



FUNERAL AND MEMORIAL SERVICES

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Funeral Guidelines

The priest and people of Holy Trinity Episcopal Church extend their prayers and condolences to you upon the death of your loved one. We hope that these guidelines help you to plan a funeral service within the liturgy of the Episcopal Church that comforts you and your family at this time. To assist you, Holy Trinity provides the following Funeral Planning Guide, which includes suggested readings and hymns. All arrangements for the funeral must be made in consultation with the priest. Final decisions regarding the funeral, liturgy, music, and flowers are at the discretion of the priest.

General Overview:

Holy Trinity Episcopal Church provides a funeral for anyone. The family or the deceased does not have to be a member of Holy Trinity Episcopal Church, an Episcopalian or a baptized Christian. Everyone deserves a dignified burial service. We will use one of the burial services provided in the 1979 Book of Common Prayer and choose prayers and hymns that your family agrees to hear, sing and say. Funerals are held in the sanctuary, with or without Holy Communion. Funeral services in funeral homes are considered for special pastoral circumstances.

The priest will coordinate the date and time of the funeral with the director of the funeral home chosen by the family. The family makes arrangements for a burial plot through the funeral home. A reception may be held following the funeral service, but the family, friends, or family-arranged caterer must provide the refreshments; a fee is paid for use of the Parish Hall for reception*. An administrative fee is paid to the church**, and one for the organist*** and one for the custodian****. An honorarium to the priest is appreciated.

Planning the funeral service with the priest:

The priest at Holy Trinity Episcopal Church officiates at all worship services in the church. If another Episcopal priest is desired to assist (or officiate), the permission and invitation of the priest at Holy Trinity Episcopal Church is required. Guest clergy (other than Episcopal priests and deacons) are invited from time to time to read the lessons, lead prayers, and/or preach.

- *The Liturgy:* The emphasis of the funeral service is a celebration of the life of the deceased and the hope of a Resurrected life with Christ. The order of service for funerals is according to the 1979 Book of Common Prayer, which has two funeral liturgies. Rite I service uses traditional Elizabethan English, while Rite II service uses contemporary English language. Holy Trinity Episcopal Church will prepare a bulletin for the service. The priest will preach the good news of God's love and our salvation, making reference to the life of the deceased. One or two family members or friends may speak for a short period of time at the invitation of the priest.

- *Scripture Lessons and Readers:* Lessons from Holy Scripture are read at funeral services. The service usually includes a reading from the Old Testament, a psalm (read by the congregation as a whole), a reading from the New Testament, and a reading from the Gospel. A list of suggested readings is included for you to discuss with the priest. A deacon, priest, or bishop must read the Gospel; a friend or family member may read the Old and/or New Testament lessons.

- *Hymns:* Hymns are normally drawn from the 1982 Hymnal, Lift Every Voice and Sing, or Wonder, Love and Praise. Hymns not found in these hymnals may on occasion be used if the music can be secured and copyright permission is granted. The organist at Holy Trinity Episcopal Church will play the organ and/or the piano at all funerals unless the organist and priest give permission for another organist to play. Vocal and instrumental solos must be approved by the organist and priest.

- *Altar:* The liturgical color for funerals is white. White is the color used for many of the great feasts of the Church and symbolizes the joy of the Resurrection. The frontal on the altar, the hangings on the lectern, the pall on the casket, and the minister's vestments are all white. The paschal candle, which is lit at Easter, baptisms, and funerals, is placed by the body to symbolize the presence of Christ and the victory of light over darkness.

- *Flowers:* Holy Trinity Episcopal Church does not provide or make arrangements for flowers. Arrangements can be made through the funeral home and/or florist. Flowers should be removed at the end of the service.

- *The Holy Eucharist:* In the Episcopal Church, the Holy Eucharist -- also called the Mass, Holy Communion, or the Lord's Supper -- is frequently celebrated as part of funeral and memorial services. The Holy Eucharist is our central sacrament, celebrating Christ's death and resurrection. A celebration of the Holy Eucharist as part of a funeral or memorial service reminds us that we also share with Christ in his death and resurrection. In the Eucharist, we also share in the heavenly banquet with the deceased and with those who have gone before. The celebration of Holy Eucharist adds an additional 20 minutes to the length of the service. All people, without exception, are welcome at God's Holy Table.

- *Ushers:* Ushers at a Holy Trinity Episcopal Church funeral are expected to fulfill two important responsibilities: the seating of guests, and the ushering of the congregation to the altar rail to receive Holy Communion. It is the custom in this Church to remain silent in the nave before a service of the Church, allowing the congregation a quiet moment of reflection before the service begins. Holy Trinity Episcopal Church can schedule volunteers to serve as ushers. In some cases, the funeral home will provide competent and reverent ushers for the service.

- *Guest Book:* Holy Trinity Episcopal Church does not provide a guest book for congregation members to sign. In most cases, this is provided by the funeral home.

- *Reserved Seating:* The first two or three rows are reserved for the family.

Funeral:

- *Casket:* The body of the deceased is always treated with dignity and respect. When the casket is present for the funeral, it is closed prior to the funeral and covered with a white cloth called a pall. The pall reminds us of the white garment of baptism and that the promises of baptism are fulfilled at our death. The cross and clergy lead the casket into the church and family members may follow it, if they wish, or they may be seated prior to the beginning of the service. At the conclusion of the service, prayers of commendation are offered around the casket and the clergy leads the casket out of the church with the family following.

- *Cremation:* This is an acceptable and dignified way of treating the deceased's body. In a sense, cremation merely hastens the natural process of returning a body to ashes and dust. When the ashes, sometimes called "cremains," are present during the service, they are treated the same way as a body in a casket. They are placed on a table at the front of the church and covered with a small pall. They may be processed in and out of the church or they may be placed on a table before the service begins. The ashes may be interred immediately after the funeral service or at a later date.

- *Memorial Service:* A funeral service without a body is properly called a memorial service. Ashes may be interred before the funeral at a time which serves the needs of the family. The subsequent liturgy would be a "memorial" service. It is conducted in the same way as a funeral service with the exception that the prayers of commendation over the body are not used.

Fee Schedule:

- The priest is not usually paid, but an honorarium for the additional time needed to prepare for the service is appreciated; you can discuss this with the funeral home.

- *Reception Hall Fee: See separate building use agreement.

- **Administrative Fee: An administrative and facilities fee of \$150 is charged for funeral or memorial services; this is waived for parish members in good standing. The check is payable to "Holy Trinity Church," with "funeral fee" in the memo line. This fee is sometimes paid through the funeral home.

- ***Organist Fee: The fee for the organist is \$150; check made payable to the organist and paid before the service begins. Please consult with the priest for the correct spelling of the organist's name. This fee is sometimes paid through the funeral home.

- ****Custodial fees: There is a \$50 cleaning fee in connection with services held in the church; check made payable to the custodian and paid before the service begins. Please consult with the priest for the correct spelling of the custodian's name. This fee is sometimes paid through the funeral home.

~~~~~End of Guidelines~~~~~

## Funeral and Memorial Services Checklist

Name of deceased \_\_\_\_\_  
Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_  
Cause of death \_\_\_\_\_  
Date and place of interment \_\_\_\_\_  
Family contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Service Planning**

Day and date \_\_\_\_\_ Time \_\_\_\_\_

|                                                    |    |                  |            |
|----------------------------------------------------|----|------------------|------------|
| Funeral                                            | or | Memorial service |            |
| Casket                                             | or | Urn              | or Nothing |
| Communion                                          |    | Yes              | No         |
| <i>Music:</i> Organist if available (separate fee) |    | Yes              | No         |

*Hymns:* \_\_\_\_\_

*Flowers:* Arranged and paid for by the family to be delivered before the service.

*Candles:* The altar candles and baptismal candle will be lit as appropriate.

Reception (separate agreement) Yes No

Audio and video technologies

Worship leaflet (details on reverse)

**Costs:** payable as noted unless arranged through the funeral home.

- **Administrative & facilities fee:** \$150 check is payable to "Holy Trinity Church," with "funeral fee" in the memo line. (Waved for parish members in good standing.)
- **Organist's fee:** the fee for the organist is \$150, check made payable to: \_\_\_\_\_ before the service begins.
- **Clergy fee:** an honorarium of \$250 is suggested; check payable to The Rev. Richard Signore.
- **Custodial fee:** \$50 cleaning fee check payable to Greg Nikolla.
- **Use of Parish Hall for reception:** Minimum \$150; see separate building use agreement available upon request. (Waved for parish members in good standing.) Check payable to Holy Trinity Church.

\_\_\_\_\_  
*Signature of contact*

\_\_\_\_\_  
*Date*

## Worship Leaflet details:

Scripture suggested in the Book of Common Prayer for reading at the burial office.

### The Hebrew bible (Old Testament)

- Isaiah 25:6-9
- Isaiah 61:1-3
- Lamentations 3:22-26,31-33
- Wisdom 3:1-5,9
- Job 19:21-27a
- Psalm 23
- Psalm 27
- Psalm 106:1-5
- Psalm 116

### The New Testament

- Romans 8:14-19,34-35,37-39
- 1 Corinthians 15:2-26,35-38,42-44,53-58
- 2 Corinthians 4:16--5:9
- 1 John 3:1-2
- Revelation 7:9-17
- Revelation 21:2-7
- The Gospel (the gospel is read by the rector, or a deacon if present)
- John 5:24-27
- John 6:37-40
- John 10:11-16
- John 11:21-27
- John 14:1-6