

Procedures When Being Informed about Someone's Passing Away

Church Admin or Bethesda Chapel (BC) staff

1. Establish the identity of the informer:
 - a. Name and contact number,
 - b. BC member or non-BC member and how is he/ she related to the person who passed away
2. Establish the identity of the person who passed away.
 - a. Name
 - b. BC member or non-BC members.
3. Note down the time, date and venue for the funeral wake.
4. Check whether any request for BC to conduct funeral service- if so which date(s).
5. Forward the information above to all Church Council (CC) members via WhatsApp, SMS or email.
6. If request is made for BC to conduct the funeral service:
 - a. Liaise with CC members whom to conduct service and whom to deliver the message.
 - b. Prepare the funeral song booklets (about 50 copies).
 - c. Co-ordinate the transportation and setting up of the portable PA system (if needed) and the funeral song booklets.
7. Arrange for the wreath of up to S\$150 to be sent on behalf of the church if:
 - a. The demised person is a BC member or an immediate family member.
Note: "Immediate family member" denotes spouse, child, parent, and sibling.
 - b. The demised person was an elder or CC members of assembly within the Bethesda Brethren Network (BNF). This includes those who have retired.
 - c. Outside item a. to b. above subject to approval of minimally one elder and two deacons.
8. Wreath should be sent with the following message (or to that effects):

"With Deepest Sympathy and Heartfelt Condolences on the Passing of Your **XXXXX, the Late **XXXXXX**.**

From Church Council and Members of Bethesda Chapel"
9. Forward the information to all SG leaders via WhatsApp, SMS or email.

Confirmed on 13 August 2016 (Church Council Meeting)