

夏威夷華人浸信會 - 喪禮辦理指南

1. 教會禮堂預約

借用教會禮堂及設施應透過教會的場地管理員安排。

當事人必須是本會會友才可借用教會禮堂及設施為辦理喪禮的場地。

2. 一般規定

本會牧師將主禮所有在本會舉行的葬禮。如果本會牧師無法主禮，他將邀請別的牧師幫忙。本會牧師將復查喪禮程序。

3. 鮮花

家屬負責所有鮮花購買及擺設。鮮花送遞請聯絡教會場地管理員。

喪禮結束後，家屬必須於喪禮後負責移除所有鮮花和花圈。

4. 食物

如有茶點，家屬自行負責供應，包括紙杯紙碟等餐具。需聯絡教會場地管理員作安排。

5. 停車

家屬負責喪禮時的交通及停車管理。教會不會承擔任何因意外事故、盜竊、火災等帶來的損失的責任。

6. 印刷

家屬負責印刷所需用紙張。

7. 建議捐獻

以下款項應至少在喪禮的前一天提交給教會的場地管理員。

a. 禮堂	免費		
b. 風琴司琴	\$50	\$	_____
c. 鋼琴司琴	\$50	\$	_____
d. 清潔人員	\$50	\$	_____
e. 場地管理員	\$75	\$75	
f. 音響操作員	\$50	\$	_____
g. 借用提供食物的空間 (包括提供茶水)	\$100 (2 小時) 之後每小時加\$50	\$	_____
h. 印刷 -- 黑白	\$ _____		
-- 彩色	\$ _____	\$	_____
捐獻總額:		\$	_____

主禮牧師的謝金: 家屬自行決定。

HAWAII CHINESE BAPTIST CHURCH - Guidelines for funeral Service

1. Reservation of sanctuary

The use of the church buildings for funerals shall be arranged through the church facilities coordinator, the deceased person must be a church member for using the church for funeral.

2. General Policy

It is expected that the Pastor of this church will officiate at all funerals held here. If the pastor is unavailable, he will extend the invitation to other clergyman. The Pastor will review the program of the service.

3. Flowers

The family will be responsible for flowers. Please contact the church facility coordinator to coordinate the delivery of flowers. The family will be responsible for removing all flowers and wraths after the service.

4. Food

The family will be responsible for providing refreshments including paper goods to be served if decided. Coordination needs to be made with the church facility coordinator.

5. Parking

The family will be responsible for traffic control and parking of cars during the services. The church will not be liable for losses due to accidents, thefts, fire, etc.

6. Printing

Paper will be provided by the family.

7. Suggested Donation

The following amounts should be submitted to the church facilities coordinator at least one day before the funeral.

a. Sanctuary	No cost	
b. Organist	\$50	\$ _____
c. Pianist	\$50	\$ _____
d. Custodian	\$50	\$ _____
e. Facilities Coordinator	\$75	\$75
f. Sound System Operator	\$50	\$ _____
g. Use of space for serving of food (including tea and water)	\$100 for 2 hours \$50 for additional hour	\$ _____
h. Printing- black & white	\$	
- color	\$	\$ _____
		\$ _____
Total donation		

Honorarium for the services of the pastor will be determined by the family.