



## Providence Park Baptist Church

468 East Ladies Mile Road

Richmond, Va. 23222

Office: (804) 329-1963 – Fax (804) 329-9917

### Application for Use of Church Facilities for Funerals/Memorials

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

Name and Title of Applicant: \_\_\_\_\_

When facilities required:

Date: \_\_\_\_\_ Time: (Beginning) \_\_\_\_\_ (Ending) \_\_\_\_\_

Facilities requested (Check all that apply):

Sanctuary

Woodson Hall

Kitchen

Booker Building (Specify Area)  
\_\_\_\_\_

Approximate number of participants if known: \_\_\_\_\_

Phone and address where applicant can be reached:

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

- a) I have read and fully understand the rules and regulations regarding the use of church facilities as outlined on the reverse side of this form. I will insure full compliance with these regulations.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

b) Please check applicable

Member

Non-member

**Repast: Contact Mrs. Floydie Peebles at 329-5572.**

**Helen Morton, Director - Inspiration Choir (804) 247-4981**

**William F. Johnson, Jr, Director - George Crawford Memorial Choir (804) 553-7982**

\*If there is any need for furniture to be moved (table, chairs, etc.), please get permission from the Board of Trustees. **Do not move anything at any time without permission.**

# Providence Park Baptist Church

Established 1876

468 East Ladies Mile Road

Richmond, VA 23222

(804) 329-1963 - Fax (804) 329-9917

Jerome Clayton Ross, Ph.D., Pastor

Education

Cora J. Nickens, Clerk

Education

Chairs:

Gloria J. Flowers, D.Min. Christian

George Urquhart, D.Min, Christian

Anthony Robinson,

Diaconate

Sharlene P. Johnson, Ph.D., Trustees

Richard D. Collins., Trustees

## Policy for Handling Funerals

for

### Non-Members at Providence Park Baptist Church

Based upon the following references from the Constitution of Providence Park Baptist Church, that is,

the Preamble, which reads:

Whereas, we, a body of believers in Jesus Christ, **organized for the purpose of spreading the Gospel** of the LORD our GOD and Savior as taught by Jesus of Nazareth, His Son..;

Article II - Purpose, which reads:

The purpose of this church shall be **to promote the advancement of the Kingdom of God** as set forth in the Holy Bible and taught by Jesus of Nazareth. It shall seek to attain this end **through** maintenance of public worship of GOD, preaching of the Gospel, consistent Christian living by its members, **personal evangelism, missionary endeavor**, and Christian education;

Article III - Covenant Statement, portions which read:

to seek the salvation of our kindred and acquaintance...;

to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows;

We share this worship as a witness to our promise of **prayerful concern for this communion**. We covenant with one another that in daily duties and persistent

practice we will **seek the well-being of the other one for whom Christ also died**. We willingly bind ourselves to the obligations of continuing fellowship;

Article VII - Offices:

Sec. 6. b. (iii) - Tasks of the Pastor, which reads:

Assistance of the members of the congregation in understanding how GOD is working in their lives, individually, that is, enabling of them in articulating/perceiving the divine presence;

Sec. 6. c. (iv) - Duties of the Pastor, which reads:

Performance of pastoral visitation and counsel with those in need;

Sec. 2. b. (ii) - Specific Duties of Officers, which reads:

...work with the other officers at all times;

Article VIII - The Church Business Meetings & Quorum, Section 6. b. (ii) - The Rules, which reads:

The church business shall...follow the *Biblical Procedure* as set forth from interpretation, and implementation of the principles of love, of the Holy Bible;

-2-

Article XII - The Authority, which reads:

The Holy Bible is the supreme authority and guide for this church, whose interpretation and application is mandatory for all policy and practice of this congregation;

and using for examples Matthew 25:31-46; John 11:1-44 (especially vv. 3, 21-27); Romans 12:15; and Romans 14:7-9;

the following policy for holding funerals for non-members at Providence Park Baptist Church is proposed:

On a case by case basis, following the referenced portions of the Constitution of Providence Park Baptist Church including the Holy Bible, and as determined by the Pastor and the Executive Board, a non-member of Providence Park Baptist Church who is closely related to (i. e., the spouse, of the immediate family, or presently or previously under the direct guardianship of) a member in good standing of Providence Park Baptist Church may be eulogized at Providence Park Baptist Church in an effort to minister to the bereaved among our congregation, leaving the final judgment of the deceased and eulogized in the hands of the LORD GOD Almighty.

written by jcr: September 6, 2000

Date Approved by the Executive Board: **Friday, October 20, 2000**

Date Approved by the Congregation: **Thursday, January 18, 2001**

**Amendment to the Policy for Handling Funerals**

The following fees will apply for the funeral of a non-member under the care of a member of our congregation who is in good standing:

1. The honorarium for the musician is \$75.00.
2. The fee for preparing and printing the order of worship is per hundred, if prepared and printed by the church, 300 copies @ \$200-\$500.
3. Donation for when church clerk make bulletins for funerals (if after work hours, \$75).
4. Donation for the sexton is \$175 (which pertains to setting up for members as well as non-members).
5. Effective September 1, 2012 the following fees will be charged for churches using PPBC facilities:

Use of the Sanctuary - \$500

Use of the Fellowship Hall/Kitchen - \$250

The following provisions will apply for all funerals:

1. If a PPBC musician is not available, our instruments may be used by non-PPBC musicians. If you are requesting a choir, contact the director listed on the first page.
2. A Volunteer Choir will serve upon request; contact William F. Johnson, Jr.
3. For health reasons, without exception food for the repast must be catered or prepared by our Kitchen Ministry. **(NO FOOD MAY BE BROUGHT IN FOR THE REPAST).**

Proposed Revision: September, 2011

Proposed Revision: September, 2012

Date of Approval of the Revised Policy by the Executive Board:

Date Approval of the Revised Policy by the Congregation: