



UNION BAPTIST CHURCH
DURHAM, NC

Funeral Service Request Form

To report the loss of a loved one and make funeral arrangements, please call the church office at 919.688.1304 Ext. 1100. You may also submit the information below via email to admin@myubc.org

The church office will contact you once your information has been received to schedule a time for the family to meet with clergy to finalize the funeral plans. An email announcement will be sent to the congregation once the funeral arrangements have been finalized.

General Information:

Name of Deceased: _____

Gender: Male Female Date of Transition: _____

Family Contact: _____

Phone Number: _____

Email: _____

How are you related to the deceased?: Husband Wife Son Daughter Mother Father

Family Contact's Home Address:

Street Address: _____

City, State, Zip Code: _____

Address to send cards/condolences:

Street Address: _____

City, State, Zip Code: _____

Additional Information

Please tell us more about your loved one.

What adjectives would you use to describe their personality?

Tell us about their faith?

Were they baptized? If so when?

How long were they a disciple at Union Baptist Church?

Did they serve in any ministries within the church? If so which ones?

Order of Service

The following Order of Worship for will be used during funeral services at Union Baptist Church. The family may select the readers, clergy and songs for the items noted below. If you would prefer to have Union Baptist Church provide these program participants, please let us know. After your Family Meeting with UBC Clergy, please provide the finalized Order of Service to your program maker.

- Prelude
- Processional of Clergy
- Hymn
- Scripture Family may select reader
 - Old Testament
 - New Testament
- Prayer of Comfort Family may select clergy
- Song Family may select song (suggestions below)
- Resolutions
- Song Family may select song (suggestions below)
- Eulogy
- Recessional

Program drafts with service participants must be sent by the family or funeral home to the church office via email to admin@myubc.org for approval prior to printing. We ask that the program is sent at least 24 hours prior to the funeral service.

Tributes and cards from family and friends will be read during the last half of the Family Hour.

Frequently Asked Questions

How do I inform the church of a death in my family?

Please contact the church office via telephone at 919.688.1304, Ext. 1100 or submit information via email at admin@myubc.org.

What is the difference between a funeral service and a memorial service?

A funeral service is a gathering of family and friends with the decease's body present. At a memorial service the body is not present.

Who selects the music for the service?

The Minister of Music selects the music for the service. The Music Ministry has provided a list of service songs below. Please review as you plan the service.

Soloist/Musician Selections

- Hold to God's Unchanging Hand
- I'll Fly Away
- I Won't Complain
- Amazing Grace
- Jesus, Jesus, Jesus
- On my way Home
- You Are My Strength

What if I don't have don't have enough participants to fill the program?

Our Ministerial Staff can assist with finding program participants. Please express your need during the family's meeting with UBC Clergy.

Who selects the menu for the repast?

The Culinary Ministry selects the repast menu. The ministry has a standard menu that meets a variety of dietary needs. If you have a special concern, please express it. To ease the strain on the family, the ministry will provide a complete meal. The family will not need to bring any additional food.

Can we have a slideshow?

Yes, our Audio/Visual Ministry can play a slideshow. Please deliver the final version on a flash drive to the church office at least 24 hours prior to the service. Please note, the images are subject to review. Any images deemed inappropriate for a worship service may be removed at the discretion of our Audio/Visual Ministry. The flash drive will be returned at the end of the service.

Are we able to have a funeral on Saturday or Sunday?

Unfortunately, we are unable to accommodate funerals/memorial services on the weekend.