

# FUNERAL PLANNING GUIDE



## **ST. PAUL'S EPISCOPAL CHURCH**

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# Funeral Planning Guide

## *About Funerals at St. Paul's...*

At St. Paul's Church, as in all churches, we accept our Lord's promise of eternal life in God's nearer presence for those who trust in and seek to follow Christ. We view the services for the burial of the dead as solemn moments in the Church's life, reminding us of our shared mortality. But we also see these times as ones in which we are reminded to give thanks to God for his love in sending his son that we might through him have the gift of eternal life. These are also occasions for thanking God for the gift of life itself, our life and the lives of those who have died.

It is important and a token of concern for those we love to make plans for our own funerals. What follows is intended to help you do so as well as to assist those planning for a loved one's funeral. Please let the priests of St. Paul's assist you in all respects as you make plans for yourself or for one you love.

**When Death Occurs** ✘ When a member of the parish dies, please contact the Rector or the church office at once. Call the Parish Office (330) 725-4131. After office hours, please call the Rector's cell phone. *Please do not make any funeral arrangements with a mortuary before consulting with the Rector.*

**Burial from the Church** ✘ Baptized Christians, having been nurtured in the Church, are properly buried from the Church rather than from home or a funeral home. It is traditional for the casket or urn to be brought into the church at the time of the funeral, and then taken directly from the church to the cemetery. Some may prefer that the entire service take place at the graveside. In the event that burial has already taken place elsewhere, we can plan a memorial service.

**Music and the Service** ✘ It is appropriate to sing familiar favorite Easter hymns at a funeral as one way of involving those present in the service. The Rector will assist the family or friends in the selection of hymns, voluntary music, prayers, readings from scripture, and other details of the service. *The Book of Common Prayer* is used for all funerals and memorial services. Those reading the lessons from scripture may be family members or friends, as may those offering brief remembrances (Please remember that eulogies, however, are not a part of the Anglican tradition). It is very appropriate that the service include a celebration of the Holy Eucharist.

**The Pall for the Coffin** ✘ St. Paul's Church provides a large white cloth pall to cover the casket or a smaller pall to cover an urn containing ashes during the service. Flowers for the casket are not permitted in the church. The pall reminds us of the equality before God of all people. The casket remains closed during the service.

**Memorial Gifts** ✘ Many designate the Memorial Fund of St. Paul's Church as the recipient of gifts in honor of the one who has died. This fund provides permanent additions to the fabric of the parish to enhance our worship and ministries. It is completely independent of the operating budget. The families of those so honored often have in mind special projects, including outreach ministries, that can be arranged as memorials. We acknowledge each individual gift and provide to the family a list of all donors.

**Funeral Expenses** ✘ While it is up to the family to decide about funeral costs, please remember that it is fitting to keep such expenses within reason. While there is no charge for the use of the church, it is customary to provide honoraria for the clergy, the organist, altar guild and sexton.

(The current customary amounts are \$250 to the officiant, \$250 to the organist, and \$100 to the church for the services of the altar guild and the sexton.) In addition, many families also choose to make a direct memorial contribution to the church as a thank offering. There is a modest charge for a reception catered by the Episcopal Church Women at the church following the funeral (see below).

**Funeral Directors** ✘ We urge you to pre-plan your funeral by meeting with the funeral director of your choice to make “pre-arrangements.”

**Cremation and Columbarium** ✘ Cremation is completely in keeping the Church’s teachings about death. In such instances, the ashes may be interred at a cemetery or placed in the Memory Garden or Columbarium at St. Paul’s. The Garden and Columbarium are located behind Canterbury House. For such services, the urn is placed in the Columbarium by the Officiant at the conclusion of the service, assisted, if desired, by members of the family. Burial in the Memory Garden costs \$100; a niche in the Columbarium is \$500. The names of those buried there appear on the cross at the rear of the Nave.

**Flowers** ✘ Only flowers for the altar are permitted. We ask that your florist confer with the Parish Office before bring flowers in. We will place any other flowers in the Parish.

**Instructions** ✘ We encourage you to complete and return a copy of St. Paul’s funeral planning form on the following pages. This is your way of telling us how best to help you and your family make plans by being certain that we know your wishes. Please consult with the Rector or one of the priests concerning these instructions and any other plans you may wish to make.

**Reception** ✘ The ladies of St. Paul’s chapter of the Episcopal Church Women stand ready to cater a reception in our Parish Hall for a modest fee. If you would like the ECW to do so, please advise the office and a member of the Episcopal Church Women will contact you.

**Wills and other Papers** ✘ It is important for each of us to acknowledge the inevitability of death and to spare those who love us the confusion and extra expense that ensues when we have not adequately planned for death and when we have not discussed those plans with those for whom we care. Please make sure that your will, insurance papers, tax and Social Security papers, bank accounts, etc. are accessible and up-to-date, accurate, and a true representation of your wishes. Do not leave the only copy of your will or other important papers locked in a safety-deposit box, where they may be inaccessible for a time following your death. Be certain that your attorney and someone in your family have copies of all such documents. Consult with your attorney regarding bank accounts and similar matters.

In addition, if you have completed a Living Will (concerning health care measures should you become unable to communicate); be certain that you have discussed this with your physician and family and that they have completed, signed copies. St. Paul’s will be glad to keep a copy of your Living Will on hand as well, along with any other instructions you care to entrust to us.

It is certainly appropriate to remember St. Paul’s in your will. Should you wish to do so, our Parish Treasurer or the Rector can assist you in that regard.

**Funeral Planning Guide – St. Paul’s Episcopal Church, Medina, Ohio**

*Please fill out and fax to: 330-725-1129 or mail to  
St. Paul’s Episcopal Church, 317 East Liberty Street, Medina, Ohio 44256*

**Full Name of Deceased:** \_\_\_\_\_

**Name or nickname to be used during service:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Date of Death:** \_\_\_\_\_ **Cause of Death:** \_\_\_\_\_

**Full Name of Spouse:** \_\_\_\_\_

**Names of Children:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Family address:** \_\_\_\_\_

**Phone Numbers:** Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Other \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Funeral Director:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Viewing / Wake:** Yes \_\_\_\_\_ No \_\_\_\_\_

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

**Cremation:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Graveside service following:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Graveside service at a later date:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Location of burial or interment of ashes:** \_\_\_\_\_

**Reception following:** Yes \_\_\_\_\_ No \_\_\_\_\_ Location: \_\_\_\_\_

**The family requests that donations be made in the deceased name to:**

\_\_\_\_\_

**Pall Bearers:** \_\_\_\_\_

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**Altar flowers:**

Done by church florist: Yes \_\_\_\_\_ No \_\_\_\_\_

Other – Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Music:** Yes \_\_\_\_\_ No \_\_\_\_\_

Congregational Hymns: \_\_\_\_\_

Instrumental Music: \_\_\_\_\_

Prelude \_\_\_\_\_

Postlude \_\_\_\_\_

Soloist? \_\_\_\_\_

**Holy Communion:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Liturgy:** (*Check one*)

Rite One: (Old English) \_\_\_\_\_

Rite Two (Contemporary English) \_\_\_\_\_

**Lessons from Scripture:**

*From the Hebrew Scriptures: (Select one)*

\_\_\_\_\_ Isaiah 25:6-9 (He will swallow up death for ever)

\_\_\_\_\_ Isaiah 61:1-3 (To comfort those who mourn)

\_\_\_\_\_ Lamentations 3:22-33 (The Lord is good to those who wait for him)

\_\_\_\_\_ Job 19:21-27a (I know that my Redeemer lives)

*From the Psalms: (Select one)*

\_\_\_\_\_ Psalm 23 (Select either BCP or KJV)

\_\_\_\_\_ Psalm 27

\_\_\_\_\_ Psalm 42:1-7

\_\_\_\_\_ Psalm 46

\_\_\_\_\_ Psalm 90:1-12

\_\_\_\_\_ Psalm 106:1-5

- \_\_\_\_\_ Psalm 116
- \_\_\_\_\_ Psalm 121
- \_\_\_\_\_ Psalm 130
- \_\_\_\_\_ Psalm 139:1-12

*From the New Testament Epistles: (Select one)*

- \_\_\_\_\_ Romans 8:14-19,31-39 (The glory that shall be revealed)
- \_\_\_\_\_ 1 Corinthians 15:20-26,31-44,53-58 (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)

*From the New Testament Gospels: (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 me)
- \_\_\_\_\_ John 10:11-16 (I am the good shepherd)
- \_\_\_\_\_ John 11:17-27 (I am the resurrection and the life)
- \_\_\_\_\_ John 14:1-6 (In my Father's house are many rooms)

*Other Texts:*

Title and Author: \_\_\_\_\_

Title and Author: \_\_\_\_\_

**Readers:**

Hebrew Scriptures: \_\_\_\_\_

Psalm: \_\_\_\_\_

Epistle: \_\_\_\_\_

Other Readings: \_\_\_\_\_

Leading the Prayers \_\_\_\_\_

## Music Suggestions for Funerals

*Please consult with the Rector and the Organist before selecting hymns and other music. This selection is not meant to be exhaustive, but to give some ideas of music that others have found to be helpful. Please feel free to suggest other pieces. Easter hymns are particularly appropriate to the burial office.*

<b>Common Title</b>	<b>Hymn Number</b>
A Mighty Fortress Is Our God	688
Alleluia, Alleluia, give thanks to the risen Lord	178
All Hail The Power Of Jesus' Name	450
Alleluia Sing To Jesus	460
Almighty Father, strong to save	579
Amazing Grace	671
Blessed Assurance Levas	184
Christ is alive	182
Come away to the Skies	213
Crown Him with many crowns	494
Eternal Father, strong to save	608
Holy, Holy, Holy, Lord God Almighty	362
How firm a foundation	637, 636
How great Thou art	LEVAS 60
I am the Bread of Life	335
Jesus Christ is Risen Today	207
Joyful, Joyful we adore thee	376
Just a closer walk with thee	LEVAS 72
Just as I am	693
Lead on O King Eternal	555
Lord of all hopefulness	482
Love Divine	657
My faith looks up to thee	LEVAS 88
My Jesus I love thee	LEVAS 89
Nearer my God to thee	LEVAS 54
Now thank we all our God	397
On Christ the Solid Rock	LEVAS 99
Praise my soul the King of Heaven	410
Praise to the Lord, the Almighty	390
Precious Lord take my hand	LEVAS 106
When Morning guilds the skies	427

*Note: LEVAS = Lift Every Voice and Sing II, 1993*