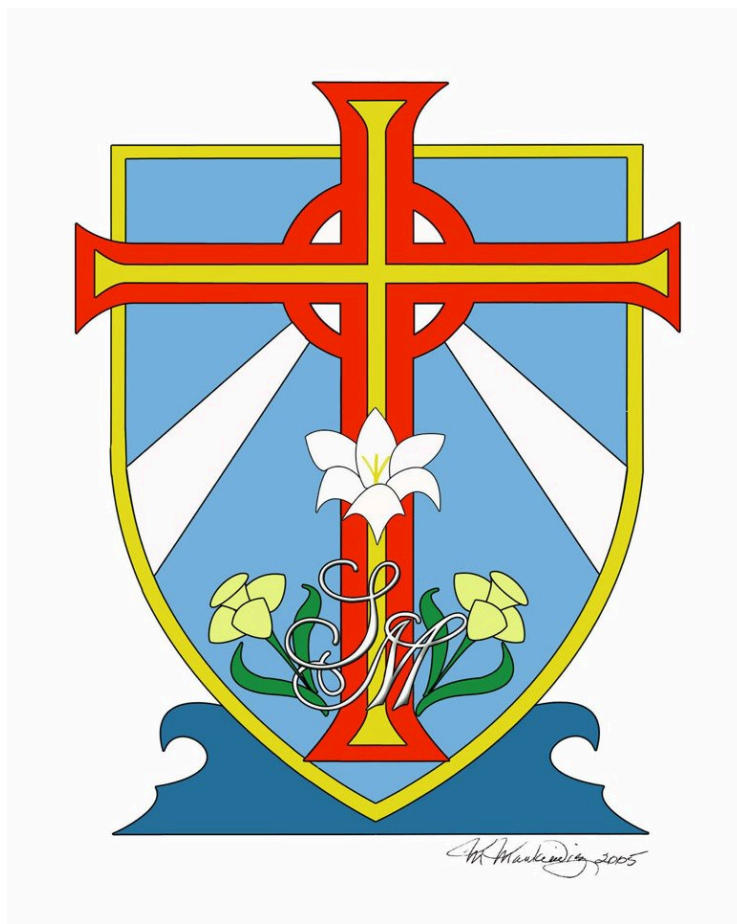


*Funerals and Memorial  
Services  
Pre-Planning Packet*



*St. Mary's Episcopal Church  
Barnstable, MA*

*January 2015*

**St. Mary's Barnstable  
Funeral Pre-Planning Workshop  
Spring 2014**

Although most of us are keenly aware of our mortality, we may put off thinking about death and burial, leaving it to loved ones to take care of funeral arrangements. The time surrounding the death of a love one is full of grief and sorrow. Trying to plan an appropriate funeral service at such times can be difficult, especially if the preferences of the deceased have not been made known. One thoughtful gift you can leave for your loved ones is a plan for your funeral and burial.

There are other important aspects to “getting your affairs in order” about which you should seek legal advice if you have not yet done so. Please be sure to inform a trusted family member or friend as to where your important documents are kept, such as the location of your Will, who is your executor, and who is your Power of Attorney for Health Care matters.

In this packet, you will find materials to help you plan your funeral service in advance. Many thanks to Susan Babcock and the Pastoral Care team for their previous work on this packet. The questions in this packet may be emotional for you or your family. Please take your time and don't hesitate to make an appointment with a priest if you would like some support during this process. If you would like to schedule an appointment, please call the church office (508-362-3977). Once your plans are made, they should be filed at St. Mary's as well as with a trusted family member or your attorney.

May the love of God surround each of you as you contemplate your burial service.

## Planning a Funeral or Memorial Service

To begin, there are some practical questions to address. A service is called a “funeral” when the body or cremains (ashes) are present, and a “memorial service” when the body or ashes are buried during a separate service.

- ⌘ Do you wish to be buried in a casket?      Yes      No      **OR**
- ⌘ Do you wish to be cremated?      Yes      No
- ⌘ Where do you wish your casket or ashes to be buried?

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*Arrangements for the purchase of a plot in St. Mary's Memorial Garden may be made through the parish office.*

- ⌘ If you already own a burial site, where is the deed located?

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- ⌘ Is your family aware of the deed's location? \_\_\_\_\_

- ⌘ Are you entitled to and do you want military honors? \_\_\_\_\_

## Officiant at your service

If held at St. Mary's, one of our clergy will officiate at your funeral or memorial service. If you have a friend or relative who is an Episcopal priest, our rector is happy to talk with you about having him or her participate in the service. A member of the clergy from another denomination is welcome to assist by offering a reading, prayers, or delivering a eulogy.

✦ Please contact my relative / friend about assisting:

○ Name: \_\_\_\_\_

○ Denomination: \_\_\_\_\_

○ Phone Number: \_\_\_\_\_

## The Service Bulletin

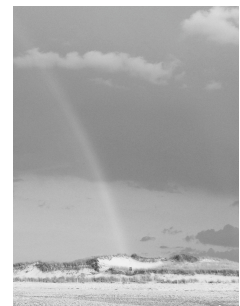
The church will prepare a bulletin for your service, and some people are very particular about what is (or is NOT) included.

✦ Full Name: \_\_\_\_\_

✦ Date of Birth: \_\_\_\_\_

✦ On the cover: \_\_\_\_\_

Some examples (a photo of you is another possibility)



## The Shape of the Service

In the Book of Common Prayer, we find this description about the Sacrament of the Burial of the Dead.

The liturgy for the dead is an Easter liturgy. It finds all its meaning in the Resurrection. Because Jesus was raised from the dead, we, too, shall be raised. The liturgy, therefore, is characterized by joy, in the certainty 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 make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn. *Book of Common Prayer, p. 507*

When thinking about your service, the first decision is about the language of the service. As with our Sunday Eucharist service, there is a Rite I and Rite II Burial Rite. Rite I uses the more traditional, Elizabethan language and has a stronger emphasis on Jesus saving us from sin and death. Rite II uses contemporary language and focuses more on living as resurrection people in the light of Christ. Please see the Book of Common Prayer for more information (page 469 for Rite I and page 491 for Rite II), and our priest can help you make your decision.

✦ **I would like my service to use:**      **Rite I (traditional language) or**  
**Rite II (contemporary language)**

## **Holy Eucharist**

Our Eucharistic celebrations offer our thanks to God for the many blessings of our lives, particularly the presence of God in our lives throughout history and through the life, death, and resurrection of Jesus. Theologically, including the Holy Eucharist in a funeral or memorial service is particularly appropriate. For many people, it is extremely moving to have the opportunity to receive spiritual nourishment during a time of grief and sorrow. At St. Mary's, all people are welcome to receive communion, and we are intentional with instructions so that all guests feel comfortable coming forward to receive. Adding communion to the Burial service will add approximately 20 minutes to the length of the service.

✦ **I would like my service to include Communion:**    Yes    or    No

## **Readings in the Service**

The service of Christian Burial (Rite I or Rite II) offers the opportunity for three readings from Holy Scripture, interspersed with a psalm or hymn. At a minimum, you must select a Gospel lesson and we suggest the inclusion of a reading from the Old Testament and a psalm. Psalms were originally sung by individuals or the community as a way to express faith in God during times of great sorrow. They can be particularly moving in your service.

In addition to readings from Holy Scripture, some people would like a piece of poetry or other appropriate reading used. We fully support inclusion of any materials that will support your family and friends in their grief as they celebrate your life with gratitude and faith. Below, we have listed the readings suggesting in the Book of Common Prayer, but any appropriate reading that is meaningful to your or your family may be used.

**The first reading is from the Hebrew Scriptures** (*Please select one*)

- \_\_\_\_\_ Isaiah 25:6-9 (He will swallow up death in victory)
- \_\_\_\_\_ Isaiah 61:1-3 (To comfort all that mourn)
- \_\_\_\_\_ Lamentations 3:22-26, 31-33 (The Lord is good unto them that wait)
- \_\_\_\_\_ Wisdom 3:1-5, 9 (The souls of the righteous are in the hand of God)
- \_\_\_\_\_ Job 19: 21-27 (I know that my redeemer lives)

**A psalm may be used** (*Please select one*)

- \_\_\_\_\_ Psalm 23
- \_\_\_\_\_ Psalm 27
- \_\_\_\_\_ Psalm 42:1-7
- \_\_\_\_\_ Psalm 46
- \_\_\_\_\_ Psalm 90:1-12
- \_\_\_\_\_ Psalm 106:1-5
- \_\_\_\_\_ Psalm 116
- \_\_\_\_\_ Psalm 121
- \_\_\_\_\_ Psalm 130
- \_\_\_\_\_ Psalm 139:1-11

**The second reading is from the New Testament** (*Please select one*)

- \_\_\_\_\_ Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- \_\_\_\_\_ 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (The imperishable body)
- \_\_\_\_\_ 2 Corinthians 4:16-5:9 (Things that are unseen are eternal)
- \_\_\_\_\_ 1 John 3:1-2 (We shall be like him)
- \_\_\_\_\_ Revelation 7:9-17 (God will wipe away every tear)
- \_\_\_\_\_ Revelation 21:2-7 (Behold, I make all things new)

**A Gospel lesson will be read by a deacon or priest** *(Please select one)*

\_\_\_\_\_ John 5:24-27 (He who believes has everlasting life)

\_\_\_\_\_ John 6:37-40 (All that the Father gives me will come to you)

\_\_\_\_\_ John 10:11-16 (I am the good shepherd)

\_\_\_\_\_ John 11:21-27 (I am the resurrection and the life)

\_\_\_\_\_ John 14:1-6 (In my Father's house are many rooms)

Family members or friends should be invited to serve as readers. A clergy person will read the Gospel lesson.

**First Reader (OT)** \_\_\_\_\_

**Second Reader (NT)** \_\_\_\_\_

**Third Reader (Psalm)** \_\_\_\_\_

**Gospel (clergy)** \_\_\_\_\_

I encourage family members and friends to offer personal reflections about their loved one who has died, as this can help their grieving process. These remembrances should last no more than 10-12 minutes total, with no more than 3 people speaking. Many people do not want any personal remarks made in the context of the church service.

⌘ **I would like family / friends to speak**                      Yes    or    No

Names (s) of people offering Personal Remembrances

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## Music

Christian hymns for funeral services are generally taken from *The Hymnal 1982*. If the family wishes to help choose the music, the church organist will be happy to work with the family in choosing appropriate hymns and/or anthems with final approval being given by the Rector. Please notify the clergy as soon as possible if the services of the organist will be needed. Normally, organ music is played both before and after the service. You may choose to include congregational hymns during the entrance and exit processions, between readings, and during Communion. Hymns selected should be ones well familiar to the congregation that will be assembled. Hymns that are well known across various denominations that also appear in the Hymnal 1982 include (but are not limited to):

- 208 The Strife is O'er
- 287 For all the Saints
- 335 I am the Bread of Life
- 362 Holy, Holy, Holy
- 372 Praise to the Living God
- 376 Joyful, Joyful We Adore Thee
- 380 From all that dwells below the skies
- 390 Praise to the Lord, the Almighty
- 397 Now thank we all our God
- 410 Praise, my soul, the king of heaven
- 416 For the Beauty of the earth
- 423 Immortal, invisible
- 482 Lord of All Hopefulness
- 488 Be thou my vision
- 558 Faith of our fathers!
- 562 Onward, Christian soldiers
- 608 Eternal Father, strong to save (the Navy hymn)
- 618 Ye watchers and ye holy ones
- 662 Abide with me
- 663 The Lord my God my Shepherd Is
- 671 Amazing Grace
- 711 Seek ye first

Hymns may also replace the Prayer Book versions of the psalms. Some examples include:

- 645, 646     The King of Love My Shepherd Is (Ps 23)
- 658           As Longs the Deer for Cooling Streams (Ps 42)
- 687, 688     A Mighty Fortress Is Our God (Ps 46)
- 680           O God, Our Help in Ages Past (Ps 90)
- 668           I to the Hills Will Lift Mine Eyes (Ps 121)
- 666           Out of the Depths I Call (Ps 130)
- 151           From Deepest Woe I Cry to Thee (Ps 130)

**Some possible places to include hymns in your service:**

Opening Hymn \_\_\_\_\_

Before the Gospel \_\_\_\_\_

Before Communion \_\_\_\_\_

During Communion \_\_\_\_\_

Closing Hymn \_\_\_\_\_

Consideration should be given to the singing of those parts of the service that are by their very nature songs - the Entrance Anthems, Psalms or Canticle, Sanctus, Fraction Anthem, and the anthem at the Commendation (Kontakion). If a full, sung mass is desired, careful consideration should also be employed when selecting service music. It is desirable that the setting of the Sanctus and Fraction Anthem be familiar to some of those assembled. In situations where the choir is not desired or available, the presence of a cantor can make possible the singing of some of these parts of the service. Also, "on occasion, and as appropriate, instrumental music may be substituted for a hymn or anthem." (Prayer Book, p.14).

## **Additional Details**

### **Flowers**

Flowers are not necessary for the casket or urn, as they will be draped with a beautiful pall. At the end of our lives, we are all children of God and need not worry about any distinctions. If desired, the family may arrange for flowers to be displayed behind the altar, under the cross. Several local florists are familiar with our space and do a beautiful job. We recommend:

East Sandwich Florist Shop: 508-888-6645

Kat-a-lilies in Barnstable Village: 508-362-4448

### **Guest book**

You may wish to bring a book for your guests to sign, as a record of their presence. A guest book can be particularly helpful for your family when they reflect on your service and write thank you notes.

### **Receptions**

The parish hall may be used for a reception after the service. For parishioners, the Episcopal Church Women will provide simple refreshments such as lemonade, coffee, cookies, and tea sandwiches. If you would like to plan a more substantial meal, we are happy to recommend local caterers who are familiar with our kitchen. The family pays for the cost of caterers.

## **Fees and Donations**

### **Funeral fees**

The clergy do not charge a fee for officiating at a funeral or memorial service. However, if music is desired as part of the service, there is a fee for the services of our organist. This fee should be paid directly to the organist and must be received prior to the start of the service. If you would like to use the parish hall for a reception, there is a fee for the services of our sexton who will handle all of the set-up and clean-up duties. If ashes will be interred in our memorial garden, there is an additional fee for the opening of the grave.

## Summary of Fees

Music (paid directly to organist)	\$200
Administrative Costs (paid to St. Mary's)	\$100
Reception Costs (paid to St. Mary's)***	\$100
Opening the grave (if buried at St. Mary's)	\$100

\*\*\* does not include the cost of food

## Funeral Donations

If you would like to give a gift to the priest, we ask that you consider making a donation to those in need in our community by supporting our priest's discretionary account. Many families also choose to make a special memorial donation in memory of their loved ones. These gifts range from \$100-\$5,000. The rector is happy to talk with you about possible uses of a memorial gift.

## Suggested donations

Clergy Honorarium (paid to St. Mary's)	\$250
Memorial Gift (paid to St. Mary's)	Varies

## St. Mary's Memorial Garden:

St. Mary's memorial garden is available for the direct interment of ashes. This may be reserved prior to or at the time of death, and the fee per plot is \$650. Those interred in the garden are remembered with a brass plaque that is ordered by the church. The cost of the plaque is \$200 and is ordered at the time of death. Please see the parish administrator for more information.

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*Most merciful God, whose wisdom is beyond our understanding: Deal graciously with all who grieve. Surround them with your love, that they may not be overwhelmed by their loss, but have confidence in your goodness, and strength to meet the days to come; through Jesus Christ our Lord. Amen.*