



PLANNING A CELEBRATION OF LIFE SERVICE

When planning your funeral or the funeral of a loved one, there are many choices to make. Making some of those choices now will make the process less demanding for you or your loved ones later. This worksheet will lead you through a variety of decisions. After death, St. Michael's clergy will meet with family members and review your worksheet to arrange the funeral or memorial service. *You may choose to leave a copy of the worship planning pages with the Church and let loved ones know that you have made these choices by sharing this information with them.*

This worksheet may be used by:

- An individual making their advance plans and desires known, or
- A family planning the funeral of a loved one near death or recently deceased.

Please provide as much information as you wish to share on any parts of the worksheet.

Guide for the Christian Funeral of _____
Full Name as you would like it to appear on the bulletin

Date of Birth _____ Date of Death _____

Name of person completing form: _____

Name of main contact person representing Family and Friends _____

Contact Phone Number(s) _____

WORSHIP BULLETIN:

Please work with the Parish Administrator to design the bulletin.

I would you like to have a standard bulletin cover. Yes _____ No _____

I would like to a customized bulletin cover. Yes _____ No _____

SERVICE:

Type of Service Desired: Funeral _____ Memorial _____ Communion: Yes _____ No _____

Preferred Date _____ Time _____

Location of Service: Church___ Chapel___ Graveside___ Other_____

How Many People Expected_____ How Many Family Members_____

Remains Present: Yes___ No___ Casket___ Cremains (The Funeral Home will transfer ashes into the Urn or Box)___

Interment: The Columbarium: Yes___ No___ Memorial Garden: Yes___ No___
Burial In Cemetery_____

Person A Veteran: Yes___ No___ Flag Present: Yes___ No___

Funeral Home:_____ Address_____

Funeral Director:_____ Phone _____

Visitation: Yes___ No___

WORSHIP SERVICE

Here you will find the order of service. In each section of this planning guide, you will see a listing of suggested readings and music. These are by no means the only scriptures or hymns you may use. They are listed to help you if you are unsure of what you would like.

There are two “Rites“ in the *Book of Common Prayer*, please select which rite you prefer:

___ Rite I (traditional language) BCP p.469

___ Rite II (contemporary language) BCP p. 491

Eucharist Yes___ No___

Requested clergy: _____

You may also choose someone to serve as crucifer, acolyte and chalice bearer, however, the person or persons selected must be trained in the Episcopal Church. If you do not know anyone who is trained or if no one is available, please remember that St. Michael’s members consider it a privilege to serve. The number of requested servers is normally determined by the anticipated size of the congregation.

Requested chalice bearers: _____

Requested acolytes: _____

Requested crucifer: _____

Requested ushers: _____

WORSHIP ORDER

MUSIC

The organist will provide suitable sacred music to be selected by the family, Rector and the Organist. 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 discretion with the Rector's approval.

Prelude

The prelude is a song that is played as guests are arriving and being seated. You may also choose to have a silent entrance and go without a prelude. Music recommendations are on the page 9 of this worksheet to assist you in your selection.

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.

Opening Hymn

The Opening Hymn is sung by the congregation. Music recommendations are on page 9 of this worksheet to assist you in your selection.

Opening Hymn: _____

The Organist may select the hymns: Yes___ No___

Soloists and Other Music

A great way to include your musically inclined family and friends would be to allow them to play at your service. They must provide their own instrument or may use the piano. Is there someone you would like to play?

Name: _____ Instrument: _____

Soloist: If possible I would like this vocalist to sing _____

Vocal Solos _____

If you do not have anyone specific in mind, but still have a special request, such as a flautist or guitar player, our Music Director may be able to help you. There may be a fee associated with securing a soloist or instrumentalist. Fees vary, though it usually ranges from \$100-200 depending on the artist. What are your requests?

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. A suggested list of the appropriate readings is below for you to consider.

The **First Lesson** is traditionally an Old Testament reading and may be read by a family member or friend. You may use one of these or choose your own:

Old Testament:

- 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

Or other reading: _____

First Lesson Reader: _____ Cell Phone: _____

A suitable **psalm, hymn or canticle** may follow. The Psalm may be read by an individual. The following Psalms are appropriate:

- Psalm 42 (As a deer longs for flowing streams, so my soul longs for you, O God)
- Psalm 1-7 (Psalms of David)
- Psalm 46 (God is our refuge and strength)
- Psalm 90:1-12 (Lord, you have been my dwelling place in all generations)
- Psalm 121 (I lift up mine eyes to the hills – from where will my help come?)
- Psalm 130 (Out of the depths I cry to you, O Lord)
- Psalm 139:1-11 (O lord, you have searched me and known me.)

Or other psalm, canticle or hymn: _____

If read by an individual, who? _____ Cell Phone: _____

The **Second Lesson** is traditionally a New Testament reading and may be read by a family member or friend. You may use one of these or choose your own:

New Testament:

- Romans 8:14-19, 34-35, 7-39 The glory 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

Or other reading: _____

Second Lesson Reader: _____ Cell Phone: _____

Gospel Hymn

Typically, there is a hymn between the Second reading and the reading of the Gospel. It is called the **Gospel Hymn**. Following are appropriate hymns that may be sung, or you may choose another song with the Music Director's and Rector's approval. Music recommendations are on page 10 of this worksheet to assist you in your selection.

Gospel Hymn or Song: _____

A suitable psalm, canticle or hymn may follow. The following Psalms are appropriate:

- Psalm 23 (The Lord is my shepherd) Rite I or Rite II version
- Psalm 27 (The lord is my light and my salvation: whom shall I fear?)
- Psalm 106:1-5 (O give thanks to the Lord; for he is good.)
- Psalm 116 (I love the Lord, because he has heard my voice and my supplications)

Or other psalm, canticle or hymn: _____

If read by an individual, who? _____ Cell Phone: _____

The Gospel

The Gospel is the final reading and is read by the Deacon or other Clergy. If this is a Eucharist service, there must be a Gospel reading. You may use one of the suggestions below.

Gospel Readings

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

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. Please ask those who are sharing a remembrance to write their thoughts down and limit individual reflections. There is a maximum timeframe of ten (10) minutes total to include all reflections.

Family Remembrance(s) Yes___ No___

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

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.

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.

FOR A NON-EUCHARIST SERVICE

For a non-Eucharistic service, the Lord's Prayer is recited next and then the Prayers of the People.

To continue for a non-Eucharistic service, please skip the next section and go to the Blessing and Dismissal.

FOR A EUCHARISTIC SERVICE

For a Eucharistic service, the *Prayers of the People* are next, followed by the *Passing of the Peace*. Once everyone is seated, the service continues with Holy Communion, but this is not mandatory. In the Episcopal Church, all baptized Christians are welcomed and encouraged to receive communion regardless of their denomination.

Offertory Anthem

The **Offertory Anthem** is played while the clergy sets the table. Music recommendations are on page 10 of this worksheet to assist you in your selection.

Offertory Anthem: _____

Communion Hymns

You also need to select a minimum of two (2) hymns to be played during communion. If you expect more than 125 guests, you may select a third hymn. Music recommendations are listed on pages 9-12 of this worksheet to assist you in your selection.

Communion Hymn(s): _____

Blessing and Dismissal

After the Blessing is spoken, the Dismissal will be said.

Closing Hymn

The Dismissal is followed by the Closing Hymn, which is sung by the congregation at that conclusion of the service. Music recommendations are on the last page of this worksheet to assist you in your selection.

Closing Hymn: _____

Postlude

As with the prelude, the Postlude, or closing voluntary, is played for about 15 minutes after the service, while the guests are exiting the church. A suggested 4-6 songs may be played during this time. Music recommendations are on the last page of this worksheet to assist you in your selection.

Postlude: _____

OTHER

Will you have a memorial book for the guests to sign: Yes___ No___

I would like St. Michael's to provide the book(s). : Yes___ No___

St. Michael's can provide a book(s) for a fee of \$25 per book.

Will there be pictures displayed in the Narthex: Yes___ No___

FLOWERS

Please check all of the areas in which you would like flowers placed for the service and/or reception following the service.

Flowers for the altar: Yes___ No___ Quigley Hall: Yes___ No___

Hamilton Chapel: Yes___ No___ Columbarium: Yes___ No___

Any special requests or favorite varieties to try to include*** _____

****Keep in mind that specific flowers may only be available seasonally and that the Flower Guild will make every effort to procure preferred flowers, however, it may be necessary to secure other varieties depending on the time of year and flower availability.*

The cost of the flowers will be borne by the family.

RECEPTION FOLLOWING WORSHIP SERVICE

I would like a reception following the service in Quigley Hall. Yes ___ No___

Request St. Michael's to coordinate the food. Yes___ No___

Request to have it catered. Yes___ No___

St. Michael's can recommend some preferred caterers. The cost of the food will be borne by the family.

There will be no food. _____

There will be pictures in Quigley Hall: Yes___ No___

MUSIC RECOMMENDATIONS

PRELUDE

- | | |
|--|----------------------------|
| <input type="checkbox"/> Canon in D | J. Pachelbel (1653-1706) |
| <input type="checkbox"/> Air from Suite #2 | J. S. Bach (1685-1750) |
| <input type="checkbox"/> "I know that my Redeemer liveth" | G.F. Handel (1685-1759) |
| <input type="checkbox"/> "O rest in the Lord" | F. Mendelssohn (1809-1847) |
| <input type="checkbox"/> "Now thank we all our God" | S. Karg-Elert (1877-1933) |
| <input type="checkbox"/> Cortège & Litanie | M Dupré (1886-1971) |
| <input type="checkbox"/> Arioso in A | J. S. Bach (1685-1750) |
| <input type="checkbox"/> That slow mvmt from one of Mendelssohn's sonatas... | |
| <input type="checkbox"/> "A Mighty Fortress" | D. Buxtehude (1637-1707) |
| <input type="checkbox"/> In Paradisum [St. Cecelia Lent & Easter collection} | G. Fauré (1845-1924) |
| <input type="checkbox"/> Fairest Lord Jesus | David Johnson |
| <input type="checkbox"/> "Bist du bei mir" | J. S. Bach (1685-1750) |
| <input type="checkbox"/> "The King of love" St. Columbia | H. Willan (1880-1968) |
| <input type="checkbox"/> Sursum corda | J. Ireland (1879-1962) |
| <input type="checkbox"/> "How sweet the name of Jesus sounds" | H. Darke (1888-1976) |
| <input type="checkbox"/> Adagio for Strings | Samuel Barber (1910-1981) |

OPENING HYMN

p. 291 in Hymnal Studies 5:

- 680 O God, our help in ages past
- 637 How firm a foundation
- 688 A mighty fortress is our God
- 388 O worship the King, all glorious above
- 635 If thou but trust in God to guide thee
- 208 The strife is o'er, the battle done
- 690 Guide me, O thou great Jehovah
- 645 The King of love my shepherd is
- 335 I am the bread of life
- 620 Jerusalem, my happy home

From the 1982 Hymnal:

- 400 All creatures of our God and king – especially stanzas 5, 6, 7
- 671 Amazing grace
- 439 What wondrous love is this

From the Hymnal Supplement:

- AA Be not afraid
- AK How great thou art
- AV On eagles wings
- AX Precious Lord
- BC Shall we gather at the river
- CA In Christ alone
- AQ Just a closer walk

GOSPEL HYMN

p. 291 in Hymnal Studies 5:

- 635 If thou but trust in God to guide thee
- 645 The King of love my shepherd is
- 620 Jerusalem, my happy home

From the 1982 Hymnal:

- 439 What wondrous love is this

From the Hymnal Supplement:

- AA Be not afraid
- AV On eagles wings
- AX Precious Lord
- BC Shall we gather at the river

OFFERATORY ANTHEM

p. 291 in Hymnal Studies 5:

- 680 O God, our help in ages past
- 637 How firm a foundation
- 688 A mighty fortress is our God
- 388 O worship the King, all glorious above
- 635 If thou but trust in God to guide thee
- 208 The strife is o'er, the battle done
- 690 Guide me, O thou great Jehovah
- 645 The King of love my shepherd is
- 335 I am the bread of life
- 620 Jerusalem, my happy home

From the 1982 Hymnal:

- 400 All creatures of our God and king – especially stanzas 5, 6, 7
- 671 Amazing grace
- 439 What wondrous love is this

From the Hymnal Supplement:

- AA Be not afraid
- AK How great thou art
- AV On eagles wings
- AX Precious Lord
- BC Shall we gather at the river
- CA In Christ alone
- AQ Just a closer walk

CLOSING HYMN

- 207 Jesus is Risen today
- 208 Alleluia! The strife is o'er the battle done
- 287 For all the Saints, who from their labors rest
- 335 I am the bread of life

- 376 Joyful, joyful
- 671 Amazing grace
- 680 O God, our help in ages past
- 687 A mighty fortress is our God
- 688 A mighty fortress is our God
- 690 Guide me O thou great Jehovah

Hymnal Supplement

- CA In Christ alone

POSTLUDE

- | | |
|--|----------------------------|
| <input type="checkbox"/> Canon in D | J. Pachelbel (1653-1706) |
| <input type="checkbox"/> Air from Suite #2 | J. S. Bach (1685-1750) |
| <input type="checkbox"/> "I know that my Redeemer liveth" | G.F. Handel (1685-1759) |
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