

St. Paul's Episcopal Church

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FUNERALS AND MEMORIAL SERVICES

AT

ST. PAUL'S EPISCOPAL CHURCH

INTRODUCTION

This booklet is designed to assist you in preparing for and planning a funeral or memorial service at St. Paul's. For some, planning their own service is preferable to having others do it as we know there is merit in being able to express your wishes. No matter how much time we have there still seems to be so many details to take care of; this booklet is designed to answer some of your questions, as well as give you the opportunity to plan your service or the service for a loved one. I will answer some of the frequently asked questions concerning the church and its services.

It is our intent by this booklet to help you in planning a fitting tribute to your loved one. Please note that you will be remembered in our prayers, but most importantly you will not be alone, for we are here to assist you in any way you wish us to.

A TIME OF ILLNESS

As the Book of Common Prayer says: "When a person is near death, the Minister of the congregation should be notified, in order that the ministrations of the church may be provided." (BCP p. 462 ff) When the Rector is called the ministrations of the church include the recitation of the liturgy by all gathered at the dying person's bedside. The Priest anoints the dying person with oil blessed by our Bishop for this purpose. They are not "last rites" for these rites may be performed more than once. This anointing is for those who are ill, having surgery, or near death.

THE DEATH OF A LOVED ONE

The death of a member of the church should be reported as soon as possible, and arrangements for the funeral should be made in consultation with, the Rector. (BCP p. 468, 490).

The death of a loved one is a very difficult time in your life. You have many emotions, details and family members to attend to. We, at St. Paul's, want to assist you in preparing for the service as it is where the community will gather to support you in your experience of death and help you in your grief. It is certainly a time when people will come together to celebrate the life of your loved one and to assist you in your adjustment.

The Burial Service is one of comfort and hope. We know the faith we hold assures us that there is a place for us, not made by hands but eternal in the heavens. The service is so rich in symbol and gesture that we find the Light of Christ coming into the darkness of our grief. By hearing the words of Scripture we find hope that our deceased is at peace and at home with the Lord.

It is Christ who walks with us every day of our lives, but at times like this it is Christ who carries us. May Christ hold your loved one in the palm of His hand and assure us by His message that he or she is at peace.

As Rector, I can be with you when you are at the funeral home when you make arrangements, if you so choose. You should discuss with the Rector possible times for the funeral before finalizing plans. In most cases the funeral home will call to confirm the arrangements. The deceased may have made funeral arrangements with the Rector which would be on file in the parish office.

It is important to give people a chance to offer sympathy to the family and to share with each other at the time of death. Opportunities for visitation may include:

- *A specified time for calling hours at the funeral home
- *A period of time before the service at Church
- *The gathering after the service during the luncheon

The cremated remains or body of the deceased may or may not be present. The use of pictures at the place of reception and in the undercroft is appropriate whether the deceased is present or not. A picture of the deceased displayed in the church for the service would also be appropriate.

You may choose to have a Prayer Vigil held at the time of visitation. A Prayer Vigil is a very brief service held at the funeral home, in most cases just prior to the service in church. The prayers for a vigil may be found on page 465 of the Book of Common Prayer.

During calling hours or visitation, some choose to have the casket open. Seeing the deceased is a healthy confirmation of the reality of the death. At the time of the Burial Office the casket must be closed, as the prayer book dictates.

THE PROMISE OF BAPTISM

The promise of resurrection, initially given in Holy Baptism, is symbolized in the hope we have in Christ, the same hope that will sustain the family through this time. Romans 6:3-5 speaks of the reality it represents: "Do you not know that all of us who were baptized into Christ Jesus were baptized into His death? We were therefore buried with Him through Baptism into death in order that, just as Christ was raised from the dead through the glory of the Father, we too may live a new life. If we have been united with Him in His death, we will certainly also be united with Him in His resurrection."

THE SERVICE

The service is called the Burial of the Dead (BCP p. 469ff) and is set within the context of a Eucharist. During the service there is a brief liturgy for the reception of the body into the Church (BCP p. 466). The water of Holy Baptism is sprinkled on the casket or urn, recalling the deceased's Baptism. A funeral pall is placed on the casket or urn. The Liturgy proceeds per the Burial Office, rite I or II. The Liturgy is not unlike that of our "little Easter" celebrations every Sunday. In fact, the liturgy, including the hymns, reflects clearly the Easter theme: "He is not dead; he is raised, as he said."

The church is the appropriate setting for a service for a baptized Christian. We begin our life-journey with Christ in Holy Baptism, are confirmed, and married in the church. We should celebrate the life of the deceased in the parish church. The service should be held at a time when the congregation has the opportunity to be present. (BCP p. 468, 490).

The Church encourages the celebration of the Holy Eucharist with the burial service. Communion is celebrated at baptisms, confirmation and marriages. How appropriate it is to celebrate the Eucharist at "the last service."

The casket is draped with a white covering called a pall upon entering the Church. The pall covering the casket is a beautiful white cloth of ancient Church which symbolizes the equality for all before God. This practice is democratic and gives no opportunity to distinguish between the monetary value of the casket. It also represents the

garment of Baptism when the person “puts on Christ”. As the person was baptized into the death and resurrection of Christ so now he or she shares in the fullness of life.

The service is concerned primarily with the soul rather than the mortal remains. For this reason the casket is closed for the service and is not to be opened again. If the service is to be held at the funeral home it is still recommended that the casket be closed for the service in order to focus on the soul rather than the mortal remains. When there are cremated human remains, they are covered in a similar way. A floral blanket or spray may be placed on the coffin during the visitation and when the pall is removed as the procession leaves the church.

The priest meets the body at the Church door and precedes it down the aisle. The family may accompany the body. The family will follow in procession with the liturgical ministers and Celebrant leading. They are seated in the front pews of the nave reserved for them.

The Church's burial service is a unit, in itself complete. There is no provision made in the Church's service whereby it can be combined with any civic, military, or fraternal service. Any additional service should be held prior to the service of the Church.

PARTICIPATION IN THE SERVICE

Family and friends are encouraged to take an active part in the service. At this emotional time care should be taken about choosing relatives to read. When meeting with the Priest you will be asked if anyone would like to place the pall on the casket, proclaim one of the two scripture readings or read the Prayers of the People. The gifts of bread and wine may be brought up at the Offertory if desired. Many times a person will ask to speak on behalf of the family. This is a nice way to remember the person but care should be taken that it does not become too long or exclude people from being able to identify with the story. Writing a eulogy and having it read by the priest is also an option if you find it difficult to speak in front of people.

It seems more appropriate that if others want to speak they do so at the luncheon gathering than in the Church or funeral home. The fellowship afterwards is a more appropriate time to share the many experiences people have had with the deceased.

COMMITTAL SERVICE

In most cases, the Service of Committal follows the service at the Church. Family preferences may dictate otherwise. When the deceased is to be cremated after the service the committal will take place at a later time. Some families choose to have the luncheon and then meet at the cemetery at an appointed time later in the day. In the depth of winter, it may not be possible in some cemeteries to open a grave and the Committal may have to be postponed.

The Committal Liturgy is very brief; just minutes in length. A family should be aware of this when the decision is made to have just a Committal for the deceased.

In recent years cremation has become common and is permitted by the Church. The cremated human remains should receive the same respect and dignity as the body.

MUSIC

Music is most appropriate for a burial service in the Church. There is a great note of triumph whenever it is possible to have congregational singing of hymns. The Rector will assist you in making the necessary choices for music. A soloist can be obtained for you by the Rector. The fee for the soloist is arranged with that person. The choir will be invited to attend the service. The fee for the organist is \$125.00. Hymns selected should be general hymns of faith, hymns related to the readings, Easter or All Saints' hymns, or those appointed in the Hymnal for burial. Care should be taken that hymns and such service music as are used are known to those who are likely to be in the congregation. A list of suitable hymns is attached.

FLOWERS

Flowers that are used for the visitation can be placed in the Church for the service. We ask that two similar pieces be placed on the reredos during the service. The smaller basket or vases can be used in the undercroft if there is to be a luncheon. If there are no calling hours and flowers have been omitted, the family might wish to order flowers for the church. We can help you with that detail, if you wish.

MEMORIAL DONATIONS

Friends are often tempted to exceed their means in the matter of flowers. To prevent this, many funeral notices are issued with the request, "Please omit flowers." An even better request is to send a contribution to a religious or charitable institution in memory of the deceased. Possible recipients at St. Paul's are: The Memorial Fund, St. Paul's CHOW Pantry, St. Paul's CHAP, the Capital Improvement Fund,

Every donation will be acknowledged by the Rector with a thank you note, and you will receive written confirmation of each gift.

FUNERAL LUNCHEON

If a luncheon is requested following the funeral or memorial service, the St. Paul's Women of the Church will provide one. The cost of the luncheon for members of St. Paul's is \$3.00 per person. Menu choices include:

Ham and scalloped potatoes, green beans, tossed salad

Ziti and meatballs, tossed salad

Cold meat platter, baked beans, jello, macaroni or potato salad

All the above include rolls, beverages and dessert.

If a catered meal (family arranged) is preferred the Women of the Church will provide beverages, dessert, and clean-up. Any donations in excess of the per person fee are gratefully accepted and are used for funding a meal for those parish members who might not otherwise be able to afford such a gathering. No parish family is ever refused the services of a luncheon because of financial burdens. Speak to the luncheon chair and she will tell you approximately what to expect. Contact numbers are provided in the back of the book.

FEES

There are no fees for funerals in regards to the services of the rector or the church. If you would like to make a donation to St. Paul's or the Rector's Discretionary Fund, it will be greatly appreciated. Any donations to the rector will be placed in the Rector's Discretionary Fund. The fee for the organist is \$125.00. There is no fee for the choir but a donation may be made to the music fund. Payment of the soloist is made to that individual.

YOUR OWN PREPARATION

Every parishioner should complete a Burial Instruction form and have it on file with the church office. Filing this document with the parish well in advance of need accomplishes two important things. First it insures that your wishes are known and respected. Second, it removes from your family and friends the burden of trying to guess at or recall your wishes at a time of serious stress. The Rector will gladly assist you in completing this exercise. Your funeral plans are kept in a file in the safe. Forms may be obtained from the Church office.

ADVANCE DIRECTIVES:

1. A health care proxy lets you appoint a health care agent, i.e., someone you trust to make health care decisions for you if you are unable to make decisions for yourself.
2. A living will allows you to leave written instructions that explain your health care wishes, especially about end of life care. You cannot use a Living Will to name a health care agent; you must use a Health Care Proxy.
3. A Living Will with a Health Care Proxy lets you state your health care wishes and name a health care agent.
4. A Do Not Resuscitate Order (DNR) only lets you express your wishes to do without cardiopulmonary resuscitation (CPR), i.e., emergency treatment to restart your heart and lungs if your heartbeat or breathing stops. You can get a DNR Order or make your DNR wishes known in your Living Will or Health Care Proxy.

PLANNED GIFTS FOR THE FUTURE

In an effort to preserve and maintain St. Paul's Church for the long term, it is necessary to build an endowment. Through the generosity of members who have included St. Paul's Church in their estate plans, we have an investment fund that sustains our church.

Our investment portfolio includes the Gould Fund. In addition, our portfolio includes a Memorial Fund established in memory of parishioners.

When contemplating an estate gift, we encourage you to consider supporting one of the following primary funds:

Capital Improvement Fund - We rely on this fund to meet expenses associated with the physical improvements to the church such as boiler replacement, roof repairs or improvements to the physical plant.

Gould Fund – Bernice A. I. Gould was born February 27, 1888 in Owego to Fred Byron and Louise Emeline (Fralley) Gould. Her father was a machinist at International Time Machine (later IBM) in the very early days of the company. She also worked there, living with her parents at 204 Jefferson Ave. (our present day parking lot) later moving to 210 Garfield. After her father passed, she lived there with her mother and an aunt, Mrs. Elizabeth Secor, supporting them both. In 1959 she is recorded as living at 314 Grant Ave.

Miss Gould was long a member of St. Paul's, often walking to church with her mother. We owe her so much; we would be a very different parish were it not for her largess in bequeathing the results of her lifelong work to us in the form of greater than \$1,000,000 in IBM stock and other property. St. Paul's Gould endowment fund, which is now valued at over \$4,000,000, provides income forming a large part

of our annual budget. St. Paul's Gould Allocations and Gould College Scholarships are specific gifts given annually in her memory.

Life Income Plans are an option as they provide you with a steady source of income during your lifetime and can provide a gift to St. Paul's Church upon your or your spouse's death. You transfer money, securities or other assets to a trustee in exchange for an income paid to you or your spouse, or both, for life, after which the assets go to the church. There are many tax advantages with the use of these plans. Two examples are described below:

Charitable Remainder Trust-an annuity trust that pays you a fixed annual return on the fair market value of the trust's assets when established; a unitrust pays you a variable income based on a fixed percentage of assets as valued each year.

Deferred Payment Gift Annuity-You can transfer an asset to St. Paul's Church now and receive guaranteed payments starting whenever you wish and continuing for life.

We encourage you to discuss these options with your financial advisor and to notify the Rector or treasurer of St. Paul's Church regarding any planned gift intentions. In addition, we ask that you consult with the rector or treasurer to obtain specific wording to use in your planned giving instrument. This will ensure that St. Paul's Church is appropriately named as beneficiary.

The founders of St. Paul's Church had a vision to create a beautiful and lasting house where a community of faith would worship and serve God. They no doubt trusted that future generations would work to sustain the church. We are among those generations. We are the stewards of the St. Paul's Church. Working together we can ensure that St. Paul's Church will continue for generations to come.

Please note: there is a separate book of Planned Giving that is available from the rector.

Contact Numbers

The Very Rev. John R. Martinichio	748-8118 722-8853 760-8854
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Church Office	748-8118
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Luncheon Chair – Eunice Barton

SERVICE OPTIONS

_____ Rite I or _____ Rite II

Opening Anthem

___ Rite I page 469

___ Rite II ___ 1st Anthem, page 491; ___ 2nd Anthem; ___ 3rd Anthem

___ Hymn _____

Collects

___ Rite I

___ Rite II ___ 1st Prayer, page 493; ___ 2nd Prayer; ___ 3rd Prayer

___ Rite II Prayer for the bereaved, page 494

First Reading: Old Testament Lesson

(Make selection from the Readings Booklet)

Reading: _____

Reader: _____

After the First Lesson (choose one of the following)

___ Hymn _____

Psalm _____ (will be recited by the congregation)

Second Reading: New Testament Lesson

(Make selection from the Readings Booklet)

Reading: _____

Reader: _____

After the Second Lesson (choose one of the following)

___ Hymn _____

Psalm _____ (will be recited by the congregation)

Gospel (make selection from the Readings Booklet)

(Read by the Priest or Deacon)

Reading: _____

Homily or Sermon

The Apostles' Creed, Book of Common Prayer page 66

Prayers of the People: Leader _____

____ Rite I Prayers page 465 (may use Rite II also)

____ Rite II Prayers Page 480

____ Other Prayers when there is no Eucharist

____ For the departed ____ For the bereaved ____ For the congregation

Celebration of the Eucharist ____ Yes ____ No

Presentation of Gifts: (Bread and Wine and personal items)

____ Organ Music

Hymn or Solo _____

Eucharistic Prayer

Rite I ____ Prayer I ____ Prayer II

Rite II ____ Prayer A ____ Prayer B

____ Prayer C ____ Prayer D

____ Recited ____ Sung

Service Music of Holy, Holy, Holy (Sanctus), Lord's Prayer, Fraction Anthem, and Lamb of God (Agnus Dei)

Communion Hymns or Solos

Eulogy or Time of Remembrance

Anthem at the Final Commendation of the deceased
(If person or cremated remains are present)

Commendation Hymn (optional)

___ spoken (Pages 482-483 or page 499) ___ Hymn 358

___ Nunc Dimittis (Song of Simeon) ___ Hymn 354

Final Hymn

LIST OF SUGGESTED HYMNS which seem especially suitable, but other hymns may also be suitable as well. If “favorite” hymns are chosen care should be taken that their themes are appropriate for a funeral.

1984 Hymnal

Psalm 23 Hymn 645/646 The King of love my shepherd is
 Hymn 664 My Shepherd will supply my need
Psalm 42 Hymn 658 As longs the deer for cooling streams
Psalm 46 Hymn 687/688 A mighty fortress is our God
Psalm 90 Hymn 680 O God our help in ages past
Anthem at the Hymn 358 (familiar tune) Christ the victorious

EASTER HYMNS

178 Alleluia, alleluia! Give thanks to the risen Lord
180 He is risen, he is risen
194 Jesus lives, thy terrors now
208 Alleluia! The strife is o'er

ALL SAINTS HYMNS

286 Who are these like stars appearing
287 For all the saints, who from their labors rest
526 Let saints on earth in concert sing
618 Ye watchers and ye holy ones
620 Jerusalem, my happy home
625 Ye holy angels bright

COMMUNION HYMNS

- 303 I come with joy to meet my Lord
316 This is the hour of banquet and of song
335 I am the bread of life
339 Deck thyself, my soul, with gladness
338 Wherefore, O Father, we thy humble servants
357 Jesus, Son of Mary, fount of life alone

OTHER SUGGESTIONS

- 304 I come with joy to meet my Lord
390 Praise to the Lord, the Almighty, the king of creation
397 Now thank we all our God
447 The Christ who died and rose again
482 Lord of all hopefulness
487 Come my way, my truth, my life
488 Be thou my vision
490 I want to walk as a child of the light
517 How lovely is thy dwelling place
522 Glorious things of thee are spoken
558 Faith of our Fathers!
562 Onward, Christian Soldiers
623 O what their joy and their glory must be
636/637 How firm a foundation
671 Amazing Grace
680 O God our help in ages past
685 Rock of ages
686 Come, thou font of every blessing
688 A Mighty Fortress is our God
690 Guide me, O Thou great Jehovah
692 I heard the voice of Jesus say
693 Baptized in the water
711 Seek ye first

Patriotic Hymns

- 717 My country tis of thee
718 God of our Fathers
719 O Beautiful for spacious skies

Wonder, Love and Praise

- 775 Will you come and follow me
761 All who hunger gather gladly
762 I am the Bread of Life
764 Taste and See
766 You're called by name, loved forever
769 I believe in God Almighty
773 Heal me hands of Jesus
775 Give thanks for Life
779 The Church of Christ in every age

793 Here, O Lord, your servants gather
794 Many are the lightbeams
797 It's me, it's me, it's me, O Lord
799 Abide with me
800 Precious Lord, take my hand
810 Eagle's Wings
811 Be not afraid
812 Here, I am Lord

Lift Every Voice and Sing

16 You Are Near
18 Swing Low, Sweet Chariot
20 When we All Get to Heaven
38 The Old rugged Cross
54 Nearer, My God to Thee
60 How Great Thou Art
69 In the Garden
72 Just a Closer Walk With Thee
101 Softly and Tenderly Jesus Is Calling
104 The Lord is My Shepherd
106 Take My Hand, Precious Lord
137 Just As I Am
151 One Bread, One Body
152 Let Us Break Bread Together
154 Taste and See
226 Mine Eyes Have Seen the Glory

Other Hymns

Prayer of St. Francis
I am the Resurrection and the Life-Ray Repp
Take our bread-Joseph Wise
Peace and Forgiveness
As we gather at your table
Go, my children, with my blessing
Lord of the Dance
Son of God-James Thiem
In Remembrance of Me

SOLOS

Amazing Grace
Ave Maria
Hail Mary, Gentle Woman
Wherever you go
Song of Ruth
The Lights of the City
I know my redeemer lives
Panis Angelicus

Set me like a seal
Pie Jesu
The Lord's Prayer
Shepherd me, O God