



FIRST BAPTIST  
ON FIFTH

# Celebration of Life Planning Guide

Planning Guide Prepared For:

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*Full Name:*

*First, Middle (Maiden), Last*

Date Completed: \_\_\_\_\_

## First Baptist Church on Fifth Planning Guide for Celebration of Life

As you begin thinking about your own Celebration of Life or that of a loved one, please know that our pastoral team at First Baptist Church on Fifth is here to walk that journey with you. We understand that discussions and planning are packed full of emotions and decisions. Our hope is to help ease the process and invite you to be part of your own planning. Please use this planning guide as a starting point. If you are comfortable, we would love to keep this planning guide on file at the church for whenever the moment comes that we need to sit with you or your family to finalize a service. We often find that most people are overwhelmed with grief and miss out on using a favorite scripture or a favorite hymn because it was simply forgotten about in the moment of planning. We want to make that easier for you by helping you plan ahead. Please feel free to reach out to us with any questions or concerns. This planning guide is a gift to both you and your family. You are loved. You are not alone. We are all simply walking each other home.



# 1. Preferred Location of Service

*Please check your preferred location to have your Celebration of Life service*

\_\_\_\_\_ First Baptist Church on Fifth, Winston Salem, NC

\_\_\_\_\_ Funeral Home chapel (please list which funeral home and location): \_\_\_\_\_

\_\_\_\_\_ Other (please specify):

# 2. Receptions

*A reception is offered as a ministry of First Baptist Church on Fifth for services held in our space. We are able to offer a room (Kelly Auditorium or The Commons), water and your choice of tea or lemonade, and a tray of cookies or cheese straws. Please note that all other desired food and beverages should be provided by either your family, friends, small group, or a caterer and coordinated with the Bereavement Ministry Team.*

Do you desire to have a reception?

Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred Location of Reception: (please check one)

Kelly Auditorium \_\_\_\_\_ The Commons \_\_\_\_\_

# 3. Genesis 3:19 - Earthly Body At Rest

*"...until you return to the ground, since from it you were taken; for dust you are and to dust you will return."*

*Please choose one option below:*

\_\_\_\_\_ I plan to be buried

\_\_\_\_\_ I plan to be cremated with my ashes buried/placed in a columbarium

\_\_\_\_\_ I plan to be cremated and do not plan to have my ashes buried/ placed in a columbarium

\_\_\_\_\_ I plan to donate my body to science

\_\_\_\_\_ I plan to donate my organs and/or eyes

\_\_\_\_\_ I am unsure at this time

## 4. Graveside Services

*Please select one preference for a graveside service*

- I do not wish to have a graveside service
- I prefer only a graveside service, with no church service
- I prefer a graveside service prior to the church service
- I prefer a graveside service after the church service

## 5. Officiant(s)

*Please list your preferred officiant(s) in order of preference. There are occasions that your first choice for an officiant is unavailable. We want to make sure we know your other two preferences so we can best secure an officiant of your choosing. Regardless of the schedules of officiants, we promise to handle your service with care, compassion, and professionalism. We want you to have peace of mind that we will honor you in a beautiful and loving way.*

- 1.
- 2.
- 3.

## 6. Scriptures

*Please use the space below to list no more than five preferred scriptures that you would like used in your service. If you would like the officiants to choose your scriptures, you can leave this section blank.*

## 7. Hymns/Songs/Musical Selections

Please use the space below to list no more than five preferred hymns, songs, or musical selections for congregational singing or solo vocals/instrumentals. Please note that there is typically a cost associated with the use of non-staff musicians. If you would like the officiants/church musicians to choose your music, you can leave this section blank.

## 8. Additional Worship Leaders

Please list others who you prefer to help lead in your service, along with their relationship to you. Please also indicate in what capacity you would like them to lead (ie: offering family reflections, musician, soloist, reader, etc)

1.	_____	_____	_____
	(Name)	(Relationship)	(Role)
2.	_____	_____	_____
	(Name)	(Relationship)	(Role)
3.	_____	_____	_____
	(Name)	(Relationship)	(Role)
4.	_____	_____	_____
	(Name)	(Relationship)	(Role)

## 9. Legacy Giving

*Please consider how you might designate First Baptist Church on Fifth, Winston Salem, NC as a recipient in your estate planning. If you have further questions about legacy giving, please contact a member of the pastoral staff or our finance committee.*

*We would also invite you to consider designating the church as the place to direct memorials in your memory as you prepare your obituary.*

Would you like to list First Baptist Church on Fifth as a recipient of memorials?

Yes\_\_\_\_ No\_\_\_\_ Maybe\_\_\_\_

## 10. Primary Contacts

*Please list the people who should be our first point of contact following your death. These are typically your immediate family, friends, or people in your church family. These are the people we will work most closely with in planning your service and the people our bereavement team will work with for the reception. Please list as much contact information as possible to better assist us in making these contacts. Please list name, the relationship to you, and contact information (phone number, email, address, etc)*

1. \_\_\_\_\_  
(Name) (Relationship) (Contact Information)

2. \_\_\_\_\_  
(Name) (Relationship) (Contact Information)

3. \_\_\_\_\_  
(Name) (Relationship) (Contact Information)

4. \_\_\_\_\_  
(Name) (Relationship) (Contact Information)

## Additional Resources

### **Suggested Scriptures**

*Please note that we suggest Psalm 23 with every service unless otherwise noted. The list below is not intended to be an exhaustive list, rather it is intended to help serve as a starting point.*

- Romans 8:35, 37-39
- John 14:1-3
- Ecclesiastes 3:1-4
- Revelation 21:1-7
- Psalm 46
- 1 Corinthians 13

### **Suggested Hymns/Songs**

*The list below is not intended to be an exhaustive list, rather it is intended to help serve as a starting point.*

- Amazing Grace
- How Great Thou Art
- Blessed Assurance
- Great Is Thy Faithfulness
- In the Garden
- Precious Lord, Take My Hand
- Nearer, My God, to Thee
- It is Well
- The Lord's Prayer (for soloists only)

## Frequently Asked Questions

1. Do you provide bulletins? **Yes!**

*The church will print bulletins on heavier cream colored paper, in color. There is no charge for these. We can print a picture of you or the church on the front cover and will print the obituary on the back unless otherwise noted.*

2. Can items be displayed? **Yes!**

*During worship, unless the family provides something different, we will have two candles and the Bible on the communion table. Other options to place on the table are:*

- a. Flowers (provided by the family in conjunction with a local florist. These should be delivered two hours prior to the service.)*
- b. Urn with ashes (if applicable)*
- c. Portrait*
- d. Other*

*During the reception, options include:*

- i. Pictures/artifacts on tables*
- ii. Slideshow on the screen pending availability of technology*

3. Are Guest Books provided? **No**

*The church does not provide guest books. These can come from the funeral home or from the family. We recommend that three books are provided, and the church will place them at each of the three entrances to the Sanctuary.*

4. Is there a cost? **No/Maybe/Yes**

- a. There is no cost for the church to host the service, print the worship guides, or provide the reception.*
- b. Honoraria for officiants and service leaders are commonly offered and appreciated, though not required.*
- c. Guest musicians will have a set fee.*



5. Will the church provide volunteers to help? **Yes!**
- a. *Ushers – the church will provide volunteer ushers to assist in welcoming guests to the service.*
  - b. *Bereavement Ministry Team – the leadership of our Bereavement Ministry Team will coordinate with the family regarding details for the reception.*
6. Are there certain days and times for services and receptions? **Yes!**
- a. *As your family plans for a funeral service and reception with First Baptist on Fifth, we ask you to be mindful of the volunteers who are making it possible and the time they share. Our common practice is for receptions to last around an hour. We know that for many families, this is a time of reunion with folks you haven't seen in awhile. It is our honor to share in this sacred time and invite you to please enjoy your time to visit in the church house during the reception, but save extended times of celebration and remembrance for another location.*
  - b. *Should the funeral service be held in the winter months, we ask that the service begin no later than 2:00pm to allow for volunteers to return home before dark.*
  - c. *Though it is a common assumption that Saturday funerals are most accessible to the widest possible crowd, we have found that oftentimes Saturday funerals intersect with attendees' weekend commitments and can sometimes be hard to schedule with the funeral home and cemetery. We offer memorial services on Sundays at 3:00pm for those who prefer weekends but want to avoid busy Saturdays.*
  - d. *On the day of the service, the minister(s) will meet with the family 15 minutes before the service for prayer and to go over any last minute questions.*
7. How does information get shared and organized at the time of my death?
- a. *Have someone from your family call the church to let us know. This information is shared immediately with the staff, your Deacon, and your Sunday School class or small group.*
  - b. *We then coordinate a date/time for the service with the funeral home (if using one) and clarify information about a graveside (if applicable).*
  - c. *The Bereavement Ministry Team makes contact with the family to arrange for the reception and share our condolences.*
  - d. *We email the congregation about the death, including a link to the obituary and service information as available.*
  - e. *The officiating minister will make contact with the family to arrange a time to meet and plan the service. During this meeting, any particular setup needs for the reception will be shared, along with an estimate for the number of guests to prepare for.*

8. Sample questions that the officiant often asks a family in preparation for the meditation/eulogy:
- *Tell me your loved one's life story (i.e. highlights like birth, growing up years, schooling, marriage, kids/grandkids, friends/neighbors/communities, work, retirement, and end of life)*
  - *What animated their life? What experiences shaped the landscape of their lives the most?*
  - *What were they afraid of? What were the heartbreaks of their life?*
  - *What relationships and communities meant the most to them?*
  - *What were their quirks and particulars? What drove you crazy about them? What did you love?*
  - *What did God mean to them? How did they live out their faith? What was their life wish for our church?*
  - *Tell me a particular memory with or story about your loved one that you feel best captures their essence.*

## Church Contact Information

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