

A Thanksgiving & Celebration of Life

“With the sure and certain hope of the resurrection.”



Funeral Planning Guide

“Give Rest, O Christ, to your servants with your saints, where sorrow and pain are no more, neither sighing, but life everlasting.”



SAINT MICHAEL'S
EPISCOPAL CHURCH

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PASTORAL CARE MINISTRY

St. Michael's Episcopal Church is a faith-filled, caring congregation. Our Christian commitment is to be present to one another, in the name of Jesus, in every phase of life's journey, from baptism, confirmation and Christian life, to the hope of Resurrection with Christ.

The central doctrine of the Christian faith is the Resurrection. Christians affirm their common faith in their attitude toward death and in their witness of faith during this time. This booklet is recommended for study and reference for each member of the congregation to enhance our theological understanding of and preparedness for death; to aid us in the practical and personal preparations for death, to aid in funeral or memorial service preparations and to assist loved ones at that time. The material is based on the *Book of Common Prayer*.

In the Episcopal Church, a funeral is a celebration of resurrection. This is beautifully symbolized by the fact that instead of dark colors, the color for altar hangings and clergy vestments is always white for funerals because the liturgy for the dead is an Easter liturgy. The message for Episcopalians is clear: because Jesus was raised from the dead, we, too, shall be raised.

PLANNING AHEAD

This booklet is designed to encourage you to participate in personal funeral planning as much as possible. Provisions are made by the Pastoral Care Ministers to assist in both practical and personal matters.

Not only is the information designed to be of great help to the families, but it also allows individuals the opportunity of making important decisions about funeral plans prior to death. Such pre-planning can relieve the burden of family members at the time of death of a loved one. Pre-planning can afford members the option of leaving clear instructions for family members regarding one's own preferences for Scriptures, hymns, music, and disposition of the body. In addition to this booklet, we can also provide the *Five Wishes* booklet, which will serve as a living will and directive for how you wish to be treated when you are approaching death.

Since it is difficult to plan during times of emotional stress, we encourage you to review this material and discuss your preferences with family or friends. Fill out the information-gathering form included at the end of this booklet and return it to the church office. It will be placed in one's family file and kept confidential until needed.

Copies of this booklet are available at the church office. If you have questions, please contact one of the Pastoral Care Ministers at 407-843-8448. Information can also be found at www.StMichaelsChurch.com.

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AT THE TIME OF DEATH

Those who are bereaved need not face death in isolation from other Christians. They can and should be sustained and upheld by the Christian community.

As death approaches, the Pastoral Care Ministers and the Rector are available for counseling and prayer. It is appropriate that a member of the clergy perform the *Ministration at the Time of Death*, (BCP page 462) also known as Last Rites. If no clergy are present, the family can use these prayers.

When death has occurred, the clergy should be notified immediately in order that the Pastoral Care Minister may help the bereaved in relating to the reality of death and the sustaining reality of the Christian community and the hope to which it witnesses. If the death occurs after hours or on weekends, call the clergy whose personal numbers are listed at the end of this booklet.

The clergy of the church should be advised as soon as possible of the death of a church member. Our clergy also seek to know of those in our midst who are dying and in need of comfort and counsel. In situations of death or impending death, the pastors, by being involved early, can help with the difficult transition decisions regarding funeral homes, disposition of the body and funeral or memorial service arrangements.

LOCATION OF SERVICE

The church is the appropriate place for a Christian funeral or memorial service. Here, we worship every Sunday, baptize our children, celebrate marriage and gather at the Lord's Table. We are surrounded by symbols of our faith here. The building itself provides a concrete reminder that we are surrounded by a "cloud of witnesses," supported by both the love and grace of God and the concern and compassion of the family of faith. The sanctuary and chapel are both available for the services. The chapel can comfortably accommodate a small service of about 40 people. The church can accommodate up to 500. Clergy may also perform graveside ceremonies if the family desires.

FUNERAL OR MEMORIAL SERVICE

Service Options:

- * Funeral service at the church - the body or ashes are present.
- * Memorial service at the church - the body or ashes are not present.
- * Graveside service only.
- * Columbarium service only.
- * Military or fraternal services are held in places other than the sanctuary.

THE FUNERAL AS A WORSHIP SERVICE

The intention is to create a worship service that is a celebration of the life of the departed and a fitting memorial in the hearts and minds of those who mourn. *The Book of Common Prayer*

outlines this service and provides recommendations for readings and music. The service itself begins with the thematic first line: "I am the resurrection and the life, saith the Lord; he that believeth in me, though he were dead, yet shall he live."

The service will be under the direction of the Rector with others properly invited to participate as requested. Though *The Book of Common Prayer* is the authoritative source for the outline of the service and appropriate readings, psalms, the Rector or other Clergy will help you make the selections that are most meaningful and appropriate for the service for you or your loved one. Whatever you choose, the service will be filled with the certain hope of the resurrection.

The service, conducted with dignity and simplicity, is a witness to God's love given to all people, a love which strengthens and supports even in the midst of grief. It is a witness to God's promises in Jesus Christ, as attested by the hope that Christ has gone to prepare a place for the children of God.

Use of the Episcopal liturgy places the service in the context of worship. The funeral or memorial is called a service of worship because it is a liturgical service to glorify God and to console the living. Although thankfulness is to be expressed to God for the life and witness of the deceased, the focus of worship is upon God.

The Book of Common Prayer provides for communion to be part of the worship service though it is not required. Occasionally the family has a private communion in the Chapel before the service.

Interment of the ashes may take place in the St. Michael's columbarium or cemetery before or after the service, or can be done at a later date. People may process from the sanctuary or chapel to the columbarium or just gather informally.

ORDER OF WORSHIP SERVICE

I. PRELUDE AND OTHER MUSIC

The church organist is available for funeral and memorial services. The organist will provide suitable sacred music to be selected by the family, Rector and the Organist. Instrumentalists and vocalists may also be used through the family's arrangement and coordination of the organist.

II. HYMNS

Those assembled join in the singing of hymns as an expression of their common faith. Hymns should be chosen which affirm the Christian faith, celebrate the life of the deceased and offer consolation to those who grieve. A list of appropriate hymns is included.

III. SCRIPTURE AND OTHER READINGS

The scriptures are a rich resource for the funeral service. Passages which have special meaning to the family or which were special to the deceased may be chosen in consultation with the pastor. Typically, there is an Old Testament Reading, a Psalm, a New Testament Reading and a Gospel Reading. Family members or friends may do some of the readings or we will provide readers. A Deacon or Priest always reads the Gospel.

IV. FAMILY REMEMBRANCES

Sometimes family members or friends want to offer remembrances of their loved one. It is appropriate to have one or two people offer memories about the loved one that had particular significance for them. The total combined time for remembrances is limited to a maximum of ten minutes.

V. HOMILY

A member of the clergy offers a homily. This brief meditation praises God for the Resurrection of Jesus Christ and the promise of a resurrection for all Christians.

VI. CREEDS

Creeds have served the Church for generations as a powerful means of reaffirming the basic beliefs of the Christian faith. The Apostles' Creed is said during the liturgy.

VII. EUCHARIST

Holy Communion follows the homily though this is not mandatory. In the Episcopal Church, all baptized Christians are welcomed and encouraged to receive communion regardless of their denomination.

CASKET OR URN

Burial and cremation are options within the Christian tradition. A casket or urn need not necessarily be present at the funeral or memorial service and a separate interment is an appropriate option.

The closed casket should be placed during the service in a position perpendicular to the Communion Table. If the body has been cremated, the urn, if present, will be placed on an appropriate stand in full view of the congregation.

Speak with the clergy about your desires for the final disposition of the ashes. Arrangements for purchasing a niche in the columbarium or for interment of ashes in the Memorial Garden behind the church are made through the Parish Administrator at 407-843-8448.

PALL

Because the proper object of the service is the worship of God and the consolation of the living, it follows that the body of the deceased is not necessary to the service. The casket or urn, if present during the service at the church, will be covered with a pall, provided by the church, in order that the attention of those present may be directed to the service. A "pall" is a large cloth covering for the casket or urn. The pall is a symbol of the fact that in Christ we are "clothed" in grace. In Christ, we put off the old self and put on a new creation. A pall, in covering the casket, symbolically expresses the Christian's conviction that all persons are equal in the eyes of God.

Any flowers or flag on top of the casket will be removed when the casket enters the Sanctuary or Chapel and replaced with the pall. The church pall will cover the casket during the service. Following the benediction, as the casket is taken from the sanctuary, the flowers/flag will again be placed on the casket.

PASCHAL CANDLE

The Paschal candle is present during funerals and memorial services. The candle, symbolic of the light of Christ and God's gift of grace bestowed upon us in baptism, has been used since ancient times to remind God's people that we are, through the life, the death and the resurrection of Jesus Christ, delivered from darkness and into the light of God's eternal love. Death and Resurrection are the basic meanings of baptism. Physical death marks the final and complete baptism in which, by the power of God, we are delivered into God's eternal kingdom.

MUSIC

The church organist is available for funeral and memorial services. The Music Director generally enlists available Choir Members to help lead the singing with an average of 4-10 present at the service, depending on their availability. Other arrangements for additional instrumentalists or vocalists may be made with the Music Director.

Traditional and Contemporary, ancient to modern, music are welcome as long as it is oriented towards the praise of God. If there is a song or songs that you would like to have played, but are not sure if they are appropriate, the Clergy will help you decide. Special requests are at the Music Director's discretions with the Rector's approval.

FLOWERS

An arrangement of flowers is usually positioned on the rail behind the Altar. These flowers are provided and arranged by the church Flower Guild only. These flowers are to remain in the church, chapel and/or Columbarium for use at the Sunday worship services. Appropriate memorial mention will be made in the church bulletin for the flowers. *All flowers are the financial responsibility of the family. See costs under FEES.*

Any flowers from an outside vendor may be positioned in the Narthex (entry) of the church and, if there is to be a reception, in Quigley Hall. *It is the responsibility of the family to remove the flowers from the church Narthex and/or Quigley Hall following the service or reception. If left at the church, their disposition will be at the discretion of the church.*

WORSHIP BULLETIN

The Parish Administrator coordinates the design of standard worship service fold-over bulletins to include the order of the service in the BCP and lists the hymns, psalms and readings. Participants in the service are also named. The family may choose to work directly

with a local printer to design and purchase a custom bulletin, however, they must be approved by the priest prior to printing and use.

RECEPTION FOOD

St. Michael's Pastoral Care Guild will be happy to coordinate ordering the reception food from Publix at the family's expense. The Guild will order, pick up, set up and serve the food. There is a standard list of menu items and we will gladly guide you in those selections. Typically, finger sandwiches, cheese, fruit, vegetable trays and cookies are ordered from Publix along with usual beverages of iced tea, lemonade, and water.

The family may also opt to use a caterer. We have names of catering companies who have provided reception food in the past should the family desire something more elaborate. It is expected that caterers will furnish all linens and serving pieces. Caterers are responsible for removing their materials immediately following the reception. The kitchen should be left in the condition in which it was found.

Contact the Funeral Reception Chair, to make arrangements for the reception food.

MEMORIAL GIFTS

You may ask friends and family to donate monetary gifts to St. Michael's in honor of you or your loved one. The use of funds may be designated for a particular project or program at St. Michael's or they may be left unrestricted to be used according to the stated policies of the Endowment Trust Fund. If unrestricted, the funds will provide religious, charitable and educational opportunities on behalf of St. Michael's Episcopal Church. Contact the Comptroller to set up a memorial fund for your loved one at 407-843-8448.

FEES

St. Michael's does not charge church members a rental fee for usage of the church, Hamilton Chapel or Quigley Hall for funerals, memorial services or receptions following the service.

Clergy - The clergy of St. Michael's do not charge a fee for their service at funerals or memorial services.

Music - The Organist receives a fee of \$200 for providing the music. *Payment should be made directly to the Music Director.* Soloist or musical accompaniment is available upon request. Their fees vary.

Flowers - Church, Hamilton Chapel and/or Columbarium flower arrangements will determine the total cost of all flowers, floral supplies and consultation. A minimum cost of \$150 for church

arrangements on the high altar, \$100 for arrangements in the Hamilton Chapel and \$100 for arrangements in the Columbarium should be expected. *Payment should be made to St. Michael's Church with "Flower Guild" in the memo line.*

Custodial Fee – There is a custodial fee of \$100 to prepare and clean the facilities.

Parking Attendant(s) – A parking attendant is necessary to facilitate the parking process at a fee of \$50 per attendant; if a large attendance is expected, two parking attendants will be required (\$100).

Linen Cleaning – Church families that use Quigley Hall for funeral receptions must pay a linen cleaning charge to have the soiled linens professionally cleaned. A small reception will be charged \$100 and a large reception will be charged \$125. Reception size is determined by the number of tables used.

Reception Food – The cost of food and beverages for a reception will be determined by the food choices and estimated number of attendees.

PHONE NUMBERS FOR USE IN CASE OF PASTORAL EMERGENCIES

RECTOR	FR. RICK LUONI	843-810-8544
ASSISTANT FOR PASTORAL CARE	REV. DIANE SOUDER	407-716-8925
PASTORAL MINISTER	THE REV. CARTER SMITH	772-834-1750
PASTORAL MINISTER	THE REV. GREG FAVAZZA	407-300-2912
	DEACON HAPPY GAFFORD*	321-246-3634

OTHER IMPORTANT CONTACTS

Music	Andrew Walker andrew@stmichaels.com	407-843-8448
Flowers	Katrena Luoni	415-225-2636
Food	Laurie Carpenter	407-701-6583
Bulletin	Ashleigh Gonzalez ashleigh@stmichaels.com	407-843-8448

*retired, but available as needed

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