

South Suburban Missionary Baptist Church

# Bereavement Guide



South Suburban Missionary Baptist Church  
Rev. Dr. Annette Jones, Senior Pastor  
[southsuburbanmbchurch.org](http://southsuburbanmbchurch.org)



# Table of Contents

<i>Current Members &amp; Covenant Partners . . . . .</i>	<i>3</i>	<i>Obituary/Programs . . . . .</i>	<i>8</i>
<i>Immediate Family of SSMBC Members and Covenant Partners . . . . .</i>	<i>4</i>	<i>Live Streaming . . . . .</i>	<i>8</i>
<i>Non-Members and Friends . . . . .</i>	<i>5</i>	<i>Repasts . . . . .</i>	<i>8</i>
<i>Funerals/Memorials . . . . .</i>	<i>5</i>	<i>Standard Menu . . . . .</i>	<i>9</i>
<i>Friday Night (Funerals/Memorials) . . . . .</i>	<i>6</i>	<i>Potluck Menu . . . . .</i>	<i>9</i>
<i>Saturday Morning (Funerals/Memorials) . . . . .</i>	<i>6</i>	<i>SSMBC Bereavement Fee Shedule . . . . .</i>	<i>9</i>
<i>Sunday Afternoon (Funerals/Memorials) . . . . .</i>	<i>7</i>	<i>SSMBC Repast Offerings . . . . .</i>	<i>10</i>
<i>Weekdays (Memorials NO Repast) . . . . .</i>	<i>7</i>	<i>Safety and Security . . . . .</i>	<i>10</i>
<i>Structure of the Funeral/Memorial Service . . . . .</i>	<i>7</i>	<i>SSMBC Hospitality . . . . .</i>	<i>10</i>
<i>Music . . . . .</i>	<i>8</i>	<i>SSMBC Contact Information . . . . .</i>	<i>10</i>
<i>Slide Presentions . . . . .</i>	<i>8</i>	<i>Sample Obituary Program . . . . .</i>	<i>11-13</i>

**T**he death of a loved one marks a difficult season for the bereaved. The South Suburban Missionary Baptist Church (SSMBC) family is praying for you during this season of loss and grief. SSMBC, as a beacon of hope, seeks to bring comfort to your heart, minister to your needs, and provide unwavering support for final arrangements for you and your loved ones during this time. Through the Word of God, we have hope in times like these (Romans 15:4).

In our humanity, we grieve the loss of our loved ones, but we do not sorrow as those who have no hope (1 Thessalonians 4:13). The SSMBC Bereavement Guide assists families in planning

a Christian funeral, memorial, or repast. Our Church Staff will work with the family to find a feasible time to host or arrange services that fit the family’s needs and the church’s scheduled programs. Our primary spiritual responsibility at South Suburban is to support our members and covenant partners. However, we are more than willing to extend our bereavement support to non-members who wish to host funerals, memorials, and repasts. SSMBC understands the importance of respecting the wishes of the deceased and their family, and we are committed to ensuring that all services are conducted in a manner that honors their memory.



### CURRENT MEMBERS & COVENANT PARTNERS

A current member or covenant partner of SSMBC demonstrates active participation and contributions to SSMBC.

1. When a member of the church family or covenant partner dies, contact SSMBC's church office directly by phone (708-333-9521) or email ([hospitality@southsuburbanmbchurch.org](mailto:hospitality@southsuburbanmbchurch.org)).

2. Funerals or memorial services at SSMBC are considered worship services. A designated family representative should complete and submit the online bereavement form at [www.southsuburbanmbchurch.org/bereavement](http://www.southsuburbanmbchurch.org/bereavement). If assistance is needed to complete and submit the form, please contact 708-333-9521 to speak with a SSMBC hospitality representative.

3. An SSMBC clergy member and hospitality member will meet with the family to support the planning of the services (i.e., time, location, order of service, etc.) and discuss hospitality needs.

4. The Pastor or a designated SSMBC clergy member will conduct the funeral or memorial services and offer the eulogy. If the Pastor or SSMBC clergy member is unavailable to conduct the service, the Pastor will authorize a minister selected by the family to perform the eulogy. This

ensures that the service is conducted with the same reverence and respect that you would expect from SSMBC.

5. Whether the family arranges the funeral or memorial service at SSMBC or offsite, please refer to the example order of service provided in this guide.

6. When SSMBC is responsible for the onsite or offsite repast, please refer to the fee schedule in this guide.

7. Families must submit the final program to the church office two (2) days before printing or before the service, whichever is earliest.

8. Once the family confirms funeral arrangements with the church staff, a \$200 nonrefundable deposit is due. All remaining fees are to be rendered to the church two (2) days before the funeral or memorial service and repast to prepare the necessary venue and hospitality needs. Families may make payments via Givelify (a secure app)—South Suburban Missionary Baptist Church, SSMBC website ([www.southsuburbanmbchurch.org](http://www.southsuburbanmbchurch.org)) via PayPal or Square for direct payment (call 708-333-9521).



### IMMEDIATE FAMILY OF SSMBC MEMBERS AND COVENANT PARTNERS

Immediate family includes parents, children, or spouses of active current members or covenant partners who seek SSMBC support for a funeral service, memorial, or repast. They must agree to and comply with these guidelines.

1. When a loved one dies, SSMBC's current members and covenant partners may consider hosting a funeral, memorial, or repast for an immediate family member at SSMBC.

2. Funerals or memorial services at SSMBC are considered worship services. A designated family representative should complete and submit the online bereavement form at [www.southsuburbanmbchurch.org/bereavement](http://www.southsuburbanmbchurch.org/bereavement). If assistance is needed to complete and submit the form, please contact 708-333-9521 to speak with a SSMBC hospitality representative.

3. A SSMBC clergy member and hospitality member will meet with the family to support the planning of the service and discuss hospitality needs.

4. If the family requests, the Pastor or designated SSMBC clergy member can conduct the funeral or memorial services and offer the eulogy. The family must notify the Pastor if an outside minister is selected to conduct the service or perform the eulogy.

5. Whether the family arranges the funeral or memorial service at the church,

please refer to the example order of service provided and the fee schedule included in this guide.

6. If the family requests SSMBC to be responsible for the repast onsite or offsite, please refer to the fee schedule in this guide.

7. The family must submit the final program to the church office two (2) days before printing or before the service, whichever is earliest.

8. Once the family confirms the funeral arrangements with the church staff, a \$200 nonrefundable deposit is due. All remaining fees are to be rendered to the church two (2) days before the funeral or memorial service and repast to prepare the necessary venue and hospitality needs. Families may make payments via Givelify (a secure app)—South Suburban Missionary Baptist Church, SSMBC website ([www.southsuburbanmbchurch.org](http://www.southsuburbanmbchurch.org)) via Paypal, or Square for direct payment (call 708-333-9521).



### NON-MEMBERS AND FRIENDS

Anyone who seeks SSMBC to support a funeral service, memorial, or repast must agree to and comply with these guidelines.

1. When a loved one dies, the family may consider hosting a funeral, memorial, or repast at SSMBC.
2. Funerals or memorial services at SSMBC are considered worship services. A designated family representative should complete and submit the online bereavement form at [www.southsuburbanmbchurch.org/bereavement](http://www.southsuburbanmbchurch.org/bereavement). If assistance is needed to complete and submit the form, please contact 708-333-9521 to speak with a SSMBC hospitality representative.
3. An SSMBC clergy member and hospitality member will meet with the family to support the planning of the service and discuss hospitality needs.
4. If the family requests, the Pastor or designated SSMBC clergy member can conduct the funeral or memorial services and offer the eulogy. The family must notify the Pastor if an outside minister is selected to conduct the service or perform the eulogy.
5. Whether the family arranges the funeral or memorial service at the church or offsite, please refer to the example order of service provided and the fee schedule included in this guide.
6. If the family requests SSMBC to be responsible for the repast onsite or offsite, please refer to the fee schedule in this guide.
7. The family must submit the final program to the church office two (2) days before printing or before the service, whichever is earliest.
8. Once the family confirms the funeral arrangements with the church staff, a \$200 nonrefundable deposit is due. All remaining fees are to be rendered to the church two (2) days before the funeral or memorial service and repast to prepare the necessary venue and hospitality needs. Families may make payment via Givelify (a secure app)—South Suburban Missionary Baptist Church, SSMBC website ([www.southsuburbanmbchurch.org](http://www.southsuburbanmbchurch.org)) via Paypal, or Square for direct payment (call 708-333-9521).

### FUNERALS/MEMORIALS

The preferred dates and times for SSMBC funeral, memorial, and repast services are Friday night, Saturday morning, and Sunday afternoon, which includes a live streaming option (fees applicable).

The dates and times are to be arranged in consultation with the Pastor based on availability and the preferences of the deceased's family. Funeral/memorial services must be planned around the annual Church calendar and scheduled events. SSMBC is a Volunteer Income Tax Assistance site with tax preparers and taxpayers occupying the church on Saturdays. During Tax Season (January 15-April 15), funeral/memorial services must be held on Friday evenings or Sunday afternoons.



Under exceptional circumstances, SSMBC may consider hosting memorials on a weekday evening. Due to limited staffing, no repasts or live streaming will be available for weekday services.

## FRIDAY NIGHT (FUNERALS/MEMORIALS)

TIME	ACTIVITY (FUNERALS)
5 pm	SSMBC Opens
5:30 pm	Family Arrivals and Meeting with Clergy for final instructions.
6 pm	WAKE
7 pm	FUNERAL
8:30 pm	Repast
9:30 pm	SSMBC Closes for Cleaning.

TIME	ACTIVITY (MEMORIALS)
6 pm	SSMBC Opens
6:30 pm	Family Arrivals and Meeting with Clergy for final instructions.
7 pm	MEMORIAL
8:00 pm	Repast
9:30 pm	SSMBC Closes for Cleaning.

## SATURDAY MORNING (FUNERALS/MEMORIALS)

TIME	ACTIVITY (FUNERALS)
8 am	SSMBC Opens
8:30 am	Family Arrivals and Meeting with Clergy for final instructions.
9 am	WAKE
10 am	FUNERAL
12 pm	BURIAL / COMMITAL
2 pm	Repast
3 pm	SSMBC Closes for Cleaning

TIME	ACTIVITY (MEMORIALS)
9 am	SSMBC Opens
9:30 am	Family Arrivals and Meeting with Clergy for final instructions.
10 am	Memorial
11 am	Repast
12 pm	SSMBC Closes for Cleaning



**SUNDAY AFTERNOON (FUNERALS/MEMORIALS)**

TIME	ACTIVITY (FUNERALS)
11 am	SSMBC Opens
11:30 am	Family Arrivals and Meeting with Clergy for final instructions.
12 am	WAKE
12:30 pm	FUNERAL
2 pm	Repast
3 pm	SSMBC Closes for Cleaning

TIME	ACTIVITY (MEMORIALS)
11 am	SSMBC Opens
11:30 am	Family Arrivals and Meeting with Clergy for final instructions.
12 pm	MEMORIAL
1 pm	Repast
2 pm	SSMBC Closes for Cleaning

**WEEKDAYS (MEMORIALS NO REPAST)**

TIME	ACTIVITY (MEMORIALS)
6 pm	SSMBC Opens
6:30 pm	Family Arrivals and Meeting with Clergy for final instructions.
7 pm	MEMORIAL
8 pm	SSMBC Closes for Cleaning

**Structure of the Funeral/Memorial Service**

A funeral/memorial service held in the church is a worship service celebrating the life of the deceased. All parts of the service must be consistent with SSMBC worship practices. This guide provides an example of an order of service as a reference. Additional service elements must fit within the timeframe and be shared with SSMBC before being added to the obituary.

The expected time frame for service:

- WAKE/VIEWING – .5 - 1 hour
- MEMORIAL/FUNERAL – 1-1.5 hours
- BURIAL/COMMITTAL - 1-1.5 hours (if applicable)
- REPAST – 1 hour



### **Music**

Families should identify music appropriate for a worship service and coordinate all musical arrangements (including musicians or soloists) with the SSMBC music ministry. SSMBC cannot guarantee musician availability (e.g., organist and drummer) for Weekday or Sunday afternoon funeral or memorial services.

### **Slide Presentation**

The SSMBC Tech Team can show a slide presentation during the wake/visitation. The family planning the funeral/memorial must prepare and send the slide show as an MP4 file to the SSMBC Tech Team ([tech@southsuburbanmbchurch.org](mailto:tech@southsuburbanmbchurch.org)) at least two (2) days before the service.

### **Obituary/Programs**

SSMBC does not provide programs for funeral/memorial services. The final program must be shared with SSMBC via email at ([hospitality@southsuburbanmbchurch.org](mailto:hospitality@southsuburbanmbchurch.org)) at least two (2) days before the service.

### **Live Streaming**

A live-streaming option is available only on Friday, Saturday, and Sunday. The livestream will be accessible via the SSMBC YouTube ([@ssmbc](https://www.youtube.com/@ssmbc)).

### **REPASTS**

Please see the menu and rates below if the family designates SSMBC to host repast services. The standard menu represents items that SSMBC prepares. The potluck menu includes items SSMBC provides and the family of the bereaved brings.



# South Suburban Missionary Baptist Church Bereavement Guide

## STANDARD MENU - SSMBC Provides:

Chicken – fried or baked  
Fish – fried  
Green Beans  
Mashed Potatoes

Salad  
Desserts (Cakes, Pies,  
Cookies)  
Water

Assorted Pops  
Ice  
Plasticware  
Decorations

## POTLUCK MENU - SSMBC Provides:

Chicken – fried or baked  
Fish – fried  
Plasticware  
Ice

Decorations  
Bring Your Sides  
Bring Your Desserts  
(Cakes, Pies, Cookies)

Bring Your Drinks (Water +  
Assorted Pops)

## SSMBC BEREAVEMENT & REPAST FEES

The following fees apply for funeral/memorial services and repasts:

### SSMBC BEREAVEMENT FEE SCHEDULE

	<b>Current Members/ Covenant Partners</b>	<b>Immediate Family of Current Members/ Covenant Partners</b>	<b>Non-Members/ Friends</b>
Venue w/Live Streaming (includes slideshow presentation)	No Fee	\$400	\$800
Venue w/o Live Streaming	No Fee	\$250	\$500
Clergy Compensation	Donation	\$300	\$300
Musician Fee	\$175	\$175	\$175



## SSMBC REPAST OFFERINGS

### SSMBC REPAST OFFERING

	Onsite	Offsite
Standard Menu (50-75 people)	\$750	\$850
Potluck Menu (50-75 people)	\$525	\$625
Standard Menu (100 people max)	N/A	\$1150
Potluck Menu (100 people max)	N/A	\$800
Standard Menu (200 people max)	N/A	\$2160
Potluck Menu (200 people max)	N/A	\$1500
Hospitality Serving Team	Donation	Donation

\*\*\* Upon confirmation, a \$200 nonrefundable deposit is due, which will go toward the overall cost of bereavement services. The family must submit all remaining fees to the church two (2) days before the funeral or memorial service.

## SAFETY & SECURITY

Given the recent shootings at neighboring churches in the Harvey community, the family must share death by tragic violence or gang-related killings must be shared to ensure the safety and protection of attendees and SSMBC members. No weapons are allowed on church property. No smoking, vaping, or ingesting of non-prescription or illicit/street drugs on church property.

## SSMBC HOSPITALITY MINISTRY

Deacon Carolyn Jones  
Minister Denise Scott  
Minister Tamica Thomaston

Reverend Melanie Jones Quarles  
Sister Dominique Buchanan  
Senior Pastor Annette Jones

## SSMBC CONTACT INFORMATION

South Suburban Missionary Baptist Church  
Rev. Dr. Annette Jones, Senior Pastor  
15201 South Lexington Avenue • Harvey, Illinois 60426  
Tel: (708) 333-9521 • WEB: southsuburbanmbchurch.org  
YouTube: @ssmbc • Facebook: @ssmbchurch



A CELEBRATION OF LIFE  
FOR  
*Mary Doe*

Sunrise

Sunset

**DATE**

Visitation: 9:00 AM - 10:00 AM

Service: 10:00 AM - 11:30 AM

*South Suburban Missionary Baptist Church*

*15201 South Lexington Avenue*

*Harvey, Illinois 606042*

*Pastor John Doe, Officiating*



## *Order of Service*

Officiant: Pastor Annette Jones

Musical Prelude

Scripture Readings ..... *Pastor and Family*

Old Testament and Prayer ..... *Clergy or Designee*

New Testament and Prayer ..... *Clergy or Designee*

Prayer of Comfort ..... *Clergy or Designee*

Acknowledgments / Resolutions (No Greeting Cards)

Reflections (3 Minutes) ..... *Identify 3 - 4 Names*

Obituary Reading ..... *Silently or Designee*

Musical Selection

Eulogy ..... *Pastor Annette Jones or Designee*

Benediction ..... *Pastor Annette Jones*

Recessional



## *Pallbearers*

Person 1  
Person 2  
Person 3

Person 4  
Person 5  
Person 6

## *Flowerbearers*

Cemetery Name - Location

## *Acknowledgments*

The family of \_\_\_\_\_ acknowledges with grateful hearts your kind expressions of sympathy and deep concern shown to us in our hours of bereavement.

*May God Richly Bless You.*  
*- The Family -*

## *Internment*

\_\_\_\_\_  
*Services Entrusted To*

\_\_\_\_\_  
*Prepared By*