

# Funeral Planning

For use by Pastors & Office Staff

updated 06/06/16



**EBENEZER**  
BIBLE FELLOWSHIP CHURCH

3100 Hecktown Rd.  
Bethlehem, PA 18020

Name of Deceased: \_\_\_\_\_

Member    Non-Member

Pastor Officiating: \_\_\_\_\_

Funeral Home: \_\_\_\_\_ Phone: \_\_\_\_\_

Funeral Home Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Event	Date	Time	Location	# Attendees Expected
Viewing				
Viewing				
Funeral Service				
Burial				
Luncheon				

Area/Services	Check Items Needed	Member	Non-Member Regular Attendee	Fee Charged
Sanctuary		No Charge	\$100.00	
Fellowship Hall / Serving Room / Kitchen		No Charge	\$100.00	
Bulletin: Design & Printing		No Charge	No Charge	
PPT Design: song lyrics or other		No Charge	No Charge	
Musician (Piano/Organ)		\$75.00*	\$75.00*	
Sound Room & Technician		\$50 up to 2 hr* \$20/hr additional	\$50 up to 2 hr* \$20/hr additional	
Funeral Luncheon <i>Deli Platters, Rolls, Chips, Salads, Desserts, etc., from local deli (also homemade dishes from church members if available)</i>		No Charge	Cost of Food TBA day of luncheon	
Custodial Fees:				
Sanctuary		\$ 75.00*	\$ 75.00*	
Fellowship Hall & Serving Room		\$100.00*	\$100.00*	
<b>TOTAL FEE:</b>				

\* Fee to be charged only if these services cannot be provided by an EBFC staff member during his/her normal work hours.

# Payment Information

To be given to the funeral home when possible, otherwise communicated directly with the family.  
Payment should be made on or before the event.

**Individual checks should be made payable to the following:**

Ebenezer Bible Fellowship Church (room usage) for \$ \_\_\_\_\_  
\_\_\_\_\_ (custodian) for \$ \_\_\_\_\_  
\_\_\_\_\_ (luncheon) for \$ \_\_\_\_\_  
\_\_\_\_\_ (sound tech) for \$ \_\_\_\_\_  
\_\_\_\_\_ (musician) for \$ \_\_\_\_\_

Form Completed by \_\_\_\_\_ Date \_\_\_\_\_

The following people should be notified immediately:

- Participating Pastor(s): \_\_\_\_\_
- Worship Pastor: \_\_\_\_\_
- Worship Assistant: \_\_\_\_\_
- Facilities Manager: \_\_\_\_\_
- Kitchen Committee: \_\_\_\_\_
- Office Administrator: \_\_\_\_\_
- Deacon Caregiver Chairman: \_\_\_\_\_