



# St. James Santee Episcopal Church Funeral Planning Check List

Name \_\_\_\_\_

Today's Date \_\_\_\_\_

## **Guidelines for Service Planning**

At St. James Santee Church, as in all Christian Churches, we believe in our Lord's promise of eternal life to all who have put their faith in Christ. We certainly view the services for Burial of the Dead as a solemn moment in the life of the Church, reminding us all of our physical mortality. We also welcome this as a time to give thanks to God for the gift of those who are dear to us and for caring about us enough to send His Son that we might have the gift of eternal life. We also gather to stand with those who are grieving.

### **Planning Ahead**

We strongly encourage our members and friends to plan their funeral or memorial service in advance. As followers of the Resurrected Lord, we need not deny our mortality, but trusting that "nothing can separate us from the love of God in Christ Jesus," can plan for our funerals or memorial services as both an act of faith that "we too shall live." Planning ahead is also an expression of love for those remain behind.

### **When Death Occurs**

When the death of a member of the Church occurs, the Vicar should be called as soon as possible and arrangements made for the funeral service in consultation with him or her. Please do not set a time with the funeral home for a service before consulting the Vicar.

### **Burial from the Church**

It is normative that Church Members be buried from the Church rather than a service conducted in a Funeral Home setting. We also welcome those who are non-members who would like to be buried from St. James Santee Episcopal Church. Please be reminded that if this is done, the service will be conducted in the Episcopal tradition.

### **Funeral Homes**

The Vicar of St. James Santee is comfortable working with local funeral homes. He or she is also happy to visit the funeral home with the family for pastoral support when making arrangements. It is our tradition that the Burial Office is conducted from St. James Santee and that funeral home personnel are not needed during the actual service in the Church.

### **Visitation or Reception**

Families may use the Parish House (The Morrison House) before or after the service to receive those who would like to greet the family. Upon request our Hospitality Ministry will arrange for a simple reception of light refreshments following the service. Please discuss this with the Vicar if you would like us to arrange a Reception.

## Coffins and Cremation Urns

Individuals and/or their families typically choose between burial or cremation. Open coffins are not permitted in the church Nave (Sanctuary). Coffins carried into the Church or cremation urns placed in the Nave are covered with a fabric pall before being brought into the Church. The use of a pall signifies the equality each individual has in the eyes of God . Flags may be used at the graveside.

*"Blessed are the dead who die in the Lord, "  
says the Spirit, "For they rest from their labors."  
(Rev. 14:13)*

Name \_\_\_\_\_

Birth date and death date \_\_\_\_\_

Most recent Address \_\_\_\_\_

Baptized?, Member?, Church Affiliation \_\_\_\_\_

If you served our country in the Armed Services, would you like military honors? \_\_\_\_\_

Which branch and who will make arrangements? \_\_\_\_\_

### **Family Members:**

Spouse: \_\_\_\_\_

Children: \_\_\_\_\_

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

Family Contact Person (name and phone) \_\_\_\_\_

### **Funeral Particulars**

Funeral Home Contact person (firm, contact's name) \_\_\_\_\_

Time and Date of Service \_\_\_\_\_

Place of Service \_\_\_\_\_

Place of Interment \_\_\_\_\_

Visitation . Place. Time \_\_\_\_\_

(Would you like for the priest to come for a short prayer when the immediate family gathers at the funeral home before the visitation?)

Vigil in Church? \_\_\_\_\_

**Service:**

Liturgy:

Holy Communion : Yes \_\_\_\_\_; No \_\_\_\_\_.

Rt. I or Rt. II (traditional or more contemporary language) \_\_\_\_\_

Lessons/Readings: May be those in BCP p. 470, p.475, and p.480, or if there is a scripture passage that has special meaning for the family, this may be used. Readings not from the Bible may be used if appropriate. Preferences about readings should be discussed with the Vicar. The final reading should always be from one of the Gospels.

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Family other readings or comments (who and what):

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**Homily:**

Homilist: \_\_\_\_\_

**Music:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Participants:**

Any additional Clergy participants? Name and Contact info:

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Other Participants: Readers, Crucifer, Acolytes

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Musician (s): The Church Musician is the normative musician for all funerals or memorial services. It is customary to pay the musician an honorarium. It also customary that music be sacred.

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Lectors – May be family members, friends or provided by the church.  
Names and contact information:

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Eucharistic Minister:

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Pall Bearers:

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Honorary Pall Bearers  
Ushers

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**Other:**

Flowers:

Two floral arrangements inside the Nave (Sanctuary) are appropriate. The clergy will help you contact the Altar Guild who will assist you in making arrangements for flowers Please do not order flowers before this contact has been made.

Flowers on stands, wreaths, or a floral spray are not a part of the Episcopal Burial service.

After the service, the Flower Guild will remove flowers from the Altar and the Parish House, if applicable, and deliver them to the place chosen by the family.

Attribution in the order of service usually reads something like this – The flowers are given to the Glory of God and in thanksgiving for the life of \_\_\_\_\_.

Order of Service:

The Church will be happy to provide an order of service. Estimated number\_\_\_\_\_

Memorials: If you have not made memorial designations, this is a good time to remember the church as well as other charitable organizations which may have meaning for you. Memorials in lieu of flowers are strongly encouraged.

Address of Organization \_\_\_\_\_  
\_\_\_\_\_

To whom should acknowledgements be made?  
\_\_\_\_\_

### Expenses

While expenses in connection with the funeral are for the family to decide, please remember that it is fitting to keep funeral expenses at a minimum. Should the family choose to have a Visitation or Reception at the Church, an appropriate donation may be made. There is no charge for the use of the Church. It is appropriate to pay for the services of a church musician. Honorariums to clergy for conducting a funeral service for a member of St. James Santee are not expected but are appreciated. For non-members, it is appropriate to make a gift to the church or the Discretionary Account of the Vicar.

### Cremation

Cremation is permissible in the Anglican tradition. The church's recommendation is to have the cremated remains present at the funeral.

### Suggested Hymns:

The following is a list of some suitable hymns. Easter hymns are especially appropriate.

- "A mighty fortress is our God" - Hymn # 688
- "Alleluia, the Strife is O'er, the Battle Done" - Hymn # 208
- "Come, Ye Faithful, Raise the Strain" - Hymn # 199
- "O God our help in ages past" - Hymn # 680
- "Amazing Grace" - Hymn 181 (LEVAS II)
- "How Great Thou Art" - Hymn # 60 (LEVAS II)
- "It Is Well With My Soul" - Hymn # 188 (LEVAS II)

**Any other Comments or Concerns ?**  
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\_\_\_\_\_

*You may keep this document at home with important papers  
Please give thought to also filing a confidential copy with the Church Office*

**St. James Santee Episcopal Church**  
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