

## Bereavement Procedures for Members

- A. Pastor receives information on the deceased and meets with the family.
  - B. Pastor provides the family with the bereavement committee packet and discusses options, scheduling and use of the facilities.
  - C. Bereavement committee packet includes the schedule of costs.
  - D. Pastor directs the family to the Bereavement chairman.
  - E. Pastor informs the Bereavement chairman of the death and the families' intention to contact the Bereavement chairman.
  - F. The Bereavement chairman and the family meet and discuss details of use of the facilities for the reception.
    - The discussion will include:
      - Use of the social hall
      - Use of the kitchen facilities
      - This discussion will also include an explanation of what is offered by the congregation and the responsibilities of the family.
- 1) Coffee will be provided
  - 2) A person to provide guidance on the use of the facility
  - 3) The family will bear the financial responsibility for the event and will make any financial arrangements.

In the event of extenuating circumstances, these procedures may be modified.