

WORDS OF CONSOLATION

Reverend Dr. H. Beecher Hicks, Jr., ministerial staff, Servants (Deacons) and the Metropolitan church family have joined in prayer as you grieve the passing of your loved one. May you know the Lord's comfort and may His love surround you during this time of loss.

Because the transition from life temporal to life eternal is such a sensitive time, we have established procedures to assist you through the bereavement process. As you follow these guidelines you may be assured that everything will be done for your comfort and convenience.

We will do our very best to honor your reasonable requests as we are able. We know that Homegoing Services are worship services designed to comfort and encourage the family, and bring Glory and Honor to our Lord and Savior Jesus Christ.

POLICY & PROCEDURES

At the time our services are needed please contact the church at 202-238-5008 and advise us of your loss. If after 6 p.m. or before 10 a.m., a funeral "hotline" is available via the church's voicemail system. It is checked periodically by a member of our ministerial team. We will do our very best to contact the family within 24- hours of notification.

Dr. Sherrill McMillan, Reverend Melvin Maxwell and Dr. Blanche Hudson are your initial contacts. They are responsible to make the first contact with the family. They will establish the date and time of the service and the approximate number of persons for the family meal. They are responsible for contacting the appropriate parties at the church with the preliminary data and requests you have provided.

Reverend Georgia Davis, will make the initial family visit in your home. She will have prayer and minister to the family on behalf of the Senior Servant and the Metropolitan family. During this time, Reverend Davis will ascertain the desires and wishes of the family, but make no decisions that will commit or bind the Senior Servant or the Metropolitan Ministry in any way.

No Metropolitan ministry member or person should make any plans for participation in the wake, Homegoing service, burial, or family meal without clearance from the Senior Servant and/or his designee, the Reverend Jesse Wood.

ARRANGEMENTS

The ministerial staff will work in coordination with the family and funeral director on the following arrangements:

- preferred date and time of service;
- estimated number of attendees;
- special needs, i.e. wheelchair access, etc.
- draft and finalize the service program;
- equipment desired, i.e. guest register stand, reserved seating signs, etc.
- location of the service, i.e. sanctuary or Johnson's Chapel;
- time deceased will be brought to the church;
- delivery of flowers and other articles.

ARRIVAL OF YOUR LOVED ONE

Your loved one should arrive at the church at least one (1) hour before the visitation hour. The hearse should park in front of the church's main entrance. Your loved one will be brought into the sanctuary through the main entrance, the Narthex, and placed to the left of the pulpit. Flowers should be brought in the same way and arranged in a manner not to impede the entrance to the pulpit or the choir loft areas. If the service is located in Johnson's Chapel, the elevator located in the Narthex should be taken to the basement level and proceed through the doors straight ahead and to the left. These matters will be arranged by your mortician.

PARKING

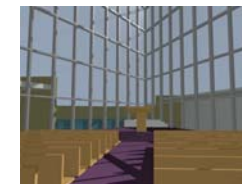
The hearse and cars belonging to the funeral home and family should be lined in front of the edifice if at all possible. Parking is extremely difficult on R Street so it is important that Reserved Parking signs be placed appropriately the day before by the Funeral Director. Upon conclusion of the service, cars going to the interment should line up as instructed by the Funeral Director. Parking is prohibited at Garrison and Mazique schools during normal business hours.

PROCESSIONAL

Family members are to be seated prior to the start of the service in the pews located to the left of the pulpit beginning on the second row.

The order of line-up is as follows:

- Officiating Minister
- Other Clergy
- Diaconate
- Others participating in the service



The processional will proceed down the center aisle with individuals walking in pairs.

The officiating minister and pulpit participants should continue to the rostrum. Other clergy, diaconate and program participants should continue processional and seat to the right of the pulpit beginning on the second row. Individuals who are designated pallbearers should sit to the right of the pulpit on the first row of the center section. All other guests will sit in the rows behind the family and rows as instructed by the ushers.

At the conclusion of the service, the funeral director will give flowers to the designated flower bearers who will proceed up the center aisle and line up on the sidewalk closest to the church. The pallbearers will follow the direction of the funeral director and place the casket into the hearse.

HOMEGOING SERVICE

It is preferred that all funerals take place between Tuesday and Thursday, generally with a family visitation beginning at 11:00 am and the Homegoing service beginning at 12 noon. Other dates and times are at the discretion of the Senior Servant or his designee.

The casket is open during the scheduled time of the family visitation and closed thereafter during the funeral service. Under no circumstances will the service be conducted with an open casket.

After having met with the family, the ministerial staff will share with the Senior Servant the family's desires and wishes for the program order of service. The Senior Servant or his designee will make the necessary changes and/or corrections to the program and will have the final word on the finished document. All programs done by the family outside of Metropolitan must be approved by the Senior Servant or his designee before the program is printed. All decisions relative to music selections, solos, musicians, etc. come under the purview of the Minister to Music, Reverend Nolan Williams. Please avoid any last minute changes to the order of worship.

Dr. Jesse L. Wood will serve as the worship leader of all Metropolitan funerals, except as he delegates this responsibility to other ministers or at the discretion of the Senior Servant. Dr. Wood will also bear the responsibility for the burial and administering of the final rites, except as he delegates this responsibility to other ministers.

ORDER OF SERVICE

The order of service should follow as printed in the program. Licensed ministers, guest soloist, musicians and others should use the podiums to the left or right of the pulpit, i.e. scripture reading, acknowledgements, etc.

FAMILY MEAL

Upon return from the interment, family and friends should proceed to Koinonia Hall or another designated area for the repast. Koinonia Hall is located on the basement level of the church by taking the elevator located in the Narthex.

The Family Meal at the church will be planned for those with 25 or more persons attending, except for a member of the official family. For Metropolitan families with more than 25 persons, the first 25 will be paid from tithes and offerings. The family will be responsible for all persons over 25 at \$10.00 per person. Metropolitan families with less than 25 will receive a donation from the church to assist with their repast. The maximum number of persons for the repast is 150. District of Columbia regulations prohibit bringing food into the church. All food is prepared by the Metropolitan kitchen staff. There will be no exceptions to this policy.

AUDIO TAPES

One audio tape of the service is given to the family free of charge. Additional audio tapes, video or DVD's may be purchased by prior arrangement for fee to be established at that time.

OTHER COSTS

If your loved one is a member of the Metropolitan Baptist Church there is no charge for the use of the sanctuary, Officiant and musician. If the deceased is not a member, applicable costs will be discussed by the ministerial staff at the time of the initial visitation.

MASONIC, SORORITY AND FRATERNAL SERVICES

No Masonic, Eastern Star, Sorority or Fraternal organizations should make any plans for participation in the wake, Homegoing service, burial or repast without prior approval and clearance from the Senior Servant or his designee.



*"Weeping may endure for a night,
but joy comes in the morning." Psalm 30:5*



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Revised 09/27/06

Metropolitan Baptist Church

"Becoming the Kingdom"



Funeral Protocol

*"The kingdoms of this world are become the kingdoms of our Lord,
and of his Christ, and he shall reign forever and ever"
Revelation 11:15*

Reverend Dr. H. Beecher Hicks, Jr., Senior Servant