



## **FUNERAL CUSTOMARY AND PLANNING FORM**

A funeral is a solemn occasion, where our grief at the death of a loved one meets the church's resurrection joy as we remember that God never leaves us nor forsakes us. This form is designed to provide helpful information to you, and collect necessary information from you, as we prepare for a burial liturgy.

### **WHERE TO BEGIN**

The death of a member of the Church should be reported to the church office as soon as possible. Ideally, parishioners will make and file a funeral plan with the parish office in advance of their death. If this is not the case, the Rector or his designee will gladly plan the burial liturgy with family members. Input from family on lessons and music is encouraged.

Baptized Christians are properly buried from the church. The service should be held at a time when the congregation has opportunity to be present (BCP 468).

### **GENERAL GUIDELINES**

#### *Scripture Lessons*

A list of suggested readings accompanies this form. Other Scripture readings are possible, in consultation with the clergy. Usually, a reading from the Old Testament, a psalm, a reading from the New Testament, and a Gospel reading are used.

#### *Hymns and Music*

Singing hymns is a way for the congregation to participate in the liturgy. Upon request, the Director of Music can hire a soloist and/or request choir members to help lead music for an additional fee. We recommend this as a way to support family members and friends who may not be accustomed to congregational singing.

A list of suggested hymns accompanies this form. Other musical requests must be approved by the Director of Music and the Rector or his designee. A funeral service is a Christian liturgy, and therefore requests for secular music will not be approved.

#### *Participants*

It is very appropriate for family members, fellow parishioners, friends, and colleagues to participate in the burial liturgy as lectors, ushers, or Eucharistic ministers. The family may also, in consultation with the clergy, designate someone to offer words of remembrance about the life of the departed. This remembrance should be brief and appropriate to the occasion—a worship service held in a church.

#### *Flowers*

The beauty and elegant simplicity of historic St. Peter's Church mean that altar flower arrangements are sufficient decoration. We will work with our florist to honor special requests, but in any case will use our standard arrangement settings (two vases).

## PLANNING THE LITURGY

FULL NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DATE OF DEATH \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT PHONE AND EMAIL \_\_\_\_\_

### *Service Details*

DATE \_\_\_\_\_ TIME \_\_\_\_\_ HOLY COMMUNION? YES NO

TRADITIONAL OR CONTEMPORARY LANGUAGE? \_\_\_\_\_

BODY/ASHES PRESENT? \_\_\_\_\_ PLACE OF INTERMENT \_\_\_\_\_

### *Readings*

OLD TESTAMENT \_\_\_\_\_ PSALM \_\_\_\_\_

NEW TESTAMENT \_\_\_\_\_ GOSPEL \_\_\_\_\_

### *Music*

PREFERRED HYMNS \_\_\_\_\_

SOLOIST, CHOIR, OR ADDITIONAL MUSICIANS \_\_\_\_\_

### *Participants*

REQUESTED PREACHER\*: \_\_\_\_\_

ASSISTING CLERGY\*: \_\_\_\_\_

LECTORS: \_\_\_\_\_

EUCCHARISTIC MINISTERS: \_\_\_\_\_

USHERS: \_\_\_\_\_

PALL BEARERS: \_\_\_\_\_

*\*All clergy who participate in liturgies at St. Peter's Church do so at the invitation and sole discretion of the Rector.*

Notes:

### **SUGGESTED HYMNS**

#178 - Alleluia, Alleluia! Give Thanks to the Risen Lord

#180 - He is Risen, He is Risen!

#287 - For All the Saints

#293 - I Sing a Song of the Saints of God

#304 - I come with Joy to Meet my Lord

#335 - I Am the Bread of Life

#376 - Joyful, Joyful, We Adore Thee!

#383 - Fairest Lord Jesus

#620 - Jerusalem, My Happy Home

#637 - How Firm a Foundation

#645 - The King of Love my Shepherd is

#671 - Amazing Grace

#680 - O God, our Help in Ages Past

#688 - A Mighty Fortress is our God

#690 - Guide Me, O Thou Great Jehovah

*Hymns listed are from the Hymnal 1982. Many other hymns are possible at the discretion of the Rector or his designee.*

## FEE WORKSHEET

*(Pre-filled fees are standard. Blank fees are optional and dependent upon choices made.)*

FLOWERS: \_\_ \$80 \_\_

ORGANIST: \_\_ \$175 \_\_

ADDITIONAL MUSICIANS: \_\_\_\_\_

BEREAVEMENT LUNCHEON: \_\_\_\_\_  
*The Bereavement Luncheon Committee is honored to offer this service for members of the parish. An optional contribution of \$100 offsets the cost of food and supplies.*

RECEPTION: \_\_\_\_\_  
*In lieu of a luncheon, families may choose to have a cookies and coffee reception in Burns Hall to receive friends and guests. A fee of \$50 offsets the cost of food and supplies.*

CLERGY: \_\_\_\_\_  
*It is the honor of the clergy of the parish to officiate at funerals of members of the parish. No fee is charged for clergy services for members. If desired, an honorarium may be offered to the clergy, or to the parish in honor of the clergy. For non-members, a clergy fee of \$300 is assessed.*

INTERMENT: \_\_\_\_\_  
*A plot in the historic St. Peter's Cemetery or a place to be interred in the Roy Carlisle Taylor, Jr. Memorial Garden may be purchased through the church office. Additional information on both options is available on request.*

SITE PREPARATION FEE: \_\_\_\_\_  
*For burials of ashes **in the St. Peter's Cemetery**, unless arrangements are made directly through the funeral home, our grounds staff prepares the plot for burial of ashes for a fee of \$100.*

**TOTAL:** \_\_\_\_\_