



## 2022 Funeral Arrangements Guide For New Jerusalem M.B. Church Membership Death of a Member

1. In the event of the death of a New Jerusalem M.B. Church member, your first contact in regard to funeral arrangements is to inform **Deacon Isaac Dorsey**, he can be reached at **(662) 332-0049** and he will in turn, inform Pastor Myron Holmes. Our church phone number is (662)-335-1324.
2. Be prepared to give a tentative date and time you would like services to take place keeping in mind, most services are scheduled on Saturdays. Any exceptions to having services on a date other than Saturday will have to be reviewed and confirmed by the Pastor, Rev. Myron Holmes, who will then inform Deacon Isaac Dorsey who will let the Board of the Church know.
3. Should you need the assistance of the Church's Culinary Ministry to help prepare food for the family during the repast, please let Deacon Isaac Dorsey know and he will inform Sis. Cynthia Cannon. When the Family Life Center is completed, members can use the facility for the repast. Until then, it is the bereaved family's responsibility to secure a place to host the repast, keeping in mind the Church Culinary Ministry will help with things like food preparations, serving and clean-up no matter where the repast is held. There are certain guidelines the Culinary Ministry will follow in assisting your needs. (refer to attachments)
4. Should you need the assistance of the Church Clerks in preparing the Obituary of the deceased member, or will be using outside source to prepare it, please let Deacon Dorsey know. There are certain guidelines the Church Clerk will adhere to regarding the order of service on the obituary program, this same format should be adhered to even if you seek sources outside the church in preparing it. See example. Any change to the sample format for Order of Service must be approved by Deacon Dorsey and the Pastor. You must speak with Deacon



Dorsey before the Church Clerks can work on the obituary. (refer to attachments)

5. Should the deceased member services be in town or out-of-state, the Church Clerk can prepare a resolution on behalf of the church to be read at the services, please let Deacon Dorsey know. Due to Covid-19 regulations, resolutions will not be read at graveside services. There are certain guidelines and information needed from the deceased member's family that the Church Clerk will need to know. (refer to attachments)
6. If services will be at the church, and the body will lie in state prior to the services, please inform your pallbearers to meet the Funeral Director(s) at the church at their appointed time, to help lift the casket up the stairs that lead to the sanctuary. Designated pallbearers will also be needed should the bereaved family wish to have the public viewing at the church the day before the actual funeral (ex. on Friday) instead of at the Funeral Home Chapel. These details will need to be worked out between you and/or whoever is making the arrangements and the Funeral Home of choice and Deacon Dorsey, who will need to ensure access into the church.



Church Culinary Ministry Guidelines (Attachment)  
For  
Bereaved Member's Family Repast during (Non-Covid-19 Pandemic)

1. Bereaved family member should contact Deacon Isaac Dorsey at 662-332-0049. Deacon Dorsey will then contact Sis. Sadie Gray, who will activate those members who are a part of the Culinary Ministry.
2. Bereaved family members who are making the arrangements for the repast should be prepared to state where the repast would be held, state whether they need the assistance of the Church's Culinary Ministry to purchase, prepare, and serve the meal or if they have other outside sources to take care of the bereaved family's needs.
3. These decisions will need to be decided quickly by the bereaved family, especially if the Church Culinary Ministry will be in charge of the repast as a whole. Such things as securing enough help, purchasing items to cook, and transporting everything from food items to condiments to containers to cook the food will need to be planned for. They will also need to know what time the facility secured by the bereaved family is available for them to enter or what time someone will be available to allow entry. They will need contact name and phone number.
4. If the Church Culinary Ministry is to purchase the food for the repast, the Church Board along with Deacon Isaac Dorsey will ensure the amount agreed on toward the repast will be issued in a check form to Sis. Sadie Gray.
5. The bereaved family will be given the option to take the allowed amount and use it to pay an outside vendor of their choice to cater the repast instead of the Church Culinary Ministry.



6. Please note: due to Covid-19 Pandemic, the Culinary Ministry, will not be assisting during the repast, families will have to make other arrangements.

Church Clerks Guidelines (Attachment)  
For  
Deceased Member's Obituary

1. Bereaved family should contact Deacon Isaac Dorsey at 662-332-0049.
2. The family should be prepared to discuss their needs in turns of obituary preparation. Deacon Dorsey will then contact the Pastor, Rev. Myron Holmes and after that discussion, he, (Deacon Dorsey) will inform the Church Clerks.
3. Bereaved family should leave contact information with Deacon Dorsey especially if they are asking the Church Clerks for assistance, whether the need is to simply print the obituary, or the request is to have the Clerks prepare and print the obituary entirely.
4. The Church Clerks will need considerations by the bereaved family to be prompt and forthcoming with information needed to prepare an obituary. All are prepared according to the church's guidelines, as well as, consideration of the Church Clerks' time. If services is scheduled on Saturday for instance, the bereaved family should have all pertinent information to the Church Clerks by Tuesday but no later than Wednesday mid-day. Please contact Gloria McCray at 662-347-7361 or Gilda Sanford at 662-347-0044 or email information to be included in the obituary to [newjerusalem1906@yahoo.com](mailto:newjerusalem1906@yahoo.com) whatever is convenient.
5. Bereaved family member in charge of the services must speak with Rev. Holmes and Deacon Dorsey first, before the Church Clerks will get involved. Deacon Dorsey will discuss the order of service, number of songs the choir will be allowed to sing (2); and the number of persons allowed to speak words of comfort/remembrance such as a neighbor and/or family member or friend only (2) please; and the number of pictures with or without color, of the family's choice, to be included on the obituary (4 to 5) pictures or less, please. These pictures will be positioned on (1) page. Due to the use of color ink we cannot print but (1) page



of family pictures. Deacon Dorsey will also let the family know that the reading of the obituary silently is no longer included in the order of service.

Church Clerks Guidelines (Attachment)  
For  
Deceased Member's Obituary  
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6. The Church will authorize the clerks to make 150 programs or less depending on family size, if it is a large family 200 maybe authorized. The bereaved family are welcomed to have more copies printed at a vendor of their choice should they need more at their expense. **Note due to Covid-19 regulations, the Church Clerk is authorized to print only 75 and no more than 100 programs.**
7. The Church will provide plain white paper for the inside pages of the obituary and card stock type paper for the outside cover. The bereaved family are welcomed to seek outside vendor to print obituaries especially if specialty paper is their paper of choice, at their expense. The church stocks plain white paper and card stock paper only.
8. The Church Clerks can scan submitted photos to be used on the obituary or family member can email pictures to the clerks as an attachment in jpeg format to [newjerusalem1906@yahoo.com](mailto:newjerusalem1906@yahoo.com) If submitted pictures are in poor quality the Church Clerks will contact family to let them know and if unable to contact them in a reasonable length of time, poor quality pictures will not be used. It is imperative that the family is timely in submitting information to be used on the obituary in case there is problems.
9. Obituaries will be bind by staples, or tri-folded, or prepared on whole/half folded sheets of paper per bereaved family's choice. Church Clerks do have several examples of obituaries for the family to review in making their



choice. If possible, before obituaries are printed, Church Clerk will get final approval from family member(s).

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**THE ORDER OF SERVICES FOR GRAVESIDE SERVICE  
DUE TO COVID-19 REGULATIONS WILL BE AS FOLLOWS:**

<b>~ORDER OF SERVICE~</b>	
<b>CALL TO ORDER.....</b>	<b>PASTOR MYRON HOLMES</b>
<b>SCRIPTURE READING: OLD &amp; NEW TESTAMENT</b>	
<b>PRAYER OF COMFORT.....</b>	<b>PASTOR MYRON HOLMES</b>
<b>SONG SELECTION</b>	
<b>EULOGY.....</b>	<b>PASTOR MYRON HOLMES</b>
<b>COMMITTAL/BENEDICTION.....</b>	<b>PASTOR MYRON HOLMES</b>

**Note:** any changes to the above Order of Services for the program portion of the obituary program must be approved by Pastor Myron Holmes/Deacon Isaac Dorsey.

Soft music will be playing via (Church musicians) prior to the call to order by the Pastor.



## Contact Information

New Jerusalem M.B. Church  
518 Gum Street  
Greenville, MS 38701  
(662) 335-1324 (Office)  
(662) 332-1826 (Fax)  
E-Mail address: [NewJerusalem1906@yahoo.com](mailto:NewJerusalem1906@yahoo.com)

Pastor: Rev. Myron M. Holmes  
(662) 335-1324 (Office)

Deacon: Isaac Dorsey  
(662) 332-0049

### Church Clerks contact information:

Sis. Gloria McCray  
(662) 335-1324 (Church Office)  
(662) 347-7361 (Cell)

Sis. Loretta Ransom  
(662) 335-1324 (Church Office)

Sis. Gilda Sanford  
(662) 335-1324 (Church Office)  
(662) 347-0044 (Cell)

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