

## **LSBC's Guidelines For Funeral Arrangement** (updated on May 2022)

LSBC will conduct memorial service and funeral for a DJ cell member and their next-of-kin (immediate family members).

### **1. Assistance and services provided by the Church**

- a. Provide pastoral visit and care for the bereaved family.
- b. Recommend undertaker for the bereaved family.
- c. Advise the bereaved family on the funeral procedure and arrangements.
- d. Inform church members of the wake and funeral arrangements.
- e. Inform church office to send wreath to the bereaved family.
- f. Wreath will be sent to the bereaved family who is a DJ cell member or immediate family members (spouse, parents, children, siblings and parents-in-law).

### **2. Arrangement of memorial and funeral services**

- a. Due to limited resources, the church will undertake to conduct the funeral service and ONE memorial service (limit to a total of 2 services).
- b. The Zone Pastor (ZP) of the cell member will be responsible for the coordination and procedure of the services. He/She will liaise with the bereaved family on the details of the services.
- c. The ZP will arrange for the speaker and worship leader for the services. In most cases, the ZP will be the officiating minister.
- d. The church will provide song sheets for the memorial and funeral services.
- e. Logistics supports provided by the undertaker e.g. PA system, transport, food and refreshment.

### **3. Use of Church's facilities for funeral**

Unless in exceptional circumstances approved by the Board of Elders, church facilities will not be used for funeral services.

### **4. Love Gift to the Church**

A love gift to the church is very much appreciated. The church also gives honorariums to members for their help rendered during the memorial/funeral services e.g. worship leader (who are lay people).