



St. Paul Baptist Church  
119 Elm Street, Montclair, New Jersey 07042

## FUNERAL NOTICE

Name Of Deceased: \_\_\_\_\_

Address: \_\_\_\_\_

Member: \_\_\_\_\_ Non-Member: \_\_\_\_\_

Date Of Death: \_\_\_\_\_

Nearest Relative: \_\_\_\_\_ relationship

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

Person Making Arrangements: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Service Arrangements By: \_\_\_\_\_  
Funeral Home

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Wake To Be Held At \_\_\_\_\_ Place: \_\_\_\_\_

Date: \_\_\_\_\_ Time: 7:00-8:30pm\*

Funeral To Be Held At \_\_\_\_\_ Place: \_\_\_\_\_

Date: \_\_\_\_\_ Time: 11:00am\*

Special Songs/Scriptures: \_\_\_\_\_

Body Will Arrive At The Church Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Notes:**

\*Designated time for wake, suggested time for funeral.

\*The family might also consider having the wake one hour before funeral.

Worship • Service • Growth • Evangelism • Fellowship  
Reverend Michael J. Cox, Pastor  
Deacon Reginald T. Brown, Chairman-Trustee George Stanley-Chairman  
Office-973.746.8338-Fax/973.746.2546-Website: [www.stpaulbaptistnj.org](http://www.stpaulbaptistnj.org)

PLEASE INDICATE THE FOLLOWING

CONFIRMED

Minister \_\_\_\_\_

YES{} NO{}

If a member dies, it is understood that the pastor will be the officiating minister. If the pastor is not available or the deceased is not a member, the pastor will approve/determine who will officiate.

ORGANIST \_\_\_\_\_

YES {} NO{}

Soloist \_\_\_\_\_

YES {} NO{}

Repast \_\_\_\_\_

YES {} NO{}

The family is to make arrangements for food. However, if assistance is needed please contact the church.

Person Making Arrangements:

Signature \_\_\_\_\_

DATE \_\_\_\_\_

FOR OFFICE USE ONLY:

NOTIFIED

CHECK AS COMPLETED:

Pastor	<input type="checkbox"/>
Chairman of Deacon Board	<input type="checkbox"/>
President of Deaconess Board	<input type="checkbox"/>
Chairman of Trustee Board	<input type="checkbox"/>
President of Trustee Aide Board	<input type="checkbox"/>
Minster of Music	<input type="checkbox"/>
Building Superintendent	<input type="checkbox"/>
Church Clerk	<input type="checkbox"/>
Funeral Director	<input type="checkbox"/>
Caterer	<input type="checkbox"/>
Lighthouse Ministry	<input type="checkbox"/>
Ministry Head (S)	<input type="checkbox"/>

Card	<input type="checkbox"/>
Letter of Condolence	<input type="checkbox"/>
Program	<input type="checkbox"/>
Resolutions	<input type="checkbox"/>
Flowers	<input type="checkbox"/>

Revised 7/31/99  
C/newfun99

# WORKSHEET FOR RESURRECTION AND LIFE SERVICE

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Prelude

\_\_\_\_\_ organist

Processional

Ministers and Family

Invocation

Opening Hymn

Scripture Readings:

Old Testament: \_\_\_\_\_

\_\_\_\_\_ reader

New Testament: \_\_\_\_\_

\_\_\_\_\_ reader

Prayer Of Comfort

Music Selection

\_\_\_\_\_ soloist: \_\_\_\_\_

Acknowledgments & Remarks

(Possible special tribute at this time [poem, or someone from the family to speak])

Obituary

\_\_\_\_\_ reader

Music Selection

\_\_\_\_\_ soloist: \_\_\_\_\_

Message Of Comfort

Recessional

\_\_\_\_\_ music selection

## Funeral and Memorial Service Fee Schedule

	MEMBERS	NON-MEMBERS
Facilitation & Administrative Fees	*\$ 525.00	\$ 825.00
Fellowship Hall	150.00	350.00
Music Musician	<u>175.00</u>	<u>175.00</u>
TOTAL	\$ 850.00	\$1,350.00

Payment is due upon application

\*Fee absorbed by the St. Paul Baptist Church for Members

### Notes:

All bulletins are done by the church

There is an additional charge for a photo on the bulletin (the cost varies for black/white and color)