

St. Stephen's Episcopal Church
Funeral Planning

*The liturgy for the dead is an Easter liturgy. It finds all its meaning in the resurrection.
Because Jesus was raised from the dead, we, too, shall be raised.*

The liturgy, therefore, is characterized by joy, in the certainty that “neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.”
(Book of Common Prayer, p. 507)

Grief is a natural emotion for us to have when we lose a beloved family member or friend. The Book of Common Prayer reminds us that “the very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.” (BCP, p. 507)

When a person is near death and if it is possible, the clergy should be notified in order that the ministrations of the church, if requested, including a final confession and an anointing with holy oil, may be provided. It also allows the priest to attend to the pastoral needs of the family in advance of death.

Following are the customs and traditions of St. Stephen's when we conduct a funeral or memorial service.

Whom to contact:

The Rev. Kyle Dice Seage, Rector (Kyle) will generally be the first point of contact to meet with you and assist in planning the liturgy for the service.

kyle@ststephenschurch.org

Ms. Satoko Akubara Boris, Events Coordinator (Satoko) will usually meet with the families who are not members of the parish but are requesting a burial service. She will assist with all the details not directly involved in the liturgy itself, i.e. the reception after the service (if needed) and flowers for the altar. Satoko will be with the family prior to the service and is the liaison with the Altar Guild. For non-members, she is also your contact to discuss fees incurred for the church, parish hall, reception, organist, clergy, etc.

satoko@ststephenschurch.org

Dr. Brad Schultz, Music Minister (Brad) will discuss music with you and relevant customs and requirements for the service.

brad@ststephenschurch.org

Components of Funeral Planning include the following:

Burial Liturgy - Our service conforms to the rubrics and expectations of the 1979 Book of Common Prayer. The burial service is found on page 491. You may also find the liturgy online: www.bcponline.org.

Date and time of service:

Every effort is made to hold the service when requested by the family while taking into consideration the schedule of the clergy/musician and interment arrangements. (Please note that funerals are not held during the week before Christmas, during Holy Week, or the Monday - Wednesday following Easter).

Holy Eucharist

Holy Eucharist (Holy Communion or the Lord's Supper as it is variously known outside the Episcopal Church), wherein we remember our Lord's victory over death, while not required, is an important part of our burial liturgy and we strongly encourage families to include it. The words and prayers of the Holy Eucharist remind us that because Jesus was resurrected from the dead, so will our mortal bodies be joined with Christ in eternal life. That said, there are occasions when it is not appropriate, and the decision not to include Holy Eucharist will be made in conjunction with the rector and family.

Scripture Readings

The Book of Common Prayer suggests appropriate readings from scripture for you to consider, and they may be found here:

<https://www.lectionarypage.net/YearABC/SpecServ/Burial.html>

On occasion, the family may request a scripture passage not found on the list. These requests are usually accommodated. Please discuss with the rector.

- If Holy Eucharist is to be part of the liturgy, please choose four readings, one each from the Old Testament, Psalm, New Testament, and Gospel.
- If Holy Eucharist is not a part of the liturgy, please choose at least two readings from those provided.

Readers:

- A pastoral way to include family members or friends in the service is to have them read the lessons (except in the case of Holy Eucharist, in which case the priest/deacon will always read the gospel lesson). We do caution, however, because of the grief associated

with the day, that the reader be very prepared ahead of time to be able to read the lesson in full. It is often more helpful for the church to assign the readings to our trained lectors.

- Readers must check in with the officiating minister prior to the service to be given instructions on where to sit, when to approach the lectern, etc. It is the responsibility of the family to connect the readers to the rector.
- Remembrances, secular songs, poems, and any customs, prayers, or rites from outside the Book of Common Prayer are not appropriate for the liturgy in the church.

Sermon: A sermon will always be preached, which will incorporate both the promise of the resurrection and remembrance and stories about the person who has died.

Eulogy: These are not part of the liturgy of the Book of Common Prayer, but *on occasion*, the rector may allow up to two brief three to five-minute remembrance before the sermon. The rector must see notes or the written remembrance prior to the service and the sermon will always follow a eulogy.

Music:

The Episcopal Church only permits sacred music to be played during the service. There is no exception to this custom.

If you would like music to be a part of the liturgy, you will be asked to select a few hymns from The Hymnal 1982 and a list of suggested hymns may be found here:

https://ststephenschurchorg-my.sharepoint.com/:w:/g/personal/kyle_ststephenschurch_org/EeHFaB92-y5OpT8aEO1mYNIBV9W2T5BY3tWYr16gDHsD5Q?e=3NPATA

The music, whether piano or organ, is provided by our Music Minister (MM) and only live music is permitted. Guest organists are generally not permitted unless the music minister is unavailable. If our MM is available and the family, with his permission, choose to ask a guest musician to play (or any musician), he will still be paid the church musician fee, in full. No outside vocalist or instrumentalist is permitted to perform without the permission of the MM. Most often, those persons are required to speak personally with the MM well ahead of the service.

Prelude and Postlude:

Music for will be determined by the MM, though if there are specific pieces of music which the family would like, they are welcome to make that request. As above, if a guest instrumentalist is desired, the MM should be notified as soon as possible so that permission may be given. Guest musicians not connected with the family will necessitate an additional fee.

Cremins:

Unless someone else is appointed, the clergy will carry the ashes into and out of the church, and during the liturgy they will remain near the altar next to the Paschal Candle.

The ashes (or casket) should arrive to the church at least 30 minutes before the service so that the clergy may greet the body for burial with prayers from our prayer book. The parish cannot accept responsibility for storing remains—including cremated remains—in the church building in the days before the funeral liturgy or after it concludes.

Bulletins:

Bulletins will usually be prepared by the church, based on your planning conference with the rector. All bulletin related items must be received by the church office no later than one week before the service.

In addition to the order of service, funeral bulletins may include:

- Information about interment and/or reception following the service
- One or two organizations the family has designated to receive memorial gifts

Floral arrangements:

St. Stephen's does not provide flowers for a funeral service; however, we do arrange for the flowers and flower delivery via our preferred vendor. See fees.

Often flowers for a funeral are white, but if you would like to have a specific type of flower or a more colorful arrangement, please ask Satoko, our Events Coordinator, to arrange with the florist.

- Additional arrangements are not permitted inside the nave.
- If there is a reception in the Parish Hall, additional floral arrangements may be placed there.
- If there is a casket, there is no need for a floral spray since the casket will be covered by a white pall while in the church.

Reception:

If you would like to have a reception in Kimball Hall immediately following the service, Satoko will be happy to help you arrange that. Fees for that, as well as catering details, are also discussed with Satoko.

Military Honors:

If the deceased was a veteran, any desired military honors should take place at the conclusion of the funeral immediately outside of the church. The church's burial pall will be removed so that the military honors may take place. If military honors are desired at the graveside, they take place before the church's interment liturgy.

Photos and Items of Remembrance:

- In keeping with the traditions of the church, photos or other items of remembrance are not permitted within the nave, including on or near the casket or urn during the service.
- Photos and items of remembrance are appropriate, and often quite moving, when displayed during a reception after the funeral. If the reception is in Kimball Hall, we can set up a table with tablecloth for the family to arrange photos. Satoko will arrange that for you if requested.

Photography and Videography:

- It is never appropriate to take photographs during the service.
- We can sometimes stream the service for those family and friends who cannot attend a funeral in person. If this is requested, it depends on availability and there is an additional cost to cover the time of the person streaming. See fees.

Fees:

There are costs involved each time a funeral is performed, including custodial, administrative, and altar. There are also several lay volunteers who contribute significant time and energy to the liturgical service. There are two different groups of people who are invited, in appropriate ways, to contribute to the relief of those costs through various fees and donations.

Active Members

Active members of St. Stephen's Episcopal Church are not charged for any sacrament of the Church, including Holy Eucharist, in the context of the service of the Burial of the Dead. However, fees for flowers, musician, parish hall, etc. are still included. An honorarium for the clergy is often included but not required.

Elizabeth Gravely, Parish Administrator, will handle your fees and let you know how the fees should be written and distributed. elizabeth@ststephenschurch.org

Non-Active Members, Extended-Family, and Non-Members

There are additional fees associated with a service for inactive members of the parish (worshipping fewer than six times per year), for extended family members of active parishioners, and for those not associated with the parish at all.

Satoko Boris will handle your fees and let you know how they should be written and distributed.

Fees

Members:

Church and Service:	No fee
Altar Flowers	\$300
*Music Minister	\$350
*Clergy	(honorarium suggested but not required)
*Reception Coordinator	\$300 (if there is a reception at the church)
Bulletins	\$75
Streaming (if available)	\$150

Non-Members and Non-Active Members

Church and Service	\$1500
Altar Flowers	\$300
*Music Minister	\$350
*Clergy	\$500
Reception in Kimball Hall	(included in Church and Service fee)
Bulletins	\$75
Streaming (if available)	\$150

*Payable directly to the individual. (Satoko Boris is our Reception Coordinator)

All other fees are paid to St. Stephen's Episcopal Church and are due one week before the service.