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## We Are Here For You



The Bereavement Ministry is the first respondent ministry that reaches out to families after the death of a loved one to comfort, encourage, and to help ease the burden of planning the funeral. It is our goal to walk through the funeral process with the family to assist in designing a service that honors their love and reflects the doctrine of Cade Chapel.

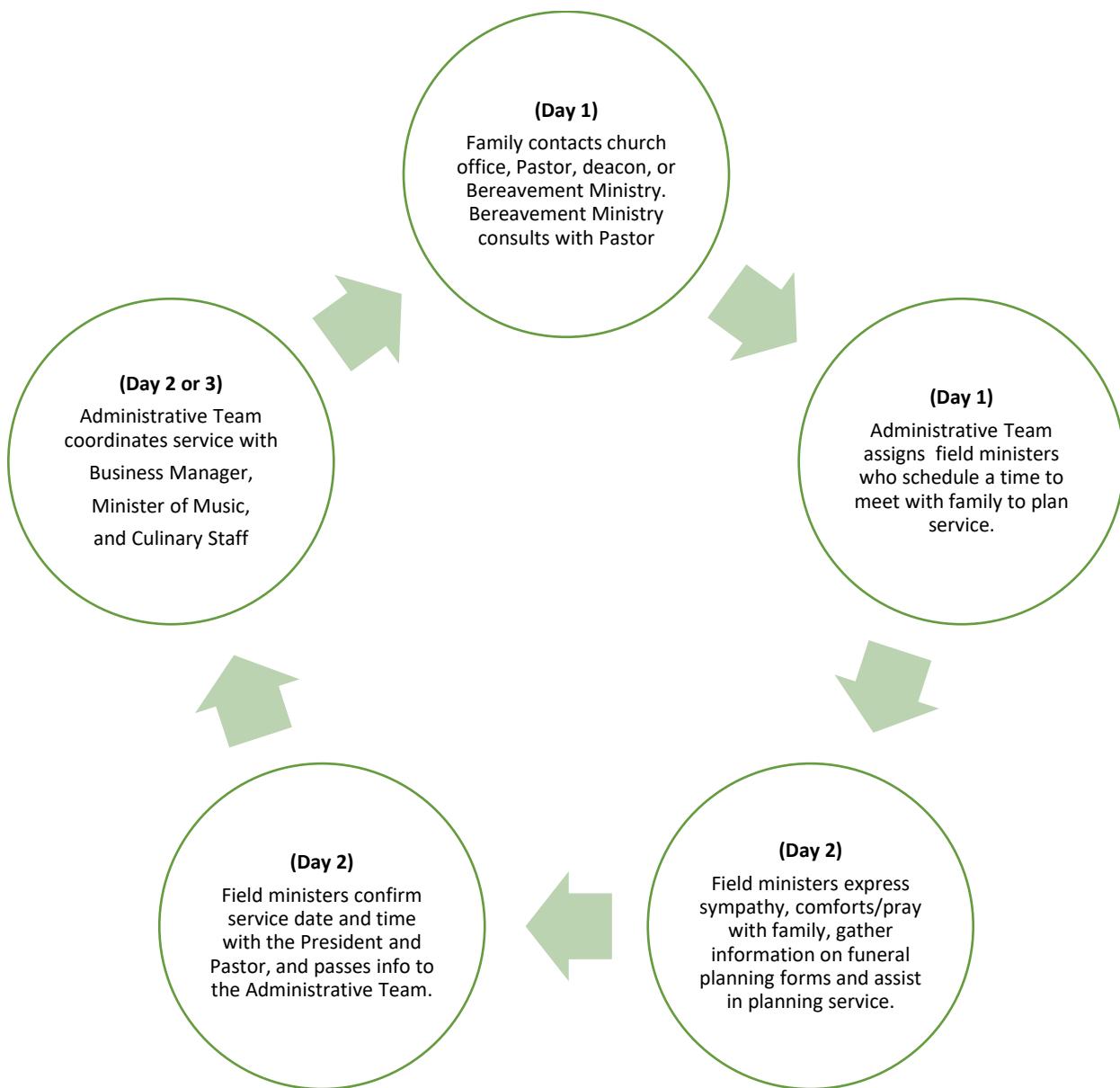
### **Responsibilities include:**

- ◊ Notify the Pastor, appropriate ministries/officers of the church when a death occurs within the church family.
- ◊ Assist with planning the order of service whereby it upholds the theological perspectives, doctrinal beliefs, and denominational practices of Cade Chapel M. B. Church.
- ◊ Pray with family
- ◊ Contact program participants if necessary
- ◊ Follow up with family for one year
- ◊ Answer any questions the family members may have about policies and practices of Cade Chapel.

***"The Lord is close to the brokenhearted and saves those who are crushed in spirit."***

***Psalm 34:18***

# Bereavement Flow Chart



## **MEMBER IN GOOD STANDING**

### **Church Bylaws**

#### **ARTICLE V – MEMBERSHIP**

##### **Section 2**

**Member in Good Standing.** A person who has been accepted to membership through methods outlined in Article V Section 1 (a-f), has a history of attendance and verifiable giving is a Member in Good Standing.

- 1) Good Standing may not be affected/removed in the case of sickness, shut-in, long-term care, displacement, aging, or a debilitating circumstance.
- 2) Members in Good Standing status may be subject to review by the Membership Committee or Deacon Board.
- 3) Members in Good Standing may have financial requirements waived by the Deacon Board upon recommendation of the Membership Committee.
- 4) All Decisions regarding Members in Good Standing are made in consultation with the Pastor.



## A Guide for Funeral Planning

At

### Cade Chapel Missionary Baptist Church

*The Lord gave, and the Lord hath taken away; blessed be the name of the Lord. Job 1:21b*

#### **Philosophy and Policy of Funerals at Cade Chapel Missionary Baptist Church**

This guide has been prepared for the Bereavement Ministry of Cade Chapel M. B. Church in an effort to provide a framework for funeral planning. Ministering to families during the loss of loved ones is a critical time of care that requires spiritual sensitivity as well as a depth of knowledge pertaining to the form and function of the funeral service. The use of this guide by the Bereavement Ministry will help to ensure that funerals held here uphold the theological perspectives, doctrinal beliefs, and denominational practices of Cade Chapel. The Bereavement Ministry will work with church members during the planning of funerals to maintain a standard of the character of the funeral service.

#### **I. The Christian Funeral**

The Christian funeral is a Worship Service in which God's people witness to their faith in the hope of the Gospel, the communion of saints, the resurrection of the body and the life everlasting and in which also a comforting assurance of God's love and salvation in Christ is ministered, especially to the Christian bereaved.

#### **II. Towards an Understanding of the Christian Funeral**

A funeral service at Cade Chapel Missionary Baptist Church is worship of the true and living God. The funeral is God's way of bringing comfort to the hearts of those who mourn as scripture is read and preached, prayer is offered, praises are sung, grief is expressed, remembrance is cherished. We also believe that the funeral serves to begin the healing of human hearts and emotions, as we submit to the will of God and hear the Word of God. The funeral is an occasion in which we, by the grace of God, bless the name of the One who gives and takes away.

The presence of family and friends around at this time serves to support and strengthen those who sorrow. The funeral gives thanks for life and lifts meaningful memories of lost loved ones helping us learn vital lessons from it.

Thus, in the funeral service, we gather primarily to worship God and confess our faith in a living Savior. Though we mourn our loss and remember our loved one, our focus is fixed on Jesus, the author and finisher of our faith.

### **III. Planning the Service**

- 1.** In all cases, the pastoral staff has the sole responsibility and discretion in carrying out church funeral services at Cade Chapel. Consequently, if a family desires to have a family minister deliver the eulogy, this request must be presented directly to either the executive or senior pastor before planning such. The pastoral staff will make the final determination. We will make every effort to include family members in the service where appropriate.
- 2.** The use of "program guides" has become popular in recent years in many churches. However, we must keep in mind that the funeral is a service of worship—not a program. As such, services of worship must be officiated and conducted by the pastoral staff. In some cases, the pastoral staff may defer to other participating clergy or the Minister of Music, but in no case will the funeral be conducted from the floor by non-ministerial or laypersons.
- 3.** The practice of "viewing the remains" or "final viewing" after the eulogy is strongly discouraged. The ministry of the Word is meant to help heal and comfort as we release our loved one. A "final viewing" disrupts that healing process and brings back what we are being encouraged to release. Viewings can be planned at the funeral home where family and friends can gather together to encourage each other. Please encourage families to take advantage of that time so that once the funeral service begins and the casket is closed, they are prepared for the ministry of healing through the Word.
- 4.** Because fraternal or civil rites of any kind are not a part of the worship service, these organizations should pay tribute to the deceased at another hour and place. Such rites can be performed at the funeral home, during family hour. The Christian funeral is reserved specifically for the church.
- 5.** Because families sometimes have members of different faiths (Muslim, Buddhist, Jehovah's Witness, etc.) we are sensitive to their presence. However, we must preserve the distinction of the Christian pulpit. We are unapologetically Christian and conducting a Christian service in the church of Jesus Christ. If there are family members who are ministers/members of a different faith who the family wants to include in the service, we will ask them to sit with the family and speak from the secondary lectern on the floor. Pulpit participants must be of the Christian faith.
- 6.** We are committed to helping you design a service that both honors your loved one and aligns with the beliefs of Cade Chapel. We understand that this is a difficult time, and we want to ensure the service is respectful and reflective of our doctrine. To achieve this, we must adhere to specific guidelines, including those regarding casket wrappings, the use of certain language, graphic T-shirts, images, and colors. While we strive to accommodate your wishes, all casket wrappings and related visuals must meet our guidelines. We cannot permit images or

language that conflict with our Christian values, such as those associated with money, gangs, or inappropriate graphic T-shirts. All casket wrappings, graphics, and colors must receive preapproval. If any elements do not meet our guidelines, the service may need to be relocated. We are here to assist you in finding meaningful and appropriate ways to personalize the service.

**7.** If the burial is more than 15 miles out of the city limits, the pastor may choose to perform the committal at the church. Every effort will be made to conduct the committals at the graveside, but out-of-town travel for such is not a pastoral requirement.

**8.** Over the years, Christians have generally shunned the practice of cremation. However, such decisions are strictly left to the family to decide and will be respected and honored by the church.

**9.** While some choose the chapel at a funeral home for the memorial service, others prefer the church building where faith is nourished, marriage vows are made, children are baptized, communion is received, and prayers are offered by the people of God. We will make every effort to accommodate your choice.

**10.** Any funeral conducted at Cade Chapel must have been planned with the participation of a member of the Bereavement Ministry, who will help to plan the order of service and answer any questions family members may have about policies and practices of the church. Only those special requests (regarding things pertaining to the service itself) that meet the approval of the officiating minister are acceptable.

#### **IV. Funeral Arrangement Do's and Don'ts**

**1.** At no time should funerals be planned without first consulting the church or a member of the Bereavement Ministry. The schedule of the pastor and the church should be respectfully considered at all times in making eulogistic arrangements.

**2.** The Bereavement Ministry will consult with the Minister of Music for all musical requests such as specific choirs, musicians, or soloists. The Minister of Music will gladly work to arrange necessary musicians, choirs, and soloists for the service. The Bereavement Ministry will notify the Minister of Music if the family is providing the music or if any special requests outside of songs or choirs. If the family has a soloist or musician that the family would like to include, the Bereavement Ministry will verify this person with the Minister of Music before he/she is scheduled.

**3.** If the family wants to include a video presentation, it must be previewed by the Bereavement Ministry before it is viewed by the congregation. A copy of the file or DVD should be received at least 1 day before the service. A member of the media team will be contacted through the online planning center to play it during the service.

**4.** Repasts are courtesies that we extend to bereaved families (members in good standing). When the deceased is a member of the church and/or is in immediate family (spouse, child, or parent) of a member in good standing, the church will extend courtesies of a repast or gift card and a plant/flower at the funeral.

**5.** Most funerals can be sufficiently conducted between 45 minutes to an hour. Be mindful that services that extend beyond 1.5 hours may be subject to an overage fee (\$50.00 per  $\frac{1}{4}$  hour). Fees will be incurred beginning from the start time printed on the bulletin.

## **V. Frequently Asked Questions (FAQ)**

### **1. How soon after death must the funeral occur?**

Christian tradition urges that burial occur as soon as possible after death, generally within three to five days. However, it is customary to avoid burial on the Lord's Day or on a religious holiday. Any day Monday through Saturday is deemed appropriate.

### **2. Is there a cost for the use of the church?**

Only in cases where the member has become inactive or is a non-member will there be a cost to use the church for funeral purposes. In this instance, a fee is charged. Please contact the Business Manager for details.

### **3. What is the best place and time for a funeral?**

Customarily, Christians prefer the church. The church is the sacred center for worship and the most familiar setting in which to contemplate God and sacred events such as communion and baptism, weddings and funerals. Funerals can be planned for any day, Monday through Saturday. Because of the nature of death, funerals do take priority in scheduling. However, as much as possible, there must be a cooperative effort to ensure that there are no scheduling conflicts.

### **4. What courtesies does the church extend to the bereaved?**

**A.** The church will send a letter of condolence to every member who has experienced a loss regardless of whether the deceased was a member or not.

### **B. When the deceased is a member of the church in good standing, the church will extend:**

**1.** A letter of condolence

**2.** Provide use of the facilities at no cost

**3.** Plant/floral arrangement

**4.** Provide a gift card for the repast based on the number of expected guests no greater than 100.

**5.** Or prepare a repast for up to 100 guests at no cost. The family is responsible for any costs above 100 guests.

**C.** When the deceased is in the immediate family of church member who is in good standing (spouse, child, or parent) the church will extend all of the above courtesies.

**D.** When the deceased is a church officer, the church will extend all of the above courtesies and provide to the family a church resolution.

**5. Do we eulogize unbelievers?**

As a service to members of the church, if the family member is an unbeliever, we will allow the funeral to be held here without charge. However, this courtesy is extended only to immediate family members (spouse, child or parent). All other family members who are either unbelievers or non-members should have their services scheduled at the funeral home chapel.

**6. Does the pastor or his designee perform Graveside Services?**

Yes. Graveside services are often for simplicity and convenience and are sometimes the expressed wish of the deceased. You should, however, consider the forecast for wind, rain, cold or harsh summer temperatures. The time must be brief as to prevent prolonged standing. The ministry of comfort may be lost due to physical stress and inclement weather.

**7. Who should I call when a death occurs?**

Family members should immediately contact a member of the Bereavement Ministry for pastoral care and the scheduling of eulogistic services. They may also contact their deacon or the church office. Either party will contact the Bereavement Ministry.

**8. What services does a funeral director provide?**

A funeral director makes all of the arrangements required to transfer the deceased from the place of death to the funeral chapel and to the ultimate place of burial; obtain the death certificates; prepares the remains for burial; aids in the selection of caskets and burial garments; assists in the preparation of obituary notices; and coordinates and supervises the arrangements for funeral services and burial.

**9. What should I do if the death occurred in a distant place?**

Call the funeral director in the location where the funeral service and burial will take place. The funeral director can make arrangements to transport a body from any location in the world.

*Let not your heart be troubled; ye believe in God, believe also in me.*

John 14:1

## **Addendum to funeral policy for facility usage**

### **Section IV-2**

In cases where the deceased has moved outside of the Jackson Metro area and regular attendance and local membership are not feasible, but it can be reasonably established that prior to such move, Cade Chapel served as the deceased person's church home, the facility usage fees shall be waived, and benevolence courtesies shall be extended to the family of the deceased.

If, however, the deceased lived within the Jackson Metro or surrounding area where attendance and active membership were feasible and the deceased chose not to affiliate or be actively involved with Cade Chapel outside of sickness or shut-in status, facility usage fees will not be waived and benevolence benefits will not be provided.



## **Distant Membership/Funerals**

At Cade Chapel, we are intentional about serving this present age by reimagining how church membership and Christian discipleship can be faithfully experienced. Through the use of technologies such as multiple live-streaming platforms, the Cade Chapel app, the Cade Chapel website, and various other digital mediums, we can now offer a meaningful experience of both church membership and Christian discipleship for those who live outside of the Jackson, MS area and desire to worship, grow, connect and serve with us. Distant membership is just another way that we can serve this present age!

### **Defining the Distant Member**

When we refer to a distant member, this is a person who lives outside of the immediate area of a local church. Generally, if the travel time to get from your house to the church campus is greater than one hour, you may be considered a distant member. Those who reside within a one-hour travel time radius and choose to primarily connect via online are considered local members, not distant members. We encourage individuals who live within a one-hour radius to be an in-person member who participates in mission, ministry, and the physical fellowshipping of the saints.

### **Funerals for Distant Members**

In the case of the death of either the distant member or the member's immediate next of kin (i.e. spouse, parent, or child) Cade Chapel Bereavement Committee will work with the family in helping to make arrangements with a local funeral home in the distant member's city of residence. However, the church's participation will be limited to assistance in program planning, providing a gift card to the family to assist with a repast, and supporting the pastor's travel to and from the city where the funeral will be held. No other support staff (i.e. musicians, vocalists, audio/video, etc.) will be provided by the church.



## What Is GriefShare?

GriefShare is an extension of the Bereavement Ministry at Cade.

It is a biblically based, support group for individuals who have experienced the death of a loved one. The support group is a safe welcoming place where people understand the difficult emotions of grief. It was developed by Church Initiative, a nonprofit ministry, to offer comfort, healing, and guidance through the grieving process.

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## Key Features of GriefShare:

- 13-Week Format: The program runs in weekly sessions over 13 weeks. Each session focuses on a different aspect of grief and healing.
- Video Seminars: Every meeting includes a 30 minute video featuring respected experts on grief topics and real-life stories of people who've found healing through God's Word.
- Supportive Group Discussions: After the video, participants share experiences and discuss the week's topic in a safe, confidential setting with others who are also grieving.
- Workbook: Participants will purchase a workbook for daily personal reflection and journaling, with Scripture-based insights and healing exercises.

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## Who Is GriefShare For?

- Anyone grieving the death of a spouse, child, parent, sibling, friend, or loved one.
- Christians and non-Christians alike — though the program is rooted in Christian teaching, it is welcoming to people from all backgrounds.

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## **Benefits of GriefShare:**

- A caring group that understands what you're going through
- Practical strategies to cope with deep pain and loneliness
- Hope rooted in the promises of Christ
- A path toward healing in a faith-filled environment

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## **How to Join GriefShare:**

**Visit [www.griefshare.org](http://www.griefshare.org) to find a local group or an online group.**

**You may also contact the Facilitators, Janice Mitchell at 601-940-8587 or Gail Lowery at 601-506-7518 for further information.**