

Homegoing Celebration Guidelines  
For  
Ebenezer A.M.E. Church, Rahway, NJ

Everyone, sooner or later will find themselves dealing with 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, your Pastor and/or Ebenezer's Pastor
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 the deceased may have used).
2. Date of birth
3. Place of Birth
4. Father's Name
5. Mother's Name
6. List of Relatives and relationship to the deceased
7. Spouse's Name/Next of Kin
8. List of church, professional organizations, clubs and other organizations in which membership(s) were held
9. If you wish, indicate memorial to be designated in obituary in memory of the deceased
10. 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 homegoing celebration.

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

Name of the 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 \_\_\_\_\_ Requested Date & Time of Service \_\_\_\_\_

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

Internment \_\_\_\_\_

**Making the arrangements:**

Ebenezer will do our very best to work with the family to find a day & 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 day & time be cleared by the officiating Pastor.

The church will NOT cancel any major planned events (wedding, conferences, workshops, Pastor's planned vacation/time away to accommodate a homegoing celebration service. We invite families to consider weekday evening viewings and homegoing celebration services

(such as 5pm to 7pm viewing, followed by a 7pm homegoing celebration service, with interment to following during the morning after) as this may be helpful for other family and friends who are unable to get off of work.

**Facilities:**

Ebenezer A.M.E. 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 repast meal for the family (10 to 150 people) following the homegoing celebration/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 celebration/memorial service. The ordained clergy of Ebenezer believe that homegoing celebrations 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 Ebenezer's Pastor and the family is responsible for making contact with that minister and ensuring that they make contact with Ebenezer's Pastor prior to the homegoing celebration.

**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 celebration/memorial services. All musical arrangements (pianist, soloist, etc.) must be discussed with Ebenezer's Pastor.

**\*\*\*THE LEADERSHIP OF EBENEZER A.M.E. CHURCH, RAHWAY, N.J. RESERVES THE RIGHT TO AMEND HOMEGOING CELEBRATION GUIDELINES WITHOUT PRIOR NOTICE**

**NOVEMBER, 2024**

**Fees:**

	<b>Full Members of Ebenezer In Good &amp; Regular Standing</b>	<b>In-Active Members of Ebenezer Using Ebenezer Clergy</b>	<b>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 Ebenezer are welcome)	\$400.00 OR MORE
<b>Clergy</b>	No Fee (Donations are welcome. The customary donation is \$200.00 - \$300.00)	No Fee (Donation are welcome. The customary donation is. \$200.00 - \$300.)	Fee should be negotiated directly with the clergy
<b>Fellowship Hall</b>	No Fee	\$300.00  (Usage of the hall is up to 3 hours after the service.)	\$300.00  (Usage of the hall is up to 3 hours after the service.)
<b>Food for Repast</b>	No Fee  Family Members 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 Dessert 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 NO FOOD can be cooked at the church, without a Kitchen Hostess.	\$4.00 per person  (1 Meat, 1 Vegetable, 1 Starch, 1 Dessert and beverages will be prepared at the request of the family. Family members

and friends may bring their own food if they choose, however, NO FOOD can be cooked at the

church without a Kitchen Hostess

<b>Musician/Choir/Soloist</b>	No Fee	\$150.00 (Musician only)	\$150.00 (Musician only)
<b>Sexton/Custodial Fee</b>	No Fee.	\$100.00 (Sanctuary).	\$100.00 (Sanctuary)
	No Fee	\$225.00 (Sanctuary & Fellowship Hall)	\$225.00 (Sanctuary & Fellowship Hall)

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; then the officiating clergy will assign persons to carry out the task.

Would the family like to process in with the clergy?

Yes or 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, please include that as well)

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

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

Special Tributes (From Family and Friends)

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Flower Bearers

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Pallbearers

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