



## THE AFRICAN METHODIST EPISCOPAL CHURCH CLERGY FAMILY INFORMATION CENTER GUIDELINES FOR POSTING BEREAVEMENT NOTICES

The primary function of the ministry is to inform e-mail recipients of deaths occurring within the families of God's called servants, from our church leadership, of bishops, general officers, connectional officers, judicial council, presiding elders, pastors, ministerial staff and their families, (all who answer the annual conference ministerial roll call, active & retired) to the families of the AME Church endorsed chaplaincy, presidents and deans of the AME Seminaries, Universities and Colleges.

### **OTHER:**

Spouses of the persons listed above, father, mother, siblings, PK's, grandchildren, grandparents, great grandparents and siblings.

- a. Episcopal District office staff at the discretion of the presiding bishop.
- b. Episcopal District Offices of the Presiding Bishops are also, given latitude to include the passing of Episcopal District WMS/YPD Directors/Presidents and Conference Presidents/YPD Directors/Presidents (Life Members), and the same for the Lay Leadership. Bereavement Notifications received of the above category will not be posted unless bearing the name of the presiding bishop or received from the presiding bishop.**
- c. Bereavement notifications **are-not-posted** for non-clergy family of the conference and episcopal district, unless the Presiding Bishop has celebrated a lay member for outstanding service, which should be noted, or for financial beneficent contribution to the Episcopal District and wishes to identify their home going.

**INCLUDE FOR ALL BEREAVEMENT POSTINGS: The service location, date (day of week) and time.** Visitations and wake hours may be included. Include, as well, the name and address of mortuaries or funeral homes handling services. The name of the eulogist is optional. The CFIC office is available to Google street addresses and phone numbers, if necessary; if given the facility' name and city. Also, a search is made for available links to online Guest Books.

- Fraternities, Sororities, The Links, Inc. Memorial Rituals and Masonic Funeral Rites may be included in the bereavement notification.
- If there is an in lieu of clause, please state.
- Include where condolences or expressions of sympathy may be sent.** Include address, phone numbers and email addresses, if available. *Losing a loved one is difficult for all, so the length of the notice is of no concern. Although, it is not necessary to include the entire obituary, use your judgment in obtaining what is meaningful to the bereaved family.*

- ❑ Include the name and title of person submitting the bereavement notice, the name of the presiding bishop and/or supervisor. *If a presiding elder, who are invaluable resources, are submitting the notification, the same applies.* Please urge families to provide correct service hours/dates, that there not be reasons to request **connectional repost**.
- ❑ **NOTE! Connectional repost are only emailed, per request of the presiding bishop, and must be stated as such.**

**NOTIFICATIONS ANNOUNCED WITHOUT SERVICE ARRANGEMENTS:**

The deaths of Episcopal Family members, General Officers or retired General Officers, or their spouses and children, and Connectional Officers (listed in the Doctrine and Discipline of the African Methodist Episcopal Church), and Judicial Council members may be announced without service arrangements. Arrangements are emailed in a second connectional communication.

Departmental personnel bereavement notifications - at the discretion of the department head or episcopal district office where residing, may be announced immediately, and services can be posted in a follow-up communication, as well.

\*\*If bereavement notices are not emailed to the CFIC Office by Episcopal District Offices, please do not email notices to the administrator without, copying the episcopal district office or the presiding bishop.

\*\*If your episcopal district has a protocol in place, stating that bereavement notifications **must be** received from the office of the bishop, please adhere to the guideline. The CFIC Office **will not post bereavement information received, that is not in adherence with the presiding bishop's protocol.**

**SPECIAL REQUEST: Please do not call** in bereavement notices to the Administrator or leave them in telephone messages, ALL bereavement notices should be emailed to the CFIC Office @ **OEasleyL@amecfic.net** or **Amespouses1@bellsouth.net**. Likewise, **do not inbox** notifications on Face Book or send in text messages.

*God Bless and Thank you for adherence to the above Guidelines.*

The AME Church Clergy Family Information Center  
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