



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.”  
This joy, however, does not make human  
grief unchristian.  
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.

**GUIDELINES AND  
INFORMATION**  
FOR PLANNING A FUNERAL

Funeral/Memorial Service  
for

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Full name of deceased

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Date of Birth - Date of Death

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Date of Service - Time of Service

Rector, The Rev. Keith Turbeville

The people of Holy Trinity by the Lake Episcopal Church extend their prayers and condolences to you upon the death of your loved one. We hope that these guidelines will help you plan a funeral service within the liturgy of the Episcopal Church. To assist you, we have developed this Funeral Planning Book with suggested readings, psalms and hymns.

When you are making arrangements for the funeral, remember that the emphasis of the funeral service is a celebration of the life of the deceased and the hope of a resurrected life with Christ.

The order of service for funerals is according to the 1979 Book of Common Prayer, which has two funeral liturgies. Rite I service uses traditional Elizabethan English, while Rite II service uses contemporary English language.

The Administrative Assistant will prepare a bulletin for the service so that the congregation may easily follow the order of service.

Since the Episcopal funeral service is a service of worship, it is properly held in a church, unless considerations of space prohibit.

## THE SERVICE

The Episcopal funeral service begins with the entrance of The cross and clergy leading the casket or ashes (if present) into the church and family members may be seated prior to the beginning of the service.

The Officiant begins the liturgy with spoken “anthems” (see page 469 or 491 of the Prayer Book [BCP]) after which a hymn is typically sung. After the hymn, a prayer (“collect”) is offered by the clergy followed by the readings. Family or friends are encouraged to read lessons and psalms (the exception is the Gospel reading at a Eucharist service, which is read by a member of the clergy).

After the readings, the service continues with a homily (short sermon); prayers for the departed and the bereaved; the Eucharist, if desired (strongly recommended if the family is Christian; all denominations are welcome to receive Communion); prayers of commendation are offered around the casket, a blessing and the dismissal, then the clergy leads the casket out of the church with the family following.

The COMMITTAL of the casket or ashes to its final resting place may follow, usually immediately after the service.

## Music

Hymns will come from the Hymnal 1982. Other music must be in agreement with the theology of the Book of Common Prayer.

All music must be approved by the presiding priest or bishop.

Some Suggested hymns are:

- [ ] 178 Alleluia, alleluia, give thanks to the risen Lord.
- [ ] 207 Jesus Christ is risen today, Alleluia!
- [ ] 287 For All the Saints, Who From Their Labor Rest
- [ ] 293 I Sing a Song of the Saints of God
- [ ] 296 We know that Christ is raised
- [ ] 335 I Am The Bread of Life
- [ ] 362 Holy, holy, holy! Lord God Almighty
- [ ] 490 I want to walk as a child of the Light
- [ ] 473 Lift High the Cross
- [ ] 525 The Church’s One Foundation
- [ ] 546 Awake, My Soul, Stretch Every Nerve
- [ ] 556 Rejoice, Ye Pure In Heart
- [ ] 563 Go forward, Christian Soldier
- [ ] 579 Navy Hymn—air, land, sea, & space
- [ ] 608 The Navy Hymn—Traditional
- [ ] 618 Ye watchers and ye holy ones
- [ ] 625 Ye holy angels bright
- [ ] 637 How firm a foundation
- [ ] 645 or [ ] 646 Psalm 23 paraphrased
- [ ] 663 or [ ] 664 Psalm 23 paraphrased
- [ ] 657 Love divine, all loves excelling
- [ ] 680 O God our help in ages past
- [ ] 688 A mighty fortress is our God
- [ ] 690 Guide me, O thou great Jehovah

***Any Easter Hymn is appropriate***

## Scripture Readings

One or more of the following passages from Holy Scripture is read. *BCP*  
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### From the Old Testament [check one]

- Isaiah 25:6-9 (He will swallow up death for ever)
- Isaiah 61:1-3 (To comfort those who mourn)
- Lamentations 3:22-26, 31-33 (The Lord is good to those who wait for him)
- Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)
- Job 19:21-27a (I know that my Redeemer lives)

### From the New Testament [check one]

- Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (The imperishable body)
- 2 Corinthians 4:16—5:9 (Things that are unseen are eternal)
- 1 John 3:1-2 (We shall be like him)
- Revelation 7:9-17 (God will wipe away every tear)
- Revelation 21:2-7 (Behold, I make all things new)

### The Gospel [check one]

- John 5:24-27 (He who believes has everlasting life)
- John 6:37-40 (All that the Father gives me will come to me)
- 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)

### The Psalm(s) Read

A suitable psalm, hymn, or canticle may follow the Old Testament reading and the New Testament Reading.

The following psalms are appropriate: [check one]

- |                                 |                                  |                                   |
|---------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> 23     | <input type="checkbox"/> 90:1-12 | <input type="checkbox"/> 130      |
| <input type="checkbox"/> 27     | <input type="checkbox"/> 106:1-5 | <input type="checkbox"/> 139:1-11 |
| <input type="checkbox"/> 42:1-7 | <input type="checkbox"/> 116     |                                   |
| <input type="checkbox"/> 46     | <input type="checkbox"/> 121     |                                   |

### THE BODY

The body of the deceased is always treated with dignity and respect. When the casket is present for the funeral, it is closed prior to the funeral and covered with a white cloth called a pall. The pall reminds us of the white garment of baptism and that the promises of baptism are fulfilled at our death.

A funeral service without a body is properly called a Memorial service. It is conducted in the same way as a funeral service with the exception that the prayers of commendation over the body are not used.

### EULOGIES

Eulogies for the deceased are not permitted in the context of worship. The priest will preach the good news of God's love and our salvation, making reference to the life of the deceased. The reception is a fitting time for friends and family to share their stories of the deceased.

### MUSIC

Music at funerals must be sacred in nature. Hymns are normally drawn from the *1982 Hymnal, Lift Every Voice and Sing or Wonder, Love and Praise*.

Popular music is generally inappropriate for the occasion or in accordance with the teachings of the Episcopal Church but may be used during the gathering time after the service.

Hymns are to be chosen from the Episcopal Hymnal, and Easter music is especially appropriate. In the Episcopal Church, hymns are considered to be a fundamental part of the worship, and therefore it is the priest and parish organist who specify the music. Any arrangements or special requests with regard to the service are made with them, and not with the funeral director.

The parish organist shall play for the occasion.

### ALTAR FLOWERS

Two arrangements of live flowers that fit the brass containers and the space at the Altar are needed for the celebration of the life of the deceased. Family or friends of the deceased may order them from Lakeside Florist, **972-771-4600**. Additional flowers in the service are not necessary and there is no space for them. Flowers are not placed on the casket in the church service. Additional flowers may be used for a reception or at the graveside.

### MEMORIAL GIFTS

It is appropriate for the family to suggest that, in lieu of flowers, memorial gifts be made to the Memorial Fund, Altar Guild or a charity of your choice.

### ORGANIZATIONAL RITES

Fraternal or other organizational rites, (i.e. military rites) are not added to, or mingled with the services of the Church, whether such services are held in the Church or in the funeral home. Such rites may be held at the graveside and should precede the Church service. They are primarily personal farewells and are an inappropriate anti-climax if held following the solemn committal of the body to God in its final resting place.

### FUNERAL RECEPTIONS

If the parish hall is available, members must complete a reservation application for use of church facilities and sign the agreement required for events. Usage cost reimbursement fees are noted on the Building Use Procedures.

### ALTAR

The liturgical color for funerals is white. White is the color used for many of the great feasts of the Church and symbolizes the joy of the Resurrection. The frontal on the altar, the hangings on the lectern, the pall on the casket, and the minister's vestments are all white. The paschal candle, which is lit at Easter, baptisms, and funerals, is placed by the body to symbolize the presence of Christ and the victory of light over darkness.

### THE HOLY EUCHARIST

In the Episcopal Church, the Holy Eucharist -- also called the Mass, Holy Communion, or the Lord's Supper -- is frequently celebrated as part of funeral and memorial services. The Holy Eucharist is our central sacrament, celebrating Christ's death and resurrection. A celebration of the Holy Eucharist as part of a funeral or memorial service reminds us that we also share with Christ his death and resurrection. In the Eucharist, we also share in the heavenly banquet with the deceased and with those who have gone before. The celebration of Holy Eucharist adds an additional 20 minutes to the length of the service. All baptized Christians, regardless of denominational affiliation are invited to share in the Lord's Supper.

### USHERS

Will assist the congregation, pew by pew, in proceeding to and from the altar rail.

### Funeral Home Arrangements

Funeral Home Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person \_\_\_\_\_

Body Present \_\_\_\_\_ Ashes Present \_\_\_\_\_

Interment of the remains:

Cemetery: plot # \_\_\_\_\_

Mausoleum: niche # \_\_\_\_\_

Columbarium: niche# \_\_\_\_\_

Interment to follow:

immediately after the service.

at a later date.

Later date of interment: \_\_\_\_\_

Name of location of interment: \_\_\_\_\_

Street Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Music is appropriate in the following places during the liturgy:

1. Prelude (instrumental music before the service)

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2. Processional Hymn (when there is no body present)

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4. Gradual Hymn (between the New Testament reading and the Gospel. [When a gradual hymn is used there is no psalm after the New Testament reading.]

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5. Offertory [preparing the Table] (This can be a hymn, a solo or an instrumental piece.)

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6. The music associated with the celebration of the Holy Eucharist (e.g., sursum corda, sanctus, etc.)

Yes       No

7. Communion Hymn( s)

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8. Recessional [when there is no body present]

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9. Postlude [instrumental music after the service]

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### FEE AND HONORARIUM SCHEDULE

Since the time to prepare and play at a funeral service is in addition to the time contracted with the Organist, a **\$200** fee is paid directly to the Organist by the family. The priest is given an honorarium generally **\$300**, in consideration of performing the service. A smaller amount is often given to the Altar Guild **\$50.00**, Eucharistic Ministers and Crucifer **\$25.00**.

### MUSIC FOR THE FUNERAL SERVICE

Hymns are to be chosen from the Episcopal Hymnal, and Easter music is especially appropriate. In the Episcopal Church, hymns are considered to be a fundamental part of the worship, and therefore it is the priest and parish organist who specify the music. HYMNS are appropriate at all funerals. They offer an opportunity to express our emotions while recalling the faith of the church: that death is not victorious over those who belong to God. At a typical funeral liturgy, hymns may be sung in the following places:

- At the entrance
- Between the lessons
- At the “offertory” (*preparing the altar for Communion; no money offering is taken*)
- During/after Communion, before the Commendation
- After the Dismissal

The Organist will be prepared to play appropriate music before and after the liturgy (prelude and postlude), and during Communion as needed.

### THE SERVICE LEAFLET

Service leaflets will be created by the church staff and produced in house or sent to the printer depending upon the length and complexity of the liturgy.



### Clergy

A priest normally presides at the service. It is appropriate that the bishop, when present, preside at the Eucharist and pronounce the Commendation. *BCP 468*

Priest \_\_\_\_\_

Assisting Priest \_\_\_\_\_

Deacon \_\_\_\_\_

### Lay Ministers

Crucifer \_\_\_\_\_

Torches 1. \_\_\_\_\_

2. \_\_\_\_\_

Lectors 1. \_\_\_\_\_

2. \_\_\_\_\_

POP \_\_\_\_\_

Eucharistic 1. \_\_\_\_\_

Minister(s)

2. \_\_\_\_\_

Paschal Candle \_\_\_\_\_

Oblationers \_\_\_\_\_

Organist \_\_\_\_\_

Soloist(s) or Cantor \_\_\_\_\_

Greeters 1. \_\_\_\_\_

2. \_\_\_\_\_

Ushers 1. \_\_\_\_\_

2. \_\_\_\_\_

### Pall Bearers (actual and/or honorary)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

### Questions

Flowers for the Altar must be arranged in special plastic containers that are made to insert in our brass Altar Vases. A dedication will be noted in the service bulletin. Flowers must remain on altar for weekend services.

The Altar Flowers are given in memory of \_\_\_\_\_

The Altar Flowers are given in celebration of \_\_\_\_\_

How many pews do we reserve for family members? \_\_\_\_\_

Would you like a reception in the Parish Hall? \_\_\_\_\_

Will there be a visitation the night before the funeral? \_\_\_\_\_

If "Yes" where will it be? \_\_\_\_\_