

# Homegoing Guidelines for



Everyone, sooner or later will find themselves dealing with the grief that comes from the passing of a loved one in death. The believers at Ebenezer stand ready to assist anyone who needs our help and counsel.

## WHAT TO DO WHEN YOUR LOVED ONE DIES

1. Contact Other Family Members and Close Friends
2. Contact Your Church
3. Notify employer of the deceased and your own employer
4. If children are in school, notify the school
5. Choose a Funeral Home
6. Locate Insurance policy and contact the insurance company

Before going to the Funeral Home to make arrangements... It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include nickname or other names person may have used).
2. Date of Birth
3. Place of Birth
4. Spouse's Name / Next of Kin
1. Father's Name
2. Mother's Name (Maiden)
3. List of relatives and relationship to the deceased
7. List of church, professional organizations, clubs and other organizations in which membership was held
8. If you wish, indicate memorial to be designated in obituary in memory of the deceased
9. If a memorial or Homegoing service is announced in the newspapers, take extra precaution for security at the home of the deceased during the indicated time of the service.

The following information will be needed for the Funeral Home and for the planning of the service.

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

Family Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Family Address \_\_\_\_\_

Family Phone \_\_\_\_\_ Other Contact Phone \_\_\_\_\_

Funeral Home \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Funeral Director \_\_\_\_\_ Phone \_\_\_\_\_

Number of Family and Friends expected \_\_\_\_\_

Viewing Hours \_\_\_\_\_ Location \_\_\_\_\_

Service Location \_\_\_\_\_ Date & Time of Service \_\_\_\_\_

Minister (Eulogy) \_\_\_\_\_

Interment \_\_\_\_\_

### **Making the arrangements:**

Ebenezer will do our best to work with the family to find a time that is convenient for both the needs of the family and the scheduled programs. We ask that BEFORE the arrangements are finalized or made public that the times be cleared by either the officiating pastor or the administrative secretary.

The church will not cancel any major planned events (weddings, conferences, workshops, etc) to accommodate a Homegoing service. We invite families to consider evening viewings and services (such as 5pm to 7pm viewing , followed by a 7pm service, with interment the next morning) as this may helpful for other family and friends who are unable to get off of work.

### **Facilities:**

Ebenezer AME Church of Rahway has a sanctuary seating of 400 to 450 people comfortably and is located on the main level of the church, which has a ramp and is handicap accessible.

In addition to the Sanctuary, Ebenezer has several rooms that can accommodate a repast meal for the family (10 to 200 people) following the Homegoing/memorial service. The fellowship hall is located on the lower level of the church and is handicap accessible via a ramp on the rear of the church

**Clergy Services:**

A member of Ebenezer’s ministerial staff will be available to officiate and/or deliver the Eulogy at the Homegoing/memorial service. The ordained clerics of Ebenezer believe that Homegoings are a part of their call to ministry. We count it both a great responsibility and a great privilege to be with families in their moment of need, offering through their words, work, and witness the life and love of Jesus Christ.

We also acknowledge that some families wish to honor pastors/clergy with an honorarium. As many families are uncertain about an appropriate amount, please find a general guide enclosed in this document.

The family is welcome to select an outside minister to officiate or deliver the eulogy, if desired. This person must be approved by the Pastor and the family is responsible for making contact with that minister and ensuring that they make contact with the Pastor of Ebenezer prior to the service.

PLEASE NOTE: It is totally at the family’s discretion as to whether or not they choose to provide an honorarium to the participating ministerial staff. It is also totally at the family’s discretion, should they choose to provide an honorarium, to follow the guideline suggested below or to determine other amounts they deem appropriate.

**Music:**

Ebenezer has several musicians that can be made available for Homegoing/memorial services. All musical arrangements (pianist, soloist, etc.) must be discussed with the Pastor.

**Fees:**

	<b>Full Members of Ebenezer in Good &amp; Regular Standing</b>	<b>In-Active/Non- Members of Ebenezer using Ebenezer Clergy</b>	<b>In-Active/Non-Members of Ebenezer using visiting Clergy</b>
<b>Sanctuary</b>	No Fee (There is no fee but monetary donations to the church are welcome, either directly to the church or through the funeral director)	No Fee (There is no fee but monetary donations to the church are welcome)	\$100.00
<b>Clergy*</b>	No Fee (Donations are welcome. The customary donation is \$100-\$200 and is often	No Fee (Donations are welcome. The customary donation is \$100-\$200 and is often included in the	Fee Should be negotiated directly with the clergy

	included in the funeral bill. Check with the funeral director for verification )	funeral bill. Check with the funeral director for verification )	
<b>Fellowship</b>	No Fee	\$200.00 (Usage of the hall is for up to 3 hours after the service. Custodial fees are an additional charge)	\$200.00 (Usage of the hall is for up to 3 hours after the service. Custodial fees are an additional charge)
<b>Food for Repast</b>	No Fee (1 Meat, 1 Vegetable, 1 Starch, 1 Deseret and beverages will be prepared as a courtesy by the church at the request of the family up to 150 persons. Family members and Friends may donate additional items at will. Monetary donations to offset the church's expense for the repast are welcome)	\$4.00 per person (1 Meat, 1 Vegetable, 1 Starch, 1 Deseret and beverages will be prepared at the request of the family. Family members and Friends may bring their own food if they so choose, however, <b>no food</b> can be cooked at the church, without a Kitchen Hostess. The Fellowship usage fee, Kitchen Hostess Fee and custodial fee are additional)	\$4.00 per person (1 Meat, 1 Vegetable, 1 Starch, 1 Deseret and beverages will be prepared at the request of the family. Family members and Friends may bring their own food if they so choose, however, <b>no food</b> can be cooked at the church, without a Kitchen Hostess. The Fellowship usage fee, Kitchen Hostess Fee and custodial fee are additional)
<b>Musician/Choir/Soloist</b>	No Fee (We offer this service as a courtesy to our members. However we encourage the family can make a donation to the church or through the funeral director to cover the customary fee of \$100.00)	\$100.00 (Musician only) (Soloist and Choir availability will be determined on a case by case basis)	\$100.00 (Musician only)
<b>Sexton/Custodial Fee</b>	No Fee No Fee	\$75.00 (Sanctuary) \$125.00 (Sanctuary & Fellowship Hall)	\$75.00 (Sanctuary) \$125.00 (Sanctuary & Fellowship Hall)

### The Bulletin/Programs:

Ebenezer is able to produce the Homegoing programs if requested, however this is customarily done by the Funeral home. (If you intend to produce the program yourself, please find a sample of a funeral program attached.) The church will assist the family in planning the Homegoing and the layout of the program. The fee for producing the programs is as follows:

	<b>Full Members of Ebenezer in Good &amp; Regular Standing</b>	<b>In-Active/Non- Members of Ebenezer</b>
Color Programs (Standard one page booklet)	No Fee (up to 125 programs, \$0.20 thereafter)	No Fee (up to 75 programs, \$0.30 thereafter)

Black and White Programs (Standard one page booklet)	No Fee (up to 200 programs, \$0.10 thereafter)	No Fee (up to 125 programs, \$0.20 thereafter)
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Can I request favorite hymns, songs, readings, or Scriptures?

Yes. Keeping in mind that this is a Sanctuary and that there is a certain dignity and integrity of truth that needs to be observed, the family is free to make their requests of the officiating pastor and then submit for objective judgment.

*For your assistance, this is a guide of what should be included in the program. Where possible please list the person(s) whom you would like to carry out the respective part. If names are not inserted the officiating clergy will assign persons to carry out the task.*

Would the family like to process in with the clergy?

Yes  No we would prefer to be seated in the sanctuary before the clergy process.

Old and New Testament Scripture (please select a reading and if you have a specific person who you desire to read, include that as well)

\_\_\_\_\_

Prayer of Comfort (if you have a specific person who you desire to pray, please list the name below)

\_\_\_\_\_

Resolutions/Acknowledgments \_\_\_\_\_

\*Special Tributes (From Friends and Family)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Limited to 2 mins. Persons doing Tributes MUST be named. Open Tributes are discouraged.

Flower bearers \_\_\_\_\_

\_\_\_\_\_

Pallbearers \_\_\_\_\_

\_\_\_\_\_

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Honorary Pallbearers \_\_\_\_\_

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Music/Solo (If you have particular songs or singers, please indicate them here)

- Processional Song \_\_\_\_\_
- Hymn of Comfort \_\_\_\_\_
- Musical Selection/Solo \_\_\_\_\_
- Recessional \_\_\_\_\_

Eulogy \_\_\_\_\_

Any Additional items or persons (Such as person to read a poem, etc.)

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### **Additional Information**

#### **Can the service be recorded or videotaped?**

It is not customary to record the services however we are aware that there may be unique situations in which it will be of special comfort or assistance to the family. We do have the equipment to record the service. However, we do not have anyone who normally does this for Homegoings/memorial services so there will be a fee of \$50.00 which will cover the video technician and the production of 2 DVD's which will be available 7 to 10 business after the service.

#### **Are memorial gifts welcomed?**

Memorial gifts given are always welcomed. In such case that we receive one, we will do our best to honor the request of the family for its use, but reserve to use the gift as it is best needed for the ministry of the church. Such gifts are tax deductible.

*Homegoing Celebration*  
*In Loving Memory of*  
*[Name of the Beloved]*

Sunrise  
[Date of Birth]



Sunset  
[Date of Death]

Picture

[Date of Homegoing Service]

Ebenezer A.M.E. Church  
253 Central Ave, Rahway, NJ

The Rev. Dr. Erika D. Crawford, D.Min., Pastor

## Obituary

Former Rahway resident William Floyd "Bill" Smith, 63, was called from labor to reward on Dec. 16, 2000, at his home in Rahway, N.J. Brother Smith was born Jan. 25, 1937, in Chesham, Wash., to Louis F. and Lydia M. (Merrill) Smith. He graduated from Olympia High School in 1955 and Kean College in 1960 with a B.S. in engineering.

He married Pauline LaTouche on July 15, 1967, in Williamsport and two children were raised from this union.

He came to Fort Richardson in the 1950s while serving in the U.S. Army as a communications technician. After his discharge, he was employed by Chevron USA as an engineer technologist for 28 years, retiring in 1987. He coached Little League softball for 10 years in Anchorage. He had lived in Anchorage for 40 years when he moved to Aurora in 1995.

In retirement, he enjoyed woodworking and especially wood art. Mr. Smith was a member of Chevron Retirees Association and the American Association of Retired Persons. Mr. Smith was also a beloved member of member of Ebenezer Church where he served on the Trustee Board, Usher Board and Eden (floral) Ministry.

He is survived by his daughter and son-in-law, Michelle and Roger Connor of Williamsport; son and daughter-in-law, Michael and Amy Smith of Yukon, Okla.; grandchildren, Brandi and Craig Davis of Williamsport, Ind.; brother, Leroy Smith of Auburn, Wash., and sister, Wilma MacLeroy of Seattle.

Mr. Smith was preceded in death by his wife, Pauline; an infant child; and his brother, Ronald; 12 great grandchildren, 2 great-great grandchildren, and a host of nieces, nephews, relatives, and friends.

## Homegoing Celebration for *[Beloved's Name]*

Musical Prelude	Organist
Processional	Clergy
Opening Hymn	XXXXXXXXXXXXXXXXXXXX
Prayer of Comfort	Rev. XXXXXXXXXXXXXXX
Scripture Reading	Rev. XXXXXXXXXXXXXXX
Old Testament: XXXXXXXXXXXXXXX	Rev. XXXXXXXXXXXXXXX
New Testament: XXXXXXXXXXXXXXX	Rev. XXXXXXXXXXXXXXX
Solo	XXXXXXXXXXXXXXXXXXXX
Reading of Acknowledgements/Resolutions/Obituary	XXXXXXXXXXXXXXXXXXXX
Reflections/Remarks	(Please limit remarks to 3 Minutes)
	XXXXXXX
	XXXXXXXXXX
	XXXXXXXXXX
	XXXXXXXXXX
Choir Selection	
Eulogy	Rev. Dr. Erika D. Crawford, Pastor
Recessional	
	Interment
	Graceland Memorial Park
	Kenilworth, New Jersey

\*\*Following the interment the family will receive friends in the fellowship hall for a repast\*\*





**Pallbearers & Flowerbearers**  
Family & Friends  
**Services entrusted to:**  
XXXXXXXXX Funeral Home—Linden



# Afterglow

I'd like the memory of me to be a happy  
one.

I'd like to leave an afterglow of smiles  
when life is done.

I'd like to leave an echo whispering softly  
down the ways,  
of happy times and laughing times and  
bright and sunny days.

I'd like the tears of those who grieve, to  
dry before the sun;  
of happy memories that I leave when life  
is done.

## THANK YOU

We, The Family of xxxxxxxxxxxx, would like to express our deepest appreciation and sincere thanks for all acts of kindness and expressions of love and sympathy shown during this time.