

**GREATER CENTENNIAL  
A.M.E. ZION CHURCH**

REV. DR. STEPHEN W. FOGUE, PASTOR

**FUNERAL PROTOCOL**



" Do not let your hearts be  
troubled. You believe in God;  
believe also in Me."

John 14:1

114 West Fourth Street  
Mount Vernon, NY 10550  
914-664-1838 Ext. 118  
[www.greatercentennial.org](http://www.greatercentennial.org)

**COVID GUIDELINES**

Masks are optional. HOWEVER, anyone not feeling well should send the family their condolences.

**OTHER COSTS**

If your loved one is a member of Greater Centennial A.M.E. Zion Church, there is no charge for the use of the sanctuary. There are suggested honorariums for the minister, musicians, and others who may participate in the Home-going service. Suggested honorarium information will be given to the family by the Director of Membership Services and will be received by Director of Membership Services prior to services. If the deceased is not a member, applicable costs will be discussed by the Director of Membership Services at the time of the initial visitation.

**MASONIC, SORORITY, FRATERNAL OR  
MILITARY SERVICE**

Masonic, Eastern Star, Sorority, Fraternal or Military organizations' participation in Home-going services need to have prior approval and clearance from the Pastor.



**FUNERAL  
PROGRAMS/BULLETINS**

All programs done outside of Greater Centennial A.M.E. Zion Church **must** be approved by the Pastor before the program is printed. All decisions relative to music selections, solos, musicians, etc. must also receive prior approval. All requests for changes to the order of worship must be submitted to the Pastor for his approval no later than three (3) days prior to the date of the funeral service.

Programs created and printed by Greater Centennial must receive cover picture and obituary one week prior to services so that drafts can be forwarded to family for clarification.

Requested picture slide show (completed by the family and placed on a flash drive or sent via email) must be submitted to the Director of Membership Services no less than 2 days prior to the service. Otherwise, Media may not have time to troubleshoot any issues that may arise. The Pastor shall officiate all funeral worship services in Greater Centennial A.M.E. Zion Church except as he delegates this responsibility to other ministers at his discretion. The Pastor **may** also bear the responsibility for the burial and committal.

**ORDER OF SERVICE**

The casket may be open during the scheduled time of the family visitation and thereafter closed and will not be re-opened. Under no circumstances will the service be conducted with an open casket. The order of service should follow as printed in the program. Moments of Reflection made by family/friends about the deceased may need prior approval from the Pastor, everyone will be limited to two (2) minutes in length.

### YOU ARE NOT ALONE

Reverend Dr. Stephen W. Pogue, ministers, staff, officers, and the Greater Centennial A.M.E. Zion Church family have joined in prayer as you grieve the passing of your loved one. May you know the Lord's comfort and may His love surround you during this time of loss.

The transition from life temporal to life eternal is such a sensitive time, we have established procedures to assist you through the bereavement process. As you follow these guidelines, may you be assured that everything will be done for your comfort and convenience.

We will do our very best to honor your reasonable requests. Home-going Services are worship services designed to comfort and encourage the family and bring glory and honor to our Lord and Savior Jesus Christ.

### POLICY & PROCEDURES

Please contact the church office at 914-664-1838 ext. 118 and advise us of your loss. If before 9:00 a.m. or after 5:00 p.m., please leave a message on the church's voice message system. It is checked often by a member of our staff. We will do our very best to contact the family within 24 hours of notification.

The Director of Membership Services will make the initial contact with your family and remain your point of contact for Greater Centennial A.M.E. Church for all funeral related accommodations. During the initial contact, the date, time of the service will be discussed. The Director of Membership Services will relay the family's requests to the Pastor, which will be established and confirmed.

### FAMILY MEAL (REPAST)

Repast can be held in our Fellowship Hall. Please speak with the Director of Membership Services for more information.

### ARRIVAL OF YOUR LOVED ONE

Your loved one could arrive at the church at least one half (1/2) hour before the viewing. The hearse should park in front of the church's main entrance (100 West Fourth Street). Your loved one will be brought into the church through the front entrance; moved into the sanctuary and placed in front of the pulpit. **Family MUST make arrangements for pallbearers with other family members or with the funeral home.** Flowers must be brought in the same way and arranged in a manner not to impede the entrance or walkways (aisles, choir loft, or altar); these matters will be arranged by your chosen funeral home.

### PARKING

The hearse, cars belonging to the funeral home and family cars (2 vehicles maximum) should be parked in front of the church (100 W. Fourth Street). The parking lot is located on South 8th Avenue and will be available for those attending the funeral. Upon conclusion of the service, cars going to the internment should line up as instructed by the Funeral Director.

### PROCESSIONAL

We encourage everyone to be in the sanctuary 10 minutes before service begins. The family can decide if they are going to take part in the processional and have their final viewing during this time. If the family does not choose to take part in the processional, they are to be seated prior to the start of the service in the pews located in the front of the pulpit beginning with the second row. The order of processional is as follows:

- ◆ Officiating Minister
- ◆ Other Clergy
- ◆ Others participating in service
- ◆ Family of the Deceased

### PROCESSIONAL

The processional will proceed down the right aisle with individuals walking in pairs. The officiating minister and clergy should continue to the pulpit. Other clergy, officers and program participants should continue in procession and be seated in the officers' section. All other guests will sit in the rows behind the family and rows instructed by the ushers. At the conclusion of the service, the funeral director will give flowers to the designated flower bearers who will proceed to the hearse as directed by the funeral director. The pallbearers will follow the direction of the funeral director and place the casket into the hearse.

### HOME-GOING SERVICE

It is preferred that all funerals take place between Monday – Friday, generally with a family visitation beginning at 10:00 a.m. and the Home-going service beginning at 11:00 a.m. Other dates and times are at the discretion of the Pastor or his designee.

Once a timeframe is established, please inform ALL guests that we encourage everyone to be in the sanctuary 10 minutes prior to the start of the funeral.

We wish to remove interruptions during this peaceful homegoing.