

ST. JAMES' EPISCOPAL CHURCH
POLICIES REGARDING FUNERAL SERVICES

Approved 17 February 2003

Directions for the Burial Office, Rites I and II, are found in the Book of Common Prayer at pages 468 and 490, respectively. Additional St. James' policies and practices are set forth below. **The family may request the following:**

- ◆ The time and place of the visitation, and the time of the funeral service. (These times may be altered by the Rector when regularly-scheduled parish activities preclude the availability of adequate parish facilities and parking space.)
- ◆ The Lessons to be read (as provided in *The Book of Common Prayer*)
- ◆ The persons who will read the Lessons
- ◆ The persons to serve as acolytes (These persons must be trained acolytes.)
- ◆ The persons to serve as pallbearers
- ◆ When there is a Eucharist, the persons to serve as chalice bearers (These persons must be trained chalice bearers/Eucharistic ministers.)
- ◆ The hymns to be sung (using *The Hymnal 1982*)
- ◆ Anthems and service music other than Hymns (contingent upon approval of the Organist-Choirmaster)
- ◆ The St. James' Choir (pending availability as determined by the Organist-Choirmaster)

Additional instructions:

- ◆ When a coffin is used, it will remain closed at all times and covered with a pall.
- ◆ Flowers used in the church will conform to the customary practice of St. James' Flower Guild.
- ◆ No changes will be made in church fixtures or furnishings.
- ◆ When there is a homily, it will be given by the clergy of St. James'. It is not our custom for lay persons to deliver a eulogy as part of the funeral service. Should a friend or family member desire to offer a eulogy, he/she may do so during the visitation.
- ◆ Should the family wish to invite a musician other than St. James' Organist-Choirmaster to perform at the service, they must first seek the approval of the Rector and Organist-Choirmaster.
- ◆ The layout and production of the funeral service leaflet will be done by St. James' staff under the direction of the Rector.

All requests regarding the above details are contingent upon the approval of the Rector.

EXPLANATORY NOTES FOR BURIAL INFORMATION SHEET

1. There are several options for where a body can lie in state. We encourage people to have the body brought as soon as possible to the church where it may stay until time for the funeral. Visitation can be held in the Guild Parlor, and all of those details are handled by the church. You may, however, still choose to have the body and visitation held at a funeral home.
2. The Holy Eucharist is always appropriate at funeral services. You may choose Rite I or Rite II. If you decide not to have a celebration of the Eucharist you may choose Rite I or Rite II of the Burial Office.
3. Easter Hymns are especially appropriate at funerals, but any hymn in the hymnal is acceptable.
4. The Flower Guild handles all flowers for the church, and the Guild Parlor is not equipped to have sprays of flowers placed in it during visitation. Potted plants and table top arrangements are permitted. The church office takes care of acknowledging memorials. Memorials may be made to St. James' or any other charitable organization.
5. Cremation and Burial are both within the Christian tradition.
6. As an alternative to grave space, St. James' offers a columbarium for interment of ashes.
7. A pall is always used in the church and at the grave; therefore an expensive casket is no more visible than an inexpensive one.
8. Some people have strong preferences as to what dress, suit, etc. that they wish to be buried in.
9. If there is a priest, deacon, or other minister that you would like to assist the St. James' Clergy, it can be noted here.
10. Please list the relatives (and their addresses) you would like to send a copy of these wishes to.
11. Note any specific wishes not listed above.

Name: _____

Death, for Christians, although a time of mourning, is also a time of celebration. So with sure and certain hope of the resurrection, and a desire to express to my family personal wishes concerning funeral and burial arrangements, I carefully submit the following wishes:

1. I wish to have my body to lie in state at: _____

2. My preferences of service is: _____

3. I would like for the following hymns to be sung: _____

4. In lieu of flowers I would like for memorials to be sent to: _____

5. I wish to be cremated _____ buried _____

6. I wish my body to be interred at: _____

7. I wish for an inexpensive casket to be chosen and that a burial pall be used. I do not want the added expense of a vault or any type. (unless required) Yes ____ No ____

8. I wish to be buried in the following attire: _____

9. I would like the current clergy at St. James' to officiate at the service and to be assisted if possible by: _____

10. I would like a copy of these wishes to be sent to my closest living relatives: _____

12. Other specific wishes are: _____

Signed: _____

Date: _____

FUNERAL INFORMATION SHEET

Date: _____

Name: _____

Funeral Home to be used _____

Service: Rite I ____ Rite II ____ Eucharist: Yes ____ No ____

Hymn Requests from the 1982 Hymnal: _____

Lessons to be read ... these may be found on pg. 494 & 495 of the Book of
Common Prayer _____

Readers _____

Acolytes _____

Chalice Bearers if Eucharist _____

Ushers _____

In lieu of flowers, memorials sent to _____

Signed: _____