



# Funeral Planning Guide

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We believe that baptized Christians share with Christ in his resurrection and victory over death. This means that the funeral liturgy is an Easter liturgy and is therefore characterized by the hope and joy that "neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord."

This joy, however, does not diminish the depth of grief or loss you feel. The very love we have for each other brings deep sorrow when we are parted by death. Please know that the St. Paul's community is praying for you and your family.

Please do not hesitate to contact us with any questions or concerns.



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## ESSENTIAL INFORMATION

### SCHEDULING

Please do not confirm a date with the funeral home without checking with the church. Funerals and memorial services are not held on Sundays.

### RECEIVING THE BODY

It is our custom that a priest be present to receive the body or ashes when they are brought to the church. The rector will be waiting at the door of the church and will offer several prayers as the body or ashes is brought into the church.

### VISITATION

The Episcopal Church requires that the casket must be closed and remain closed upon entering the church. If you desire to have a visitation prior to the service, please note that the casket will still need to be closed. If you would prefer to have a visitation with an open casket, the funeral home is the best place to do that.

### PASCHAL CANDLE

The Paschal candle is present during funerals and memorial services. The candle, symbolic of the light of Christ and God's gift of grace bestowed upon us in baptism, has been used since ancient times to remind God's people that we are, through the life, the death and the resurrection of Jesus Christ, delivered from darkness and into the light of God's eternal love.

### THE PALL

The *Book of Common Prayer* dictates that the casket is closed upon entering the church. The casket or urn, if present during the service at the church, will be covered with a pall (an ivory embroidered cloth that mirrors the baptismal gown and symbolizes that we are in equal before God). The American flag may only be draped over coffin during the visitation, after which it will be replaced by the pall before the funeral starts.

### ALTAR HANGING AND VESTMENTS

The color for altar hangings and clergy vestments is white for funerals, because the liturgy for the dead is an Easter liturgy. Because Jesus was raised from the dead, we, too, shall be raised. It is to this hope we cling, and it is to this hope God has promised to complete.

### BULLETIN

The church will provide a bulletin with the order of service on ivory paper. Due to the cost of printing, we are unable to accommodate additional photos beyond the front cover.

### FAMILY PARTICIPATION

Family and friends are invited to take an active part in the service by reading Scripture, leading the Prayers of the People, and bringing the bread and wine to the altar for Communion.

### HOLY COMMUNION

The Holy Eucharist is often celebrated at funeral services, but this is at the family's discretion. All people, regardless of denomination or age, are welcome to receive Communion. Gluten-free wafers are available.

### FLOWERS

A floral blanket or spray may be placed on the coffin as the procession leaves the church. We ask that the

family removes all flowers from the church following the ceremony. We have a working relationship with Country Florist, but the funeral home can recommend additional florists.

### **GUEST BOOK**

St. Paul's does not provide a guest book for congregation members to sign. In most cases, this is provided by the funeral home. Please confirm with the funeral home in advance of the service.

### **MILITARY HONORS**

Military or other honor services may be done at the end of the funeral service. In the event of military honors, the casket will be taken outside of the church and the pall will be removed. The flag may be placed on the casket and appropriate honors performed.

### **CEMETERY**

Parishioners of record in **good** standing may purchase a burial plot in the church cemetery.

Cemetery: \$1,500/\$3,000\*

St. Francis Garden (ashes): \$1,000/\$2,000\*

\*=fee for inactive members and non-members with immediate family connection to St. Paul's.

All urns inurned in the Memorial Garden must be no larger than 12 x 12.

### **HEADSTONES**

Headstones should be ordered within 6 months of burial and may be installed 6 months after burial. Proofs of headstone design and wording must be sent to the Cemetery Director in advance of order.

### **RECEPTION**

The use of the Hamilton Room (Fellowship Hall) is available to members at no cost if there are no previously scheduled events. The parish will provide a light buffet with sandwiches from Nick's of Clinton (\$150).

### **MEMORIAL FUND**

Should you wish, St. Paul's Memorial Fund provides opportunities for people to make contributions to the church in memory of a departed loved one and used for a specific ministry or project indicated by the family. Like all gifts to St. Paul's, memorial contributions are tax-deductible. Acknowledgements are always sent to family members of the deceased noting that a gift was given and by whom. A copy is also provided to the family. The amount is never mentioned.

### **FEES (all fees are due on the day of the service)**

- **Church**—no charge for **active parishioners in good standing**; \$300 for inactive parishioners and non-members (*payable to St. Paul's Episcopal Church*)
- **Cemetery Digging Fee** —\$1,400 (*payable to James Holesapple*)
- **Memorial Garden Digging Fee**—\$600 (*payable to St. Paul's Episcopal Church*)
- **Music** —\$200 (*payable directly to the organist*)
- **Reception Food**—\$150 (*payable to St. Paul's Episcopal Church*)
- **Clergy**—honorarium at the family's discretion (*payable directly to the rector*)
- **Use of Hall for Reception**—no charge for active parishioners in good standing; \$500 for non-active parishioners

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## BIOGRAPHICAL INFORMATION

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Baptized: Yes No      Confirmed: Yes No

**Funeral Home:** \_\_\_\_\_

### Visitation

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Prayers: Yes No

### Funeral/Memorial Service

Church \_\_\_\_ Funeral Home: \_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Body/cremains present? (*circle one*): Yes (funeral)      No (memorial service)

### Interment/Inurnment

St. Paul's, Piney Cemetery \_\_\_\_ Other Cemetery: \_\_\_\_\_

Will there be military or other honors?      YES      NO

### Reception

Do you wish to have a reception?      YES      NO      Special requests for the reception:

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### Memorials

If you desire donations in lieu of flowers, please specify to which organizations you would like the gifts given to and we will list at the end of the bulletin.

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**Music**

You may select up to 4 hymns or none at all. We have found that the number of people who join in singing the congregational hymns to be very small. Accordingly, we recommend that no more than 2 verses of a congregational hymn be sung. Recorded music is permissible only before or after the service or, most appropriately, at a reception that follows

Hymn 1: \_\_\_\_\_

Hymn 2: \_\_\_\_\_

Hymn 3: \_\_\_\_\_

Hymn 4: \_\_\_\_\_

**Tributes**

Sometimes it is appropriate for someone other than the priest to offer words of remembrance. Tributes must be written down and 2-3 minutes in duration (no more than 400 words) and consist of no more than 2 people. Please list below the name(s) of those whom you wish to invite to speak.

\_\_\_\_\_

\_\_\_\_\_

**Worship Ministers** *(The rector can assist with selecting servers.)*

Crucifer: \_\_\_\_\_

Intercessor (Prayer Leader): \_\_\_\_\_

Chalice Bearer: \_\_\_\_\_

Ushers: \_\_\_\_\_

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Family Background: \_\_\_\_\_

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Work History: \_\_\_\_\_

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Hobbies: \_\_\_\_\_

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Military Service: \_\_\_\_\_

Other Information:

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