

The Celebration of the Life and Ministry of One Who Has Died

Any worship service requires preparation. The clergy makes the final plans for all church services according to the canons of the church, the rubrics of the Prayer Book, and the custom of the parish. It is helpful, though, to have the family's help in selecting the day and time of the service, a few meaningful and appropriate Scripture readings and hymns, and also to decide whether a Celebration of Holy Communion will be a part of the liturgy.

Funeral and Burial Arrangements St. John's Episcopal Church, Shandon

Deceased Full Name: _____ Preferred Name: _____

Date of Birth: _____ Date of Death: _____ Age: _____

Does the deceased have funeral requests on file? Yes ___ No ___ If yes, where?

Visitation or Reception Date: _____ Time: _____ Place: _____

Will additional refreshments be provided at the visitation/reception? Yes ___ No ___

If yes, by whom? _____ Phone _____

Funeral Date: _____ Time: _____ Place: _____

Burial Date: _____ Time: _____ Place: _____

Will the St. John's Memorial Garden be used? Yes _____ No _____

Will a florist provide altar flowers? If yes, by whom? _____

Family Information:

Husband/Wife: _____

Children: _____

Mother/Father/Siblings: _____

Other relatives/friends: _____

Person in charge of making decisions about the service:

Relationship to the deceased: _____ Phone Number: _____

Expected number in attendance: _____

Expected number to be needed for reserved seating for the family: _____

Will there be special reserved seating for clubs, organizations, or affiliations? If so, what is the expected number: _____

Who will be involved in the procession?

Will the priest carry the urn? Yes _____ No _____

Will the family gather in the Parlor prior to the funeral? Yes _____ No _____

Will there be an Order of Service bulletin? Yes _____ No _____ (If desired, the Funeral Committee must be notified at least 24 hours before the service. Included in the booklet is a sample of the Order of Service for Burial – with, and without Communion)

A member of the Parish will serve as a greeter to direct people to the guest registry, deal with special seating arrangements, and pass out the order of service unless you

prefer to specify your own. Name: _____

Service Participants:

Priest – Name: _____

Acolyte/Crucifer (not required)

Name: _____

Chalice Bearer (not required, except for a Communion service)

Name: _____

Lay Reader (not required)

Name: _____

Ushers -- Names: _____

Names and phone numbers of the Pall Bearers:

Honorary Pall Bearers: _____

Does the family need handicap access? Yes _____ No _____

_____ Rite I (traditional language) – BCP page 469

_____ Rite II (contemporary language) – BCP page 491

_____ Other _____

With Eucharist: Yes _____ No _____

Coffin: _____ Urn: _____

Type of Service:

_____ The burial service is to be at the church followed by interment at the graveside at _____.

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_____ Initial service is at the funeral home, followed by a graveside committal at _____.

_____ Memorial service at the church; interment of ashes to follow immediately _____
or later _____

Musical Preferences:

_____ Organist

_____ Requiem Choir (if available)

_____ Other musicians or accompanist (specify) _____

Hymns to include in the service (generally 3)

Other music, if possible:

Scripture lessons to include in the service:

Old Testament: _____

New Testament: _____

Gospel: _____

Psalms to be read at the service: _____

Any other special requests: _____
