GNG FUNERAL SERVICES POLICY

Mark C. Thomas, Pastor

When the death of a loved one occurs, one of the significant challenges is to minimize the pain and suffering for those who are experiencing loss. Above all, we offer our prayers and support to you during this time of immeasurable loss. We understand that planning a funeral can be challenging and stressful, as well as emotional. We have set the following guidelines that should help make this transition period less stressful and more meaningful for your family.

Contacting the Pastor is necessary <u>before</u> scheduling a funeral date and time to ensure both the pastor and the church are available. <u>SKIPPING</u> this step could hinder your ability to have the funeral at Greater New Guide and hinder services performed by the pastor or any other minister.

- **<u>POLICIES AND PROCEDURES</u>**

<u>FUNERAL ORDER OF SERVICE - OPTION A</u>
PRELUDE
PROCESSIONAL & SONG SELECTION (Hold To God's Unchanging Hand)
SCRIPTURE READING —----------Pastor or Appointee
OLD TESTAMENT
NEW TESTAMENT
PRAYER—---------- Pastor or Appointee
PRAYER CHANT
SONG SELECTION
EXPRESSIONS/WORDS OF COMFORT—--MAX 3 PERSONS @ 3 Min/Per
ACKNOWLEDGEMENTS
MOMENT OF SILENCE/REFLECTION (Obituary)
SONG SELECTION
MESSAGE/EULOGY—---------- Pastor/Appointee
DISMISSAL
RECESSIONAL (No Final Viewing)
Viewing and visiting should be scheduled for up to two hours before the funeral service.

PLEASE DO NOT DEVIATE FROM THIS FORMAT.
Order items may be excluded, but no additions can be made to the program.

Official 10/21/26 Updated

CONTEMPORARY ORDER OF SERVICE (OPTION B)

PRELUDE

PROCESSIONAL (IF DESIRED, W/ HYMN (HOLD TO GOD UNCHANGING HAND)

SCRIPTURE READING Pastor or Appointee

Old Testament…
New Testament…

PRAYER

EXPRESSIONS AND/OR WORDS OF COMFORT
(**3 PEOPLE MAX @ 3 MINUTES/PERSON**)

MUSICAL SELECTION

EULOGY OR MESSAGE Pastor or Appointee

DISMISSAL/RECESSIONAL (NO FINAL VIEWING)

PLEASE DO NOT DEVIATE FROM THIS FORMAT.
Order items may be excluded, but no additions can be made to the program.

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OBITUARY

The **Obituary** is the responsibility of the family.

PROGRAMS

The Pastor must approve programs before going to the printer. This should be completed as soon as possible. **(at least two days before the service.**

The Church can print 200 complimentary programs. The complimentary programs will not include photos or color.

If photos, color, or large numbers of copies are required, the family will need to outsource their printing services.

The program cover should include the following:

Greater New Guide Baptist Church

3445 Fairfields Ave. Baton Rouge, LA 70802

Minister Title, Name (i.e. Pastor Mark C. Thomas)

Officiant or Officiating

SERVICE TIMES

Funerals may be scheduled for 1 (one) hour BETWEEN the hours listed below. All funerals must end by 1:00 p.m.

Monday 10:00 a.m. - 1:00 p.m.
Tuesday 10:00 a.m. - 1:00 p.m.
Wednesday 12:00 a.m. - 1:00 p.m.
Thursday 10:00 a.m. - 12:00 p.m.
Saturday: Typically not available
Sunday: No Services

If you **have** questions, it is **always wise** to call the Church Office or the Pastor at (225) **356-4410**.

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REPAST

Families can host a repast at the church upon building and staff availability. The family is responsible for coordinating and paying for the fellowship meal.

KITCHEN USE

The commercial church kitchen may be used only when supervised and managed by authorized church members or ministries (i.e. Greeting/Hospitality Ministry)

The Activity Center's Kitchenette is available. A brief orientation on appliance use is required. The family must completely clean the kitchenette.

FEES

The SANCTUARY/FUNERAL SERVICE is complementary to all members who are in good financial standing.

The ACTIVITY CENTER, MULTI-PURPOSE, and SANCTUARY can be rented for seventy-five dollars ($75.00) per hour when the party requesting is **NOT** in good financial standing.

Regardless of financial standing, a JANITORIAL FEE is charged for any hours outside of the custodian's regular work hours.

The JANITORIAL fee is **Thirty-six ($36.00) dollars** for the **FIRST 2 (TWO) HOURS**. An **additional $15.00 per hour** will be charged if the allotted time is exceeded.

Official 10/22/26 Updated

PAYMENT POLICY

A **one-hundred-dollar ($100.00) deposit for using** the ACTIVITY CENTER, MULTI-PURPOSE ROOM, and the FAMILY LIFE CENTER RECEPTION AREA. The deposit will be refunded provided no damages and the area is sufficiently cleaned.

All fees are due and payable three days before the funeral. All payments will be paid by CHECK, MONEY ORDER, or ONLINE and payable to **Greater New Guide Baptist Church.**

MUSIC ARRANGEMENTS

All music, vocalists, and any alternative musicians must be arranged with and approved by the GNG's Director of Music

Minister Antonio Rice: 225-326-3270

Official 10/22/20 updated

3445 Fairfields Ave. - Baton Rouge, LA 70802 - Phone # (225)356-4410 Fax # (225) 358-0082