

Miles Chapel C.M.E. Funeral Guideline

The unfortunate event of a loss can be painful. Losing a family member or a love one can be very difficult for most of us to handle.

At Miles Chapel C.M.E. Church, we understand that a member dealing with their loss, may require various assistance while they pass through the stages of grief. People react differently to losing a loved one.

While we would like to make ourselves available in any way the member's family may need our assistance, it should be understandable that we must have a guideline. Below is the Guideline for funerals, at Miles Chapel C.M.E. Church.

Funeral - a memorial service honoring the deceased

I. Funerals for active Miles Chapel C.M.E. members

- **An active member** is defined as a member that is on the local church roster and in good standing with the church. Whether or not a member was in good standing with the church, will be determined by the frequency of their tithing, yearly conference claim contributions and time given to the church within the past three years. The church will grant full service for this deceased member, at the best of its financial ability at that time, without any cost to the family.
- **A non-active member** is defined as a member that is on the local church roster as a member of the church, but has not been active or contributed to the church financially (tithing and/or conference claim), within the past three years. Special consideration may be given to an individual that has been sick, under the pastor's or pastor's designee and officer's approval (3-officers to include steward chairperson, stewardess chairperson, and the auxiliary chairperson that the member belonged too).

A non-active member's family, would not be charged the full fee for renting the facility (as would a non-member's family), but should expect to pay something. The church will charge for the following, as per the church's Rental Contract:

1. Janitorial
 2. Musician(s)
 3. Sound System-Video
 4. Parking Lot Attendant/Caretaker
 5. Food
 6. 50% off Rental fee of facility
- **Non-Member** – is a deceased person that was not a member of Miles Chapel C.M.E., and his or her family desire to use the church facilities or a portion of it. The family will pay the church in advance for the following services used (reference Rental Contract):
 1. Janitorial
 2. Musician(s)
 3. Sound System-Video
 4. Parking Lot Attendant/Caretaker
 5. Food
 6. Rental fee of facility

Non-Member's rate for the Church rental are as follows:

Sanctuary	Half Day	\$250.00
Fellowship Hall	Half Day	\$250.00
Kitchen	Half Day	\$125.00
Sanctuary & Kitchen	Half Day	\$300.00
Sanctuary & Fellowship Hall	Half Day	\$300.00
Fellowship Hall & Kitchen	Half Day	\$300.00
Sanctuary, Fellowship & Kitchen	Half Day	\$325.00
Sanctuary	Full Day	\$300.00
Fellowship Hall	Full Day	\$300.00
Kitchen	Full Day	\$200.00
Sanctuary & Kitchen	Full Day	\$350.00
Sanctuary & Fellowship Hall	Full Day	\$350.00
Fellowship Hall & Kitchen	Full Day	\$350.00
Sanctuary, Fellowship & Kitchen	Full Day	\$400.00
Drew-Legacy Hall		\$100.00
Parking Lot Only:		
Inside Gate		\$125.00
Outside Gate-across the street		

Note:

- 1.** An honorarium for Pastor or Designee/ in house officiant/eulogist, for inactive and non-members, is expected above and beyond the church facilities rental fees.

2. Non-Active Members will be charged half of the Non-Member's rental price.

A half day is equal to four (4) hours

A full day is equal to eight (8) hours

Note, that the security deposit will be waived, since we are requesting all funds prior to the event. Special consideration may be given by the pastor or pastor's designee on whether to charge a separate rental fee, when the viewing of a body is done on a separate day. It is the church's desire that all services be held on the same day, so that this does not become an issue or expense to the family.

II. What will Miles Chapel C.M.E. Church give to the deceased member's family, going through bereavement?

- A card
- An auxiliary may have their own procedure as well

III. Who should receive the card? Miles Chapel has several members that are related. It should be understandable that the church cannot give a gift to each member grieving.

- The card from the church should go to the same person who received the Resolution. Thereafter, the family can choose.
- An auxiliary of the church may provide a gift to whoever they choose.

IV. Where should the bereavement card come from?

Ideally, a bereavement gift should come from benevolence. If insufficient funds are not in benevolence, then we should be able to borrow from General Funds. In the order of:

- A. Benevolence
- B. General Fund

V. Who do I contact: The church secretary should be contacted (**phone: 713-672-0619 or email: info@mileschapelcme.org**) and given the specifics regarding the family member's loss. If the secretary cannot be reached, the pastor or pastor's designee should be contacted.

"For we live by faith, not by sight."
– 2 Corinthians 5:7