



# Mt. Moriah Baptist Church

1636 EAST CAPITOL STREET, NORTHEAST, WASHINGTON, DC 20003  
202.544.5588 \* 202.544.5589 \* FAX 202.544.2964

Lucius M. Dalton, D. Min.

Senior Pastor

Herman L. Stephens  
Chair, Deacon Ministry

Carolyn McCrea  
Church Clerk

Chola Dawkins  
Treasurer

Mae Frances Frazier  
Chair, Deaconess Ministry

James L. Hill Jr.  
Chair, Trustee Ministry

## FUNERAL POLICY

*Revised - October 2018*

Attention all Disciples & Guests:

All funeral services and repasts held on the site of Mt. Moriah Baptist Church must be conducted under the church rules and guidelines noted in this policy. Persons designated by the family to coordinate and/or speak on behalf of the family are required to follow the same rules and guidelines and more over must take their cues and instructions from the Office of the Senior Pastor and the Church Officers who represent Mt. Moriah Baptist Church.

The Deacon Ministry, Usher Ministry, Culinary Ministry, Hospitality Ministry, Sexton Staff and Security Ministry have been given instructions from the Office of the Senior Pastor for conducting these services and their instructions take priority over disciples and guests attending and/or coordinating the families' funeral service and/or repast. Please communicate with the Office of the Senior Pastor regarding your needs and requests prior to these services allowing us to effectively serve you in God's house.

Neither funerals nor wakes will be scheduled on Sundays, Tuesdays, Thursdays or Saturdays.

The family is encouraged to prepare a PowerPoint presentation of the deceased to be shown during the viewing. It is suggested that the format be without music and one photo enlarged to the max on each slide and at least 8 to 12 seconds to view each slide in transition. This will allow everyone to see the photos. The presentation must be sent to the Audio/Visual Coordinator via email attachment or delivery of a flash drive in the Office of the Senior Pastor at least 48 hours prior to the service.

Prior to making final arrangements with the funeral home of your choice, the **Pastor must approve the date and time of the wake, funeral service, and repast.**



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## MEMBERS OF MOUNT MORIAH

1. For members in good standing (active), Mt. Moriah Baptist Church will prepare a repast to be held in the lower auditorium of the church. If needed, ministries of the Church will be requested to assist with the food. There will be a standard menu for the repast. The church maximum budget for a repast is \$250. Families may supplement this if they will have more people returning than the budget will accommodate. If desired, the family may choose to host (cater) the repast on their own, in which case, the family will be responsible for paying for the repast.
2. At the request of the family, a small reception can be prepared where the family can gather on arrival for refreshment before lining up to enter the sanctuary for the viewing/wake. At the start of your planning and arranging of the funeral service **you must indicate** to the Office of the Senior Pastor if you desire to have this reception.
3. The Pastor will be in charge of all eulogies unless he decides to designate this responsibility to another ordained clergy member.
4. The order of service for the funeral service program is to be emailed or faxed to the Office of the Senior Pastor for the Pastor's approval three (3) days prior to the service. An approved sample order of service is included for your use. **Each family must print 250-300 programs**, with at least twenty programs set aside for the Condolence Choir. The ideal length of time for a funeral is one hour to one hour and a half. If you plan to distribute the funeral program during the wake/viewing, please print additional programs to accommodate everyone.
5. The program for the service must be approved by Pastor Dalton before you take it to the printer. Please call the Office of the Senior Pastor with questions you may have regarding what can be added to the sample order of service.
6. Repasts are coordinated by the Culinary Ministry. The coordinator will contact you to discuss the number of persons, time, set-up, and the menu for the repast.
7. Memorial services by sororities, fraternities, masons, ushers etc. must take place during the time of the wake/viewing. The request of the timing of the memorial service must be approved by the Pastor two (2) days prior to the service.



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8. The family must put in print on the funeral program those designated, by name, family members, persons/organization and ministry representatives, including any clergy, who they want to give expressions during the reflection portion of the service. Only those persons designated by the family will speak. These names must be printed in the order of service and are subject to the Pastor's approval. The persons who speak must be reminded to limit their remarks to 2 minutes each. Or the Pastor will designate a total of fifteen (15) minutes only for persons to speak. The Pastor reserves the right to coordinate clergy remarks from the pulpit as time permits.
9. The Acknowledgements are to be done by one person who will read special items for the family. Please limit card readings to 3 to 4 cards only. The Condolence Ministry representative will read the church paper and church letters sent to the church.
10. The casket must be closed prior to the beginning of the funeral service. It will not be re-opened.
11. Disciples of our church who are active members are granted the church, lower level, choir, ushers, musicians, and Pastor at no charge. However, if the family is granted permission by the Pastor to have another clergy person to conduct the eulogy, the family is responsible and must pay the said clergy for his/her services prior to the funeral. Additionally, the credentials of your eulogist must be forwarded 48 hours in advance to the Office of the Senior Pastor for our records.
12. The funeral home is to provide a car for the Pastor/Clergy for transport to and from the cemetery.
13. Inactive members are not granted the same privileges as active members. Whether or not to hold a funeral at the church for an inactive member is solely up to the discretion of the Pastor.

**NOTE: THERE WILL BE NO SERVING OF FOOD TO ANYONE, UNTIL THE FAMILY HAS BEEN SERVED.**



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## **NON-MEMBERS OF MOUNT MORIAH**

1. Inactive members and non-members are responsible for the repast, and paying the fees below for the: security deposit, security personnel, culinary coordinator, musician, choir director, audio/visual personnel, and eulogist as well as payment for the use of the church sanctuary and lower auditorium.
2. Only the Pastor can approve funerals for inactive and non-members. The Pastor is not obligated to facilitate or perform the eulogy for inactive or nonmembers. Additionally, the credentials of your eulogist must be forwarded 48 hours in advance to the Office of the Senior Pastor for our records.
3. The fees for church staff for services for inactive and non-members are as follows:
 

a. Security Deposit - \$100 (required)	f. Culinary Coordinator - \$100 (required)
b. Security Personnel - \$100 (required)	g. Eulogist - \$200.00
c. Musician - \$150.00	h. Sanctuary - \$600.00
d. Choir Director - \$100.00	i. Lower Auditorium/Kitchen - \$400.00
e. Audio/Visual Personnel - \$100.00 (required)	

**THE ABOVE FEES MUST BE PAID 48 HOURS PRIOR TO THE FUNERAL SERVICES  
IN CASH, MONEY ORDERS OR CASHIER CHECKS!! PLEASE NO PERSONAL CHECKS.**