

Funeral Policy and Planning Form



St. Paul's Episcopal Church

“Our assurance as Christians is that nothing, not even death, shall separate us from the love of God which is in Christ Jesus our Lord. Amen.”

--The Book of Common Prayer (BCP), page 862

This brochure outlines the teaching of The Episcopal Church about the Burial of the Dead and the guidelines for funerals at St. Paul's Church. We hope that it will provide hope and comfort to the bereaved, and guidance to families as they make arrangements for the burial of a loved one from the Church. Please contact our Rector, Fr. Seth Raymond, for further information.

In the sure and certain hope of the resurrection to eternal life through our Lord Jesus Christ, let us pray:

"Father of all, we pray to you for *N.*, and for all those whom we love but see no longer. Grant to them eternal rest. Let light perpetual shine upon them. May *her* soul and the souls of all the departed, through the mercy of God, rest in peace. Amen."

BCP, page 498

Burial in The Episcopal Church

The Book of Common Prayer provides the following directions for the Burial of the Dead in The Episcopal Church:

- The death of a member of the Church should be reported as soon as possible to, and arrangements for the funeral should be made with, the Minister of the congregation.
- Baptized Christians are properly buried from the Church.
- The service should be held at a time when the congregation has opportunity to be present.
- If there is a coffin, it is to be closed before the service, and it remains closed thereafter. It will be covered with a pall.
- All services will conform to the 1979 *Book of Common Prayer*.
- Christian parents should make prudent provision for the well-being of their families and all persons should make wills, while they are in good health, arranging for the

disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable purposes.

“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 nothing will be able to separate us from the love of God in Christ Jesus our Lord (Romans 8:38-39).

“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.”

BCP 507

Funerals at St. Paul’s

The death of a loved one is an occasion of deep sorrow. It is also a time for the Church to offer comfort to the bereaved, and to assist family members in planning a service of worship that will express the Church’s witness to the assurance of eternal life through our Lord Jesus Christ.

When should we contact the clergy, and how do we schedule the funeral? May we invite other clergy to participate?

The following practices will guide the arrangements for funerals at St. Paul’s:

- When a person is near death, St. Paul’s clergy should be notified in order that the ministrations of the Church may be provided. See the service “Ministration at the Time of Death,” page 462, in *The Book of Common Prayer*.
- Funerals at St. Paul’s are to be scheduled with the Rector prior to making any calendar arrangements with a funeral establishment.

- St. Paul’s associate clergy, if any, share with the Rector in the ministrations at the time of death and in the conduct of burial services.
- Please talk to the rector before inviting other clergy to preach, celebrate the Holy Eucharist, or otherwise assist at any St. Paul’s services.

Is there a specifically Christian view of burial, about the body?

Yes, there is. From ancient times, Christian funeral rites, following Jewish precedents, have assumed that the body is present for the funeral service. Family members or the Church gave special care to the body because it was the temple of the Holy Spirit. The body was lovingly washed, sometimes anointed, wrapped in a clean linen shroud or clothed, and a vigil was kept either in the home or at the church.

Christians believe that a corpse should be handled reverently, although this does not imply that it should be thought of as being prepared for immortality. The Christian faith emphasizes transformation. The central proclamation of the gospel is: “Christ has been raised from the dead, the first fruits of those who have died” (I Corinthians 15:20). The doctrine of the resurrection means that, at death, the physical body indeed perishes (“dust to dust”) and is no more. In the resurrection, God provides a new, spiritual, body that bears “the image of the Man of Heaven,” that is, the Risen Christ (I Corinthians 15:44, 49; cf. vv. 35-54). In other words, for the Christian, our risen life is based on a new creative act of God, not a continuation of our natural life in merely a new form.

Is cremation appropriate for Christians?

When the Resurrection is the foundational belief, the Christian view of burial may also, and quite properly, include cremation. The order of service in our Prayer Book, however, suggests that cremation should follow the funeral liturgy: “The coffin is to be closed before the service, and it remains closed thereafter” (BCP 468, 490). Nevertheless, for a variety of sound reasons, cremation may take

place prior to the funeral, and the ashes may or may not be present during the liturgy.

What choices do we need to make in deciding upon the liturgy?

All funerals at St. Paul's conform to the 1979 *Book of Common Prayer*. Our priests are responsible to the Bishop of Milwaukee for conducting the service in accordance with the Prayer Book's rubrics. The selection of the rite, collects, Scripture readings, prayers, hymns, and other music are made by the family in consultation with the clergy and/or the Director of Music. The family should also choose pallbearers, as it is preferable that the pallbearers, rather than employees of the funeral home, bear or guide the coffin into and out of the church.

The Burial of the Dead shall be celebrated according to Rite One (BCP 469-89) or Rite Two (BCP 491-505). The service may or may not include the Celebration of the Holy Eucharist, but it is recommended for the funerals of communicants. We teach that the Eucharist provides a bond between those who gather for Holy Communion and those who share in the heavenly banquet in the New Jerusalem.

If preferred, the committal of the body or cremated remains may take place at the cemetery or in a columbarium before the service in the church.

What about flowers?

Flowers for funerals are arranged by the family. The St. Paul's Altar Guild is available to serve as a resource if you should so need it. Only floral arrangements that are consistent with those in use at regular Sunday services are permitted in the chancel area. All other flowers that are sent to the church will be displayed in the Great Hall. Floral arrangements are not permitted on the coffin in the church. As an alternative to large bouquets of flowers, the friends and family of the deceased are encouraged to contribute to a charity or some fund of the parish.

May we have a reception at the church?

Families may plan for a reception, following the funeral, to be held in the Great Hall at St. Paul's. This would be an appropriate place and time for reminiscences to be offered, and the public address system may be used.

The family is responsible for the purchase and delivery of any catered items. Delivery must be arranged with the office administrator. Sextons are available for an additional fee to assist with set-up and clean-up. Alcoholic beverages are ordinarily not served during funeral receptions, but may be with the approval of the Rector. The family is responsible for obtaining these beverages.

What are the costs for having a funeral at St. Paul's?

There is no cost to active members for the use of the church or chapel for a funeral or later memorial service, or for the use of the Great Hall for a reception. The pledges and contributions of our parishioners make this provision possible. Additional expenses for flowers, the organist and other musicians, catered reception food, and extra work required of the church's maintenance staff, are the responsibility of the family.

For the Service:

Officiant: \$200 - honorarium, check payable to clergy

Organist: \$200 - check payable to organist, Joseph Kucharski, or other organist

Instrumentalist or Soloist: varies; check payable to soloist(s)

Flowers: varies; check payable to florist

Check made payable to St. Paul's to include:

Church Space: \$60 - waived for active members*

Total due to St. Paul's for Service: _____

For a Reception:

Reception Food: varies; payable to caterer

Check made payable to Sextons (2) to include:

Sexton Fees (2) for set-up and clean-up: \$75/person - names provided when reception is arranged.

Total due to Sextons for Reception: _____

*Active membership is defined as receiving communion twice in the year preceding death.

NOTE: Aid for fees is available for those in financial hardship.

May we pre-plan our funerals?

It is certainly appropriate for Christians to plan their funerals in advance. The Rector of the parish is available to offer advice and direction in these matters, and the parish office will maintain files of such plans and preferences for future use.

The following form may be used in planning:

Burial Rite Planning

*Please note: this is a sample worksheet for use in pre-planning.
A final form is to be completed in consultation with the clergy.*

Date _____

Pre-planner's (or Deceased's) Full Name:

Address _____

City, State Zip _____

Date of Birth _____

(Date of Death) _____ (Age at death) _____

Baptized? (circle) Yes No

Confirmed? (circle) Yes No

Communicant? (circle) Yes No

Contact Name _____

Phone _____

Email _____

The Funeral

Funeral Date _____ **Time** _____

Funeral Home Preference _____

Contact Name _____

Visiting hours at funeral home? (circle) Yes No

Date _____ Time _____

Visiting hours at church? Yes No

Date _____ Time _____

Body Present? Yes No Ashes Present? Yes No

Interment Date _____ **Time** _____

Location _____

Reception Location _____

The Participants

Clergy:

Officiant/Celebrant _____

Preacher _____

Assisting _____

Organist _____

Other Musicians _____

Other Participants:

Crucifer _____

Family Reflections ? _____

Lesson Readers _____

Prayers of the People _____

Altar Server _____

Chalice Bearers _____

Pall Bearers _____

Flower Process Explained _____

The Service

Choose one

- Burial Office: Rite II (with Eucharist)
- Burial Office: Rite II (no Eucharist)
- Burial Office: Rite I (with Eucharist)
- Burial Office: Rite I (no Eucharist)

Holy Scripture Choices

Old Testament Reading: choose one

- Isaiah 25:6-9 (He will swallow up death forever)
- Isaiah 51:1-13 (To comfort those who mourn)
- Lamentations 3:22-26, 31-33 (The Lord is good)
- Wisdom 3:5-9 (The souls of the righteous)

Psalms: choose one

- Psalm 42:1-7 Psalm 46 Psalm 90:1-12
- Psalm 121 Psalm 130 Psalm 139:1-11
- Psalm 23 (BCP Psalter)
- Psalm 23 (BCP, bottom, KJV)
- Psalm 27
- Psalm 106:1-5 Psalm 116

New Testament Reading: choose one

- Romans 8:14-19, 34-35, 37-39 (The glory that shall be)
- 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (Imperishable)
- 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 shall wipe away all tears)
- Revelation 21:2-7 (, I make all things new)

Officiant's choice for Gospel:

- John 5:24-27 (He who believes has everlasting life)
- John 6:37-40 (All that Behold the Father gives me will come to me)
- 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)

Hymn Choices

List hymn numbers chosen from lists below:

- _____ Entrance (optional for Rite I)
- _____ Sequence
- _____ Offertory (or special music)
- _____ Communion (or special music)
- _____ Closing

Hymn possibilities:

- 671 Amazing grace! how sweet the sound
- 688 A mighty fortress is our God (Psalm 46) *also 687*
- 665 All my hope on God is founded
- 208 Alleluia, alleluia, alleluia! The strife is o'er (1 Cor 15)
- 658 As long the deer for cooling streams (Psalm 42)
- 487 Come, my Way, my Truth, my Life
- 669 Commit thou all that grieves thee (Psalm 37)
- 287 For all the saints, who from their labors rest
- 677 God moves in a mysterious way
- 379 God is Love, let heaven adore him
- 690 Guide me, O thou great Jehovah
- 637 How firm a foundation, ye saints of the Lord *also 636*
- 517 How lovely is thy dwelling place (Psalm 84)
- 335 I am the bread of life (Jn 6 & Jn 11)
- 692 I heard the voice of Jesus say
- 668 I to the hills will lift mine eyes (Psalm 121)
- 635 If thou but trust in God to guide thee
- 429 I'll praise my Maker while I've breath (Psalm 146)
- 620 Jerusalem, my happy home (2 Cor 4-5)
- 624 Jerusalem the golden (Rev 7 & Rev 21)
- 194 Jesus lives! thy terrors now (Rom 8 & Jn 14) *also 195*
- 526 Let saints on earth in concert sing
- 621 Light's abode, celestial Salem (Rom 8, 1 Cor 15, 2 Cor 4-5, Rev 21) *also 622*
- 702 Lord, thou hast searched me and dost know (Psalm 139)
- 691 My faith looks up to thee

- 664 My Shepherd will supply my need (Psalm 23)
- 14 O God, creation's secret force *also 15*
- 680 O God, our help in ages past (Psalm 90)
- 448 O love, how deep, how broad, how high *also 449*
- 455 O Love of God, how strong and true *also 456*
- 623 O what their joy and their glory must be (Rom 8, 2 Cor 4-5, Rev 21)
- 388 O worship the King, all glorious above! (Psalm 104)
- 666 Out of the depths I call (Psalm 130)
- 373 Praise the Lord! ye heavens adore him (Psalm 148)
- 560 Remember your servants, Lord (Mt 5:3-12)
- 685 Rock of ages, cleft for me
- 492 Sing, ye faithful, sing with gladness (1 Cor 15)
- 679 Surely it is God who saves me (First Song of Isaiah) *also 678*
- 447 The Christ who died but rose again (Rom 8)
- 645 The King of love my shepherd is (Psalm 23 & Jn 10) *also 646*
- 663 The Lord my God my shepherd is (Psalm 23)
- 457 Thou art the Way, to thee alone (Jn 14)
- 338 Wherefore, O Father, we thy humble servants
- 625 Ye holy angels bright (Rev 7)
- 618 Ye watchers and ye holy ones (Rev 7)
- 178 Alleluia, alleluia! Give thanks to the risen Lord
- 191 Alleluia, alleluia! Hearts and voices heavenward raise (1 Cor 15)
- 174 At the Lamb's high feast we sing
- 181 Awake and sing the song
- 212 Awake, arise, lift up your voice
- 182 Christ is alive! Let Christians sing
- 185 Christ Jesus lay in death's strong bands *also 186*
- 184 Christ the Lord is risen again!
- 183 Christians, to the Paschal victim
- 199 Come, ye faithful, raise the strain *also 200*
- 205 Good Christians all, rejoice and sing!
- 180 He is risen, he is risen!
- 207 Jesus Christ is risen today, Alleluia!
- 188 Love's redeeming work is done (1 Cor 15) *also 189*
- 204 Now the green blade riseth from the buried grain

- 176 Over the chaos of the empty waters *also 177*
- 210 The day of resurrection!
- 202 The Lamb's high banquet called to share
- 211 The whole bright world rejoices now
- 192 This joyful Eastertide
- 187 Through the Red Sea brought at last, Alleluia!
- 209 We walk by faith, and not by sight

Special Music: _____

Additional Information _____

NOTES

(see back page for office use)

For clergy use:

1. ___ Parish Admin (Cindy) notified of
 - a. ___ full name of deceased for records
 - b. ___ date of birth and death to enter in funeral book
 - c. ___ date of funeral to enter on calendar
 - d. ___ number of bulletins to print
 - e. ___ number of committal sheets to print; rite choice
 - f. ___ reception location
 - g. ___ florist choice; plans for removing/leaving on altar
(information needed for Sunday bulletin)
2. ___ Parish Admin (Cindy)) notified of total payment due
3. ___ Information entered into Master Planner
4. ___ St. Paul's servers notified
5. ___ Organist notified
6. ___ Musicians notified
7. ___ Altar Guild notified of flower plans
8. ___ Altar Guild notified of date and estimated number of communicants
9. ___ Sextons notified
10. ___ Format funeral bulletin; send to Cindy to print
11. ___ Committal sheet request send to Cindy to print