

FUNERAL SERVICES PACKET



SAINT PAUL AFRICAN METHODIST EPISCOPAL CHURCH

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ST PAUL CHURCH FUNERAL GUIDELINES

In keeping with the spirit of excellence in ministry, the following guidelines ensure a smooth Funeral Service. Funeral Services will be provided for members. Please feel free to contact the church office at (305) 634-3720 if you have any questions.

1. I understand the Pastor Jackson is committed to perform the funeral services of members. Services for non-members are not permitted at St. Paul Church.
2. Funerals are held at 10:00 a.m. or 11:00 a.m. on the approved day. If the deceased is a member of a special organization (e.g., fraternity, sorority, lodges, etc.), they will not be permitted to function at the service and burial for any reason.
3. I understand that if there are any conflicts among family members, they must be resolved before the service can be held at St. Paul Church. We will not allow any confrontations on the premises. We reserve the right to cancel/deny the services at any time.
4. I understand that the draft of the complete wording of the program and order of services must be approved by Administration before the final funeral services are confirmed. The funeral home may fax the draft directly to the Membership Services Department at (305) 638-5449.
5. I understand that the viewing of the remains will be done one hour prior to the beginning of the services. The **family should arrive at 10:45 AM**, which is fifteen (15) minutes prior to the service starting at 11:00 AM. I also understand that the casket will be closed after the last family member has passed and remain closed throughout the funeral services, unless the family request it be closed before they come in. **The casket, once closed, will remain closed and not be reopened under any circumstances at the church or at the grave site.**
6. I understand that Membership Services will be present at the entrance to greet the family upon their arrival.

Remember, it is our desire to make the services as comfortable as possible for the family.



FUNERAL AGREEMENT

“I, _____, verify that all the information provided to Membership Services is true and correct. Also, I have read and understand the guidelines and if there are any changes that I must notify the Membership Services Secretary or Membership Services Director immediately for approval before the day of service.”

Member’s Signature

Date

Family Member’s Signature (Person of Contact)

Signature of Representative from the
St. Paul Church Membership Services Department

Name

Date

