

First Baptist Madoxtown
Funeral Planning Form

Date Prepared _____

Section 1: General Information

Deceased

Full Name (Last) _____ Suffix _____ (First) _____

Name to be used in service (if different): _____

Date of birth ____/____/____ Date/Time of death ____/____/____ @ ____:____ (AM / PM)

Place of death _____

General cause of death _____

Person Making Arrangements (Family Contact)

Name (Last) _____ Suffix _____ (First) _____

Address _____

City _____ State _____ Zip _____

Phone (Home) (____) ____-____ (Mobile) (____) ____-____

Relationship to Deceased _____

Section 2: Visitation

Location (If other than First Baptist Madoxtown) _____

Address _____ City _____ State _____ Zip _____

Phone (____) ____-____ Requested Date/Time ____/____/____ @ ____:____ (AM / PM)

Section 3: Funeral Service

Funeral Home _____

Address _____ City _____ State _____ Zip _____

Phone (____) ____-____ Contact Name _____

Requested date/time of service ____/____/____ @ ____:____ (AM / PM)

Location (if other than First Baptist Madoxtown) _____

Address _____ City _____ State _____ Zip _____

Phone (_____) _____ - _____ Contact Name _____

Type of Service (Funeral or Memorial) _____

Place of Burial (If other than First Baptist Maddoxtown) _____

Address _____ City _____ State _____ Zip _____

Phone (_____) _____ - _____ Contact Name _____

Section 4: Service Details

Requested clergy to eulogize (if other than the Senior Pastor) _____

Requested clergy Church name _____ Phone (_____) _____ - _____

Requested Choir(s) _____

Special Music _____

Requested Soloist _____

Requested Organist _____

Other Musicians _____

New Testament Scripture Text _____ Clergy _____

Old Testament Scripture Text _____ Clergy _____

Prayer by _____

Words of comfort by (if desired) _____

Acknowledgements by _____

Other special requests _____

Pall Bearers

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Honorary Pall Bearers

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Participating Organizations (Military/Professional Associations)

1. _____
2. _____
3. _____

In all cases, the pastoral staff has the sole responsibility and discretion in carrying out church funeral services at First Baptist Maddoxtown. Consequently, if a family desires to have a family minister deliver the eulogy, this request must be presented directly to the 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

Because families sometimes have members of different faiths (Muslim, Buddhist, Jehovah’s Witness, Mormon, etc.) we are sensitive to their presence. However, we must preserve the distinction of the Christian pulpit. We are unapologetically Christian and will conduct 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 gladly include them, but ask them to sit with the family. Pulpit participation **must** be of the Christian faith.

First Baptist Maddoxtown has specific guidelines for burial in our cemetery. Please refer to our cemetery policy provided in this package.

The above policies and practices have been explained to me and I agree that I and the family I represent will be governed by them for the funeral services scheduled for our loved one.

Signed _____ Date _____
(Family member making arrangements)

Signed _____ Date _____
(First Baptist Church Maddoxtown representative)

Section 5: Sample Obituary Items and Order to consider

- The first paragraph should contain:
 - Deceased Name, including son/daughter of
 - Deceased Parent's names
 - Deceased birth date and place of birth
 - Date Deceased passed away
- The second paragraph should contain:
 - Marriage information (if any)
 - When they met
 - Date they got married
 - Names of children born to the union
- The third paragraph should contain:
 - Deceased education (where and level) For example, high school, college, graduate degree and name(s) and location(s) of the school(s)
 - Deceased job – positions(s) held, name of company, number of years employed
 - Special affiliations (if important to the deceased) – Fraternity, sorority, mason, Eastern star, etc.
 - Military service – highest rank achieved, years in service, name of war if in combat, year and type of discharge (if honorable)
- The fourth paragraph should contain:
 - Church affiliations, if any. Names/locations of churches, when joined, group(s) deceased was a member of
- The fifth paragraph should contain:
 - Family left behind (wife, husband, children, grand and great-grandchildren, aunts, uncles, etc.)

Section 6: Typical Order of Service

- Musical prelude
- Opening Hymn
- Scripture Readings (Old and New Testament)
- Prayer of Comfort
- Selection (This can be a solo, choir led, or congregational song)
- Clergy remarks/expressions (Please limit to 2 minutes each. Also, the Pastor will determine who among the clergy will speak, and other than the clergy, only the names of those requested by the family on the program will be allowed to give remarks.)
 - Family Members (if appropriate)
 - Care givers (if appropriate)
 - Community/Association Officers
- Acknowledgements (this is handled by one person and he/she needs to be sensitive to the time)
 - Special cards

- Special poems
- Obituary (to be read silently)
- Selection (This can be a solo, choir led, or congregational song)
- Eulogy – Sermon
- Benediction
- Recessional

Additionally, the church and the pastor's names should be on the front cover of the program and the family should have the funeral program approved by the funeral committee before going to print. This is to ensure the family's wishes/desires are possible and/or allowed.

Section 7: Timeliness

Most funerals can be sufficiently conducted between 45 minutes to an hour.

Section 8: Repast

For all funerals held at the church, the family has the option to hold a repast in the fellowship hall. **The church will determine how and what will be involved in the meal.**



Sample Obituary.pdf