

Funeral Planning

For use by Pastors & Office Staff

updated 6/30/22



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 up to 2 hr* \$30/hr additional	\$75 up to 2 hr* \$30/hr additional	
Sound Room & Technician		\$75 up to 2 hr* \$30/hr additional	\$75 up to 2 hr* \$30/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*	

TOTAL FEE: _____

* 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: _____