

Imani Community Church

George C.L. Cummings, PhD, Pastor



Homegoing Planning Guide

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www.imanicc.org

Imani Community Church

Dr. George C.L. Cummings, Pastor

To: The Bereaved Family,

In this time of difficulty The Imani Community Church wants to let you know that God is still in control and He is able to help you in the passing of your love one.

Your Church family is here to assist you in making this process of arranging the Homegoing Services less stressful for you and your family.

This manual has been prepared for you to take the guess work out of planning for your loved ones funeral. In this manual you will find necessary tools and information that we hope are useful to assist you in planning.

The Bible says in John 14:1-3 “Your heart must not be troubled. Believe in God; believe also in Me. In My Father’s house are many dwelling places; if not, I would have told you. I am going away to prepare a place for you. If I go away and prepare a place for you, I will come back and receive you to Myself, so that where I am you may be also.”

In the midst of all that has transpired recently, know that God is on your side, He loves you, and he will take care of you. Your church family is here to help you in your time of need.

Please call the administrative office at (510) 531-5411 and speak to the church administrator when you are ready to begin planning.

Yours In Christ,

George C. L. Cummings, PhD

Dr. George C.L. Cummings
Senior Pastor

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The Purpose

The purpose of this manual is to offer policies and procedures of Imani Community Church that will be helpful to those whose loved ones have been called home to be with the Lord. It is our desire to insure that all members are given the same attention. This policy in no way seeks to restrict any member from personally assisting any family they choose or in any way that they choose.

At the time of death of a love one, there can be many pressures and stresses placed upon the surviving family member(s). This can be a time of pain as well as confusion. Even when death is expected, there can still be a feeling of pain and loss. In many cases, this is a time when help is needed most to make final arrangements and seeing that necessary business is handled in a timely way that will eliminate the stress of things being missed or not handled at all.

In order to minimize the agonizing struggle that can overwhelm the family member trying to make final arrangements, it is highly recommended, as much as possible, that prearrangements be made. By prearrangements we refer to informing other family members, or a close friend that knows where to find any insurance policies (life, burial, etc.) as well as, important papers such as military discharge papers and the like. If any information is needed to complete an obituary, it is helpful for someone to know where to find it. Prearrangements can also include insurance policies that pay for things from the casket, funeral home charges and grave-site costs. The companies that handle these pre-need packages also include forms that are filled out stating your wishes as to how the program is made out. Especially helpful is the form that helps you write out your own obituary, eliminating someone having to guess at dates, names of churches and persons, or when you accepted Christ, etc.

Eligibility and Definitions

A member of Imani Community Church is considered to be in “Good Standing” as determined by the Pastor recommendation to the churches one who:

1. Pays Tithes and Offerings.
2. Attends church services on regular basics.
3. Is active in a ministry.

A person is an inactive member when:

1. He/She has not paid any Tithes or Offering for a period of one year.
2. He/She is not active in a ministry.
3. Is not on the Sick List.

This policy takes into consideration members that have had *long term illness*. In the eventuality of the death of a Family Member who is not an active member of Imani Community Church and the family requests to use the facilities, the procedure is detailed under "Bereavement Procedure."

The term immediate Family Members refers to:

- Parent or Guardian
- Spouse
- Child
- Siblings (brothers, Sisters)
- Grandparents

The term Other Family Members refers to:

- Cousins
- Aunts and Uncles
- In-Laws

If the use of the Church is requested for a non-member, there will be a charge for:

- Setting up for the Funeral Service.
- The cleanup after the services.
- Use of Kitchen Facilities/Fireside Room.
- Use of the Minister to officiate the Service and Eulogize the deceased.

The Costs for the above mentioned services included:

- Janitorial Services
- Use of the Church's Sanctuary
- Use of Kitchen or Fireside Room
- Use of Minister
- Food for the repast will be added.

For persons who are not members of the church there will be a charge of \$300.00 and a deposit of \$100.00 is due at the time of reservation and the balance is due by the date of the service. Payment can be made through our church administrator's office. Arrangements with musicians are made separately.

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Bereavement Procedure

1. Appoint a primary contact person that will represent the family in making arrangements.
2. Contact the church office at (510) 531-5411 to schedule a meeting to discuss funeral arrangements.
3. At the meeting, we will discuss what you will need assistance with in your planning. We will also schedule a date for the funeral that takes into consideration the needs of the family and the church. If you need help in writing out the obituary, we will assist you in preparing it.
4. After the program and the Order of Service is planned a copy is forwarded to Pastor for his approval before it is printed. Pastor will have final approval for all pulpit assignments, as well as, the Order of Service.
5. If there is a need for dinner after the service, the person, in charge will inform us of how many people in the family he/she anticipates to be in attendance at the dinner. Please be aware that we will prepare for up to hundred family members, if needed.
6. After the meeting, we will contact the funeral home to coordinate the service with them, if needed.
7. A living plant will be ordered from the florist for the service.
8. The Church will prepare a Resolution for the family based on person's service.
9. In the event of death of other family (not considered immediate family) or a family member that is out town, upon notification we will send either a letter of condolence or sympathy card to the address provided.

Assistance Provided by Imani CC

1. We will assist the family in planning the service.
2. Assistance in writing out the obituary.
3. Imani CC will provide a living plant for the service of a member.
4. If a meal is requested for after the family returns from the cemetery, a standard meal will be prepared for up to hundred (100) family members, if needed. The menu for the meal will consist of Chicken (Baked or Fried), Rice, Green Beans, Salad and Punch. Or Spaghetti with Turkey Meat Sauce, Green Beans, Salad, Bread, Cake and Punch.

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Obituary Questionnaire

The following is a questionnaire designed to assist the family with constructing an obituary that contains the salient facts of the deceased's life.

Full Name of the Deceased:

Date and Place of Birth:

Full Name of Mother & Father:

Fact about Education:

Facts about Fraternal Affiliations:

Facts about Marriage:

Facts about Children:

Facts about Employment:

Facts about Military Service:

Facts about Church History:

Favorite Scripture Verse:

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Favorite Hymn (Church Song):

Date and Place of Death:

Date and Time of Funeral:

Name of Mortuary:

Address Condolences Should Be Sent To:

AUTHORIZED CONTACT FOR QUESTIONS:

(NAME) _____ (Phone Number)

Names of Family Members Left to Cherish the Deceased:

Additional Information:

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FAMILY REQUESTS:

Dinner after funeral Pall Bearers Other

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Person Obtaining Information: _____ Date: _____

HOMEGOING SERVICE ELEMENTS

Writing Resolutions and Obituaries

(excerpted from Best Emergency Addresses by Alice H. Mitchell)

There are many who will not attempt to write the above mentioned statements because they feel that it is hard a hard job, but it is easy if you follow these suggestions.

1. Always get with the members of the family and find out just what they want said; i.e., if they had any special songs they desire mentioned, any certain verse in the Bible and special text, or any word that the deceased said before passing.
2. Do not try to mention EVERYTHING that the deceased has done in life; try to sum it up in as few words as possible.
3. Be sure to write the truth. Use diplomacy. Do not abuse the dead nor humiliate the living. It is easy to say. "They were not perfect; they made some mistakes, as we all do, but God Knows and sees all we do."
4. It is not absolutely necessary to say how old a person was when he/she died (unless the family wants it said). If you cannot get the exact place in which he/she was born, it is sufficient to mention the county and state.
5. If the deceased has been a leader, teacher, etc., it is proper to tell where he/she was educated, where he/she taught and some of the outstanding things he/she did.
6. Before you write, pray; ask the Lord to give you the right words to say, and you will always give satisfaction.

The samples in this booklet will provide patterns which you may follow in constructing the obituary. You may omit lines that do not apply or add others to the basic examples.

Blanks are left for the insertion of the appropriate names, dates, etc. or for the addition of he/she as the sex may necessitate, etc

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Sample Funeral Service Program

FRONT COVER

Photo of deceased can
be placed here

Sunrise: _____ (Date)

Sunset: _____ (Date)

Services
(Date)
(Time)

**Imani Community Church
3300 MacArthur Boulevard
Oakland, California**

OFFICIATING

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OBITUARY

(Name) _____ was born on (Date) _____ to the Late (Parents Names) _____ in (Place of Birth) _____ (He/She) Received Christ Jesus as (His/Her) _____ Savior as a child, and was baptized by Minister's Name) _____ at (Church Name) _____ . He/She received (His/Her) _____ education in _____ and graduated from (Name of School) _____ in (Year) _____ .

In (Year) _____ (Name) _____ relocated to Oakland, California and united with the (Church Name) _____ , under the leadership of (Minister's Name) _____ .
in that same year he/she _____ married.

To this union _____ was born. (Name) later united with the Imani Community Church. His/Her _____ stewardship was exemplified as a member of the _____ ministry under the leadership of Dr. George C.L. Cummings. There Were times when (Name) _____ health would not allow (Him/Her) _____ . To actively participate in church services; nevertheless, (He/She) _____ continue to support the church through (His/Her) _____ finances and prayers. (He/She) _____ was employed by (Employer Name) _____ for (Length of Employment) _____ years and retired early because of health conditions.

On (Date of Birth) _____, (Name) answered the call from God to be received from the sickness and trials of this life, and spend Eternal Life with Him.

(Name) _____ leaves to cherish (His/Her) memory; (Names of Family Members) _____

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ORDER OF SERVICE	
Processional	
Welcome/ Opening Prayer.....	Minister
Selection	Choir
Scriptures	
Old Testament.....	Minister
New Testament...	Minister
Prayer.....	Minister
Selection...	Choir
Expressions (2 Minutes Each)	Relatives & Friends
Selection.....	Choir
Acknowledgments & Resolution.....	Church Administrator
Obituary.....	(Read Silently Optional
Selection/Solo.....	Choir/Soloist
Eulogy.....	Pastor George C.L. Cummings
Parting View.....	Funeral Home Staff in Charge
Recessional	Family
Interment (Name and Address of Cemetery)	

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PROGRAM BACK COVER

PALLBEARERS
(NAMES OF PALLBEARERS)

POEM

MISS ME, BUT LET ME GO

When I come to the end of the day, the sun has set for me; I want no Rites in a gloom filled room. Why cry for a soul set free? Miss me a little, but not too long; and not with your head bowed low; Remember the love that we once shared; Miss me, but let me go.

For this is a journey that we all must take, and each must go alone. It's all a part of our Master's Plan, A step on the road to home. When you are lonely and sick at heart, Go to the friends we know and bury your sorrows in doing good deeds, Miss me, but let me go.

OUR GRATITUDE

Because you cared, you came to share
Beautiful flowers and words of prayer.
Because you cared enough to do,
Words of comfort on cards came too.
Because you cared, we were not alone,
Calls and visits reached our homes.
Because you cared, we are grateful indeed.
You've been a comfort and a friend in need.
Because you cared we're able to bear,
The grief and sorrow – there is no despair,
Because you cared, we are praying too
For God's richest blessing for each one of you.

The Family of (DECEASED'S NAME)
Arrangements Entrusted To
(Name and Address of Funeral Home)

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Repast

The family has the option to have a repast away from the church following the interment. If you choose to have the repast at an alternate location. Imani Community Church is not responsible for providing food and other services in that case.

Interment

The interment follows directly after the celebration service; this can be designated private for family and close friends only, if that is the wish of the family.

Special Service Elements

If you desire to have special soloist, dancing or other tributes added to the program, along with other Pastors/Clergy not on staff at Imani Community Church, please give all information to the Church Clerk when you meet to plan the services.

Contact Information

For more information or to schedule an appointment to discuss funeral arrangement please call:

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