Ministry of Music
 - i) Eulogy
 - j) Recessional/Ministry of Music
10. **Pastor Davis presides and preaches at all services.**
11. Any change or addition to the program ***must*** be discussed with the Pastor and/or the Church Office for final approval prior to implementation.
12. The Church, Pastor, and Staff provide some services at no cost; however, monetary expressions of gratitude in memory of your loved one are always welcomed and appreciated.