



St. Peter's Episcopal Church
Guidelines & Resources
for Funerals & Memorial Services

On behalf of all of us at St. Peter's Episcopal Church, we extend prayers and condolences to you upon the death of your loved one. These guidelines are intended to help you do some initial planning of a funeral or memorial service using the liturgical traditions and resources of the Episcopal Church. The liturgy is intended for the comfort of you, your family and all who will attend.

St. Peter's Episcopal Church will provide a funeral for anyone. Neither the deceased nor family members need be a member of the parish, an Episcopalian, or even a baptized Christian. Everyone deserves to have a dignified funeral and burial service, and providing these rites is a cornerstone of our commitment to providing spiritual care for all who request it.

If you decide to plan a funeral with us, we will use one of the Burial Rites in the 1979 *Book of Common Prayer*, with hymns and readings which are chosen by the family and/or clergy. In order to assist you, we have developed the following step-by-step planning guide which also includes suggested readings and hymns and information about a reception before or after the funeral, should you desire it.

Again, this document is for your preliminary planning. As soon as possible after a death, you should plan to meet with a priest, who will help finalize plans and chart next steps.

In Christ,
The Reverend Kelly Steele
Priest in Charge

Service Configurations

- 1) Burial Office with Holy Eucharist
 - ❖ Start in the chapel (or church) with readings, prayers, small sermon, and Communion before moving to the memorial garden for prayers and interment of ashes.
- 2) Burial Office without Holy Eucharist
 - ❖ Start in the chapel (or church) with readings (minimum 1), prayers, small sermon (but no Communion) before moving to the memorial garden for prayers and interment of ashes.
- 3) Graveside Service
 - ❖ Shorter service of a reading, prayers, small sermon that takes place directly at the site of their burial.

Burial in the St. Peter's Memorial Garden

The Memorial Garden is available to anyone who was been baptized at St. Peter's or who were current members in good standing at the time of their death, or who have previously purchased a niche. **If a niche was not purchased in advance** and you wish for your loved one to be interred here, please inform the priest helping plan the funeral. Assuming the above-mentioned membership guidelines are met, please meet with the Administrator when payment is made to reserve a plot. The map of the Garden/Columbarium may be seen by scanning the QR code to the right.



If burial is to take place at a local cemetery the officiating priest will accompany the funeral party to the place of burial and lead a brief Committal service. Please make arrangements for burial or interment to take place immediately after the funeral service is concluded.

Reception at the Church

The Memorials Reception Committee hosts receptions for the funerals of parishioners and their families. We normally host receptions in the Parish Hall. Receptions are scaled to the needs of the family, but normally include coffee, tea, cookies and finger sandwiches.

Memorial Gifts - If the person who has died was an active member of the St. Peter's congregation, please consider listing St. Peter's as one of the places people can send memorial gifts.

Undesignated gifts will be directed, by the vestry, to the area of ministry with greatest need. Depending upon the interests of the deceased, financial offerings are most appreciated for one of the following funds and should be indicated in advance or in the memo line of a check:

- The St. Peter's Endowment Fund (for the long-term benefit of new ministries, one-time projects, or mission-work)
- The St. Peter's Maintenance Reserve Fund (aka the "Building Fund" helps with the long-term upkeep of the campus, buildings, and Memorial Garden)
- The St. Peter's Operating Fund / General Operations (current year's mission and ministry, including charitable work in the community as well as staff compensation)
- The Rector's Discretionary Fund (monies given to be used only for "pious or charitable purposes" often for people seeking emergency one-time rent, food, utility bill assistance)

Legacy Gifts - Many of our parishioners are members of the *The Key Society*, which means they remembered the church in their estate planning and have given written notice of this to the Administration or the clergy.

Fees and Donations

No fees for **clergy or use of church facilities** are required for active members,** but it is customary to donate to the church as outlined above and/or honorarium to the clergy.

The suggested minimum honoraria for a funeral service are as follows:

	<u>Active Members**</u>	<u>Inactive Members or Family of Members</u>	<u>Non-Members</u>
Sanctuary Use	\$0	\$200	\$350
Garden Use	\$0	\$50	\$100
Parish Hall Use	\$0	\$200	
Receptions	May be catered separately (ask about a preferred vendor) or hosted by the Hospitality Committee of St. Peter’s (cost varies based on selections).		
Live Streaming	\$125/hour (market rate of media consultant) beginning 30 minutes prior to service. \$50 additional printing fee for larger services.		
Organist/ Musicians*	\$250+ for organist the service (dependent on complexity) \$100 for music director securing instrumentalists/soloists (Instrumentalist: \$200+; Soloist: \$100+; Section Leaders: \$50)		
Custodial Fee*	\$100 base and \$25 per hr. if 2+ hr.		
Flower Fee*	\$150 if using St. Peter’s flower guild. Alternatively, we suggest Kiwi Fleur Florist (912.352.0995)		
Printing Fee	\$0	\$100	
Priest’s Honorarium*	Based on family discretion. The average rate is \$200-\$400 per clergy.		
Memorial Garden Burial	Burial Niche: \$650 per person Columbarium: \$1500 total		
	<u>At your discretion</u> Memorial Gifts or Legacy Gifts to the Building Fund (MRF), the Endowment, or General Operations (as described above).		

*Fees are paid directly to the provider.

**An “active member” is a person regularly in worship and financial support of St. Peter’s Church at the time of his/her death. This definition does not extend to a person’s spouse or children, but rather the “Inactive/Family” column does. Active members support the parish financially through their annual stewardship and therefore receive a reduced fee for services.

Total Owed for Service:	
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Planning Worksheet

The worship service is a wonderful place to include friends and family members. This worksheet may be helpful as you begin. Complete as much or as little of this as you feel comfortable or ready to do.

This worksheet may be used before or after your meeting with the priest helping you to plan the liturgy. She or he will need this information as soon as you have made the decisions so that the worship booklets can be produced.

Basic Information

Full Name of the Deceased _____

Dates of Birth and Death of the Deceased _____

Final Residence of the Deceased _____

Was the Deceased baptized? Yes or No

Did the Deceased ever receive Holy Communion? Yes or No

Church Membership of the Deceased _____

Note: Members and past members of Saint Peter's are encouraged to invite current parishioners to the service. If the deceased was not a member of St. Peter's Church, fees may be required, as outlined above.

May we notify the parish of the service? Yes or No

Primary Contact Person Name: _____

Phone number: _____

Email address: _____

Funeral Home & Contact Info: _____

Burial Service Time & Date _____

Will the body or urn be present at the service? Body Urn Neither

If body/urn will be present, who will deliver? _____

Service Location _____

Estimated number of attendees _____

If available, will you use St. Peter's Flower Guild? Yes or No

Burial Location _____

Will there be a reception following the service? Yes or No

Reception Location _____

Memorial Gifts/In-lieu of flowers? _____

Is St. Peter's included in the Deceased's Will? Yes or No

If yes, a member of the Clergy and/or Vestry will contact you to go over the details of the planned gift.

Liturgy Planning Sheet for Funeral Services

The worship service is a wonderful place to include friends and family members. *Complete as much or as little of this as you feel comfortable or ready to do*; St. Peter's will arrange for any volunteers or selections for which you do not indicate a preference. The priest will need this information as soon as you have made the decisions so that worship booklets may be produced.

Rite I (Elizabethan English)

or

Rite II (Contemporary English)

(select one; St. Peter's almost always uses Rite II)

Will anyone be offering remembrances? (aka "eulogies" 2 minutes each and approx. 200-400 words, prior to the service). Please email these to the clergy 48 hours before the service.

Scripture Lessons (Select 1-2; suggestions below. If a Eucharist, the Gospel is always one of the selected readings)

First Lesson _____

read by _____

Second Lesson _____

read by _____

Psalm _____

Gospel _____

Prayers for the departed led by _____

1-3 Hymn Selections, and other musical notes (see suggestions above)

Requests for Guest Musicians and/or Ministers? Please explain.

Will there be Communion at the service? Yes or No

Other Notes or Comments: _____

Suggested Readings from Scripture

Old Testament: *(choose one)*

Daniel 12:1-3 (Those who sleep in the dust shall awake)

Isaiah 25: (6-7) 8-9 (The Lord will wipe away the tears)

Isaiah 25:6-9 (He will swallow up death in victory)

Isaiah 61:1-3 (To comfort all that mourn)

Lamentations 3:22-26, 31-33 (The Lord is good unto them that wait for him)

Wisdom of Solomon 1:13-15 (God did not make death)

Wisdom of Solomon 3:1-5, 9 (The souls of the righteous are in the hand of God)

Job 14:7-9 (10-12) (Mortals die, and are laid low)

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

New Testament *(choose one):*

Romans 6:3-9 (10-11) (So we might walk in newness of life)

Romans 8:14-19, 34-35, 37-39 (All who are led by the Spirit are children of God)

Romans 14:7-9 (And if we die, we die to the Lord.)

I Corinthians 15:20-26 (The last enemy ... is death)

1 Corinthians 15:51-58 (Death has been swallowed up in victory)

II Corinthians 4:16-5:9 (Things which are not seen are eternal)

II Corinthians 5:1-9 (We walk by faith, not by sight)

I John 3:1-2 (We shall be like him)

1 Peter 1:3-9 (He has given us a new birth into a living hope)

Revelation 7:9-17 (God shall wipe away all tears)

Revelation 21:2-7 (Behold, I make all things new)

Psalms *(choose one, or substitute a hymn):*

Psalms 23 (The Lord is my shepherd)

Psalms 42:1-7 (As the deer longs for the water-brooks)

Psalms 46 (God is our refuge and strength)

Psalms 90:1-12 (Lord, you have been our refuge)

Psalms 121 (I lift up my eyes to the hills)

Psalms 139:1-11 (Lord, you have searched me out and known me)

Gospel Lesson (choose one):

Matthew 11:25-30 (Come to me, all you that are weary)

Luke 24: 13-16 (17-35) (Encountering Jesus on the road to Emmaus)

John 5:24-27 (He who believes has everlasting life)

John 6:37-40 (All that the Father gives me will come to you)

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)

John 20:11-18 (Mary encounters the risen Christ)

Suggested Hymns:

The hymns listed below are considered especially suitable for a Service of Christian Burial, although other hymns may be substituted. Please pick 2-3 hymns for use during the service and note that there is no hymn at the procession into the church; instead, verses from Scripture are recited by the officiating priest. The musician will play both a prelude and postlude in addition to the hymns. Numbers listed refer to the 1982 Hymnal:

- 174-213 – Any Easter hymn is appropriate for a funeral
- 208 – “The Strife is o’er”
- 287 – “For all the saints”
- 293 – “I sing a song of the saints of God”
- 324 – “Let all mortal flesh keep silence”
- 335 – “I am the bread of life”
- 376 – “Joyful, joyful we adore thee”
- 379 – “God is Love, let heaven adore him”
- 390 – “Praise to the Lord”
- 397 – “Now thank we all our God”
- 429 – “I’ll praise my Maker while I’ve breath”
- 423 – “Immortal, invisible”
- 470 – “There’s a wideness in God’s mercy”
- 473 – “Lift high the cross”
- 482 – “Lord of all hopefulness, Lord of all joy”
- 618 – “Ye watchers and ye holy ones”
- 624 – “I come with joy”
- 635 – “If thou but trust in God to guide thee”
- 636, 637 – How firm a foundation, ye saints of the Lord
- 645, 646 – “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”
- 711 -- “Seek ye first the kingdom of God”