

FUNERAL POLICY

Saint James Lutheran Church
Concord, North Carolina



104 Union Street, South
Concord, NC 28025

704-786-0166

Revised 2/2011 – Updated 1/2016

WORSHIP GUIDELINES

THE FUNERAL LITURGY

The primary emphasis in Lutheran funerals is moved from mourning the death to expressing hope in the resurrection. Therefore, the liturgy for the burial of the dead is an Easter liturgy. It finds all its meaning in the resurrection. Trusting in God's promise in baptism that we are claimed by Christ forever, we rest in the sure hope of 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. Grief and sorrow are natural, but the resurrection of our Lord remains the focal point of our worship. The liturgy that is used for the funeral service is included in this policy on page 7. This liturgy will be used for all funeral or memorial services. For funerals where a casket is present, the procession of the casket and family into the church will take place from the main entrance of the sanctuary on Union Street. For memorial services where there is no casket, a cremation urn may be placed in the front of the Nave in advance on an appropriate table. The family may still process into the church from the Union Street entrance.

WORSHIP LEADERS AND OTHER SPEAKERS

Saint James will supply a Lector who will read all the lessons during the service. If you wish for family members or friends to share some reflections on the life of the deceased, please speak with the Pastor. A brief time to share such memories may be included in the service. Except during times of pastoral absence or vacancy, the Saint James Pastor will participate in all funeral or memorial services. If there are other clergy or church leaders you wish to invite to participate in the service, please speak to the Pastor.

FUNERAL PALL: A SYMBOL OF FAITH

For those funerals where a casket is present, Saint James provides a funeral pall (a white liturgical shroud) to be placed over the casket during the service. The action of placing the pall over the casket will take place prior to the liturgy—upon the casket entering the church. The pall will be the only thing covering the casket while in the church building. The pall will be removed in the narthex following the liturgy, before leaving the church. If the deceased is eligible for such an honor, the national flag may be used as a covering for the casket as it is taken from the church to the cemetery. The Lutheran funeral liturgy resonates with the promise that all who are baptized into Christ have "clothed themselves" with Christ, and that all who are buried with Christ in baptism will be raised with him in newness of life. The white color of the pall reminds those assembled of their faith in the resurrection and further symbolizes putting on the robe of Christ's righteousness in baptism, the robe that covers the redeemed who stand before God. It is especially appropriate to recall baptism—the beginning of a Christian life—as the body of someone who has faithfully served Christ during life enters the church for the last time. The pall helps the congregation focus on the worship of God and the hope of the resurrection by de-emphasizing the relative expense of coffins and showing the equality of all people in the eyes of Christ. It has a democratizing value, for it prevents both the display of a costly coffin and the discomfiture of a simple one.

CELEBRATION OF THE HOLY EUCHARIST

It is appropriate to receive the gifts of the Eucharist, the foretaste of the great and promised feast to come, during a funeral or memorial service. The order of the Great Thanksgiving follows the prayers in the funeral liturgy. If the family wishes the Eucharist to be celebrated, the Pastor will be happy to talk with you about the details of the service.

SCRIPTURE READINGS *(Selections listed on pages 5-6)*

The list of scripture readings included on pages 5 and 6 is not an exhaustive list of possible scripture readings that proclaim hope, comfort, and truth of God's promises. Normally, one reading from both the Old and New Testaments is included, along with a reading from one of the Gospels. A psalm may be chosen as the Old Testament reading, or may be used between the Old and New Testament readings.

MUSIC GUIDELINES

The funeral or memorial service is foremost a service of worship and a liturgy of the Church. Musical selections reflect this dimension of public prayer. A 30-minute organ prelude will be offered prior to the liturgy. Congregational hymns may be sung at the beginning and end of the service and before the sermon.

Typical examples are:

- Procession into the church: A hymn of comfort, baptismal remembrance, or resurrection hope is appropriate. Character: singable, generally well-known inter-denominationally;
- Sequence Hymn before the sermon: A hymn that carries forth the images of the readings and sermon, or is reflective of the life of faith of the deceased is appropriate;
- Recession out of the church: A final hymn may be sung as the coffin is carried from the church, usually one of resurrection hope.
** The family will remain in the pews in the sanctuary until the final hymn is finished.

If communion is celebrated, hymns may be sung during the distribution.

The hymns you choose may be favorites but should all reflect the hope and promise of the resurrection, as well as the comfort and gifts of grace we receive from God, and the joy we share in the communion of saints. Hymns appropriate for any season may also be sung (such as favorite Christmas hymns during that season). Hymns may be chosen from a variety of sources. The suggestions included on page 5 are not intended to be a complete listing of hymn possibilities. Please feel free to suggest others to the Pastor as you plan the service.

The Saint James Parish Choir is available to sing for the service. Typically, one anthem or psalm is sung during the service. If you have specific requests of the Parish Choir, please discuss this with the Director of Worship-Music/Organist.

The Tower Carillon will ring out our resurrection hope as the recession makes its way out of the church and to the waiting funeral coach.

Congregational singing is preferred. In instances where there is concern regarding the singing ability of the assembly, a solo may be preferable at points in the service.

Saint James follows the practice of most congregations in that the church music staff is employed to provide music for the funeral service – specifically as organist. The Director of Worship and Music/Organist can also suggest names of instrumentalists or soloists. (Fees sometimes vary.) If a friend or family member is used as a soloist or instrumentalist, it is our practice that musical selections are made in consultation with Saint James' DWM/O.

FUNERAL RECEPTION

After initial conversation with the Pastor, you may wish to speak directly to the Funeral meal contact person. Make this request known to the Pastor. The Funeral Meal Committee will plan, set up, and serve receptions as requested by the family.

Funeral meal Committee responsibilities include:

- Purchasing food items and paper products
- Obtaining donation of certain food items from congregational members depending on the reception menu
- Following the reception, all remaining food will be packaged and sent home with the family unless otherwise requested.

FEES AND CHARGES

Normal fees and charges are listed below. Please pay the individuals directly.

Clergy..... Honorarium (make check payable to the clergy)

Organist..... Honorarium (make check payable to the organist)

SAINT JAMES STAFF CONTACT INFORMATION

Senior Pastor	The Rev. Tony Bradshaw	704-786-0166 Extension 2
Director of Worship and Music/Organist	Mark D. Frye	704-786-1063
Parish Administrator	Debbie Wilkinson	704-786-0166 Extension 0
Funeral Meal Coordinator	Jo Eng	704-782-8760
Funeral Coordinator	Sandra Faggart	704-782-5225

OTHER IMPORTANT ITEMS

- Saint James will supply ushers for services held in the Nave or Chapel.
- The Altar Guild will oversee the preparation of the Nave or Chapel for the funeral service.
- A funeral service leaflet will be supplied by Saint James for funerals held in the Nave or Chapel.
- Bodies may lie in state in the church narthex before the service. The casket is closed for the service.
- If a non-member of Saint James dies and their family wants Saint James to provide a funeral service for them, the Pastor shall approve and conduct the service as they see fit.
- Saint James will provide altar flowers for all funeral or memorial services. Additional flowers may be placed in the church by the funeral home if desired.
- The Nave seats 500 people. The Chapel seats 75 people. The nave and chancel of Saint James is supplied with an amplification system. The lectern (from where the scripture lessons are read) and pulpit are equipped with microphones.

HYMN SUGGESTIONS

"Thine is the Glory"
"Alleluia, Alleluia! Give Thanks To The Risen Lord"
"For All The Saints"
"We Know That Christ Is Raised And Dies No More"
"I Am The Bread Of Life"
"Deck Thyself, My Soul, With Gladness"
"Shepherd Of Souls"
"Holy God We Praise Thy Name"
"Joyful, Joyful, We Adore Thee"
"Beautiful Savior"
"O Worship The King, All Glorious Above"
"Praise To The Lord, The Almighty"
"Now Thank We All Our God"
"Praise, My Soul, The King Of Heaven"
"Immortal, Invisible, God Only Wise"
"Alleluia, Sing To Jesus"
"Lift High The Cross"
"Lord Of All Hopefulness"
"Be Thou My Vision"
"O For A Thousand Tongues"
"Ye Watchers and Ye Holy Ones"
"Jerusalem, My Happy Home"
"If Thou But Trust In God To Guide Thee"
"How Firm A Foundation, Ye Saints Of The Lord"
"The King Of Love My Shepherd Is"
"Love Divine, All Loves Excelling"
"Abide With Me"
"Jesus Christ is Risen Today"
"Amazing Grace"
"O God, Our Help In Ages Past"
"Rock Of Ages"
"A Mighty Fortress is our God"
"Guide Me, O Thou Great Jehovah"
"My Faith Looks Up To Thee"
"The Old Rugged Cross"
"How Great Thou Art"
"My Hope Is Built On Nothing Less"
"Softly and Tenderly Jesus Is Calling"
"The Lord Is My Shepherd"
"Precious Lord, Take My Hand"
"What A Friend We Have In Jesus"
"Shall We Gather By The River"
"It Is Well With My Soul"
"Children Of The Heavenly Father"
"On Eagle's Wings"
"Make Me A Channel Of Your Peace"
"My Hope Is Built On Nothing Less"
"I Know That My Redeemer Lives"

SCRIPTURE SUGGESTIONS

Old Testament

Job 19:23-27a
Isaiah 25:6-9
Isaiah 61:1-3
Lamentations 3:22-26, 31-33
Daniel 7:1-3, 15-18
Wisdom of Solomon 3:1-9
Ecclesiastes 3:1-2a; or 3:1-8
I know that my Redeemer lives and I shall see God
The banquet of the LORD
Righteousness and praise flourish like a garden (61:1-4, 8-11)
Great is the LORD's faithfulness
The holy ones of the Most High shall receive the kingdom
The righteous are with God
For everything there is a season, and a time for every matter under heaven.

Psalms

Psalms 23
Psalm 24
Psalm 34:1-10,22
Psalm 42:1-7
Psalm 46:1-7
Psalm 90
Psalm 91:9-16
Psalm 118
Though I walk through the valley of the shadow of death, I shall fear no evil; for you are with me; (23:4)
They shall receive a blessing from the God of their salvation (24:5)
Fear the LORD, you saints of the LORD. (34:9)
My soul is athirst for God; when shall I come to appear before the presence of God? (42:2)
The LORD of hosts is with us; the God of Jacob is our stronghold. (46:4)
Return, O LORD; how long will you tarry? Be gracious to your servants. (90:13)
On eagle's wings – assurance of God's protection: I will protect those who know my name. (90:14)
Open for me the gates of righteousness; I will enter them; I will offer thanks to the LORD. (118:19)

Psalm 121 *Behold, he who keeps watch over Israel shall neither slumber nor sleep; (121:4)*
 Psalm 130 *My soul waits for the LORD, more than watchmen for the morning (130:5)*
 Psalm 139:1-12 *O LORD, you have searched me and known me. (139:1)*
 Psalm 143 *LORD, hear my prayer, heed my supplications; answer me in your righteousness.(143:1)*
 Psalm 149 *Sing the praise of the LORD in the congregation of the faithful (149:1)*

New Testament

Romans 1:16 *I am not ashamed of the gospel; it is the power of God for salvation*
 Romans 5:1-11 *Reconciled to God by Christ's death*
 Romans 5:17-21 *Through Adam came sin and through Christ comes justification*
 Romans 8 *Life in the Spirit*
 Romans 8:31-35, 37-39 *Nothing can separate us from God's love (8:26-39)*
 Romans 9 *Future glory*
 Romans 14:7-9 *Accepting diversity in the community of faith (14:1-12)*
 1 Corinthians 15:12-26 *Christ has been raised, the first fruits of those who have died (15:12-20)*
 1 Corinthians 15:51-57 or 55-58 *Death is swallowed up in victory*
 2 Corinthians 4:16-18 *Living by faith*
 Ephesians 1:11-23 *God raised Christ from the dead and made him head over all the church*
 Philippians 3:20-21 *Jesus will change our lowly body to be like his glorious body*
 1 Thessalonians 4:13-18 *The dead in Christ will rise*
 2 Timothy 4:6-7 *I have fought the good fight, finished the race, kept the faith*
 Hebrews 13:6-8 *Jesus Christ the same yesterday, today, and forever*
 Hebrews 13:14-16 *We are looking for the city that is to come*
 1 Peter 1:3-9 *New birth to a living hope through the resurrection*
 1 John 3:1-3 *We are God's children*
 Revelation 7:9-17 *The multitudes of heaven worship the Lamb*
 Revelation 14:13 *Blessed are the dead who from now on die in the Lord*
 Revelation 21:2-5a or 21:1-7 *A new heaven and a new earth*

Gospels

Matthew 5:1-12 *Blessed are the poor in spirit*
 Matthew 11:25-30 *The yoke of discipleship (11:16-19, 25-30)*
 Matthew 24:1-13 *The one who endures to the end will be saved*
 Luke 6:20-31 *Jesus speaks blessings and woes*
 Luke 12:35-40 *God will give you the treasure of the kingdom*
 Luke 23:39-43 *You will be with me in paradise*
 John 3:16 *God gave his Son for the life of world*
 John 5:24-29 *Any who hear my word and believes him who sent me has eternal life*
 John 6:37-40 *All who see the Son and believe in him may have eternal life; and I will raise them up on the last day*
 John 10:1-5 *Jesus the Good Shepherd*
 John 11:21-27 *The raising of Lazarus: I am the resurrection and the life*
 John 11:32-44 *The raising of Lazarus*
 John 12:23-36 *Unless a grain of wheat falls into the earth and dies it remains alone; but if it dies it bears much fruit*
 John 14:1-6 *Christ the way, the truth, and life*
 Matthew 28, Mark 16, Luke 24, and John 20: *The Resurrection of Jesus*

THE LITURGY FOR THE BURIAL OF THE DEAD

THE OPENING VOLUNTARIES

THE THANKSGIVING FOR BAPTISM

The People stand
Liturgist

Blessed be the God and Father of our Lord Jesus Christ, the source of all mercy and the God of all consolation. He comforts us in all our sorrows so that we can comfort others in their sorrows with the consolation we ourselves have received from God.

People
Liturgist

Thanks be to God.

People
Liturgist

Eternal God, maker of heaven and earth, who formed us from the dust of the earth, who by your breath gave us life, we glorify you.

People
Liturgist

We glorify you.

Jesus Christ, the resurrection and the life, who suffered death for all humanity, who rose from the grave to open the way to eternal life, we praise you.

People
Liturgist

We praise you.

Holy Spirit, author and giver of life, the comforter of all who sorrow, our sure confidence and everlasting hope, we worship you.

People

We worship you.

To you, O blessed Trinity, be glory and honor, forever and ever.

Amen.

THE HYMN AT THE PROCESSION

THE SALUTATION AND COLLECT FOR BURIAL

Liturgist

The grace of our Lord Jesus Christ, the love of God, and the communion of the Holy Spirit be with you all

People
Liturgist

And also with you.

Let us pray.

People

O God of grace and glory, we remember before you today our brother, *N*. We thank you for giving *him* to us to know and to love as a companion in our pilgrimage on earth. In your boundless compassion, console us who mourn. Give us faith to see that death has been swallowed up in the victory of our Lord Jesus Christ, so that we may live in confidence and hope until, by your call, we are gathered to our heavenly home in the company of all your saints; through Jesus Christ, our Savior and Lord.

Amen.

THE COLLECT FOR THOSE WHO MOURN

Liturgist

Most merciful God, whose wisdom is beyond our understanding, deal graciously with *N's* family and friends in their grief. Surround them with your love, that they may not be overwhelmed by their loss, but have confidence in your goodness, and strength to meet the days to come; through Jesus Christ our Lord.

People

Amen.

The People sit

THE OLD TESTAMENT READING

THE PSALM/SPECIAL MUSIC

THE EPISTLE READING

The People stand

THE SEQUENCE HYMN

THE HOLY GOSPEL

The People sit

THE HOMILY

The Reverend Tony Bradshaw, Senior Pastor

The People stand

THE APOSTLES' CREED

Liturgist

God has made us his people through our Baptism into Christ. Living together in trust and hope, we confess our faith.

People

I believe in God, the Father almighty, creator of heaven and earth. I believe in Jesus Christ, his only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

Liturgist

THE PRAYERS OF THE PEOPLE

In peace, let us kneel and pray to the Lord.

The People kneel or sit as able

A brief period of silence is held.

Liturgist

Almighty God, you have knit your chosen people together in one communion, in the mystical body of your Son, Jesus Christ our Lord. Give to your whole Church in heaven and on earth your light and your peace. Lord, in your mercy,

People

hear our prayer.

Liturgist

Grant that all who have been baptized into Christ's death and resurrection may die to sin and rise to newness of life and that through the grave and gate of death we may pass with him to our joyful resurrection. Lord, in your mercy,

People

hear our prayer.

Liturgist

Grant to us who are still in our pilgrimage, and who walk as yet by faith, that your Holy Spirit may lead us in holiness and righteousness all our days. Lord, in your mercy,

People

hear our prayer.

Liturgist

Grant to all who mourn a sure confidence in your loving care, that, casting all their sorrow on you, they may know the consolation of your love. Lord, in your mercy,

People

hear our prayer.

Liturgist

Give courage and faith to those who are bereaved, that they may have strength to meet the days ahead in the comfort of a holy and certain hope, and in the joyful expectation of eternal life with those they love. Lord, in your mercy,

People

hear our prayer.

Liturgist

Grant us grace to entrust *N* to your never-failing love which sustained *him* in this life. Receive *him* into the arms of your mercy, and remember *him* according to the favor you bear for your people. Lord, in your mercy,

People

hear our prayer.

Liturgist

God of all grace, you sent your Son, our Savior Jesus Christ, to bring life and immortality to light. We give you thanks because by his death Jesus destroyed the power of death and by his resurrection has opened the kingdom of heaven to all believers. Make us certain that because he lives we shall live also, and that neither death nor life, nor things present nor things to come shall be able to separate us from your love which is in Christ Jesus our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever.

People

Amen.

THE CELEBRATION OF THE HOLY EUCHARIST (*OPTIONAL*)

THE PRAYER FOR HOLY REST

Liturgist

O Lord, support us all the day long, until the shadows lengthen, and the evening comes, and the busy world is hushed, and the fever of life is over, and our work is done. Then in thy great mercy, grant us a safe lodging, and a holy rest, and peace at the last.

People

Amen.

THE LORD'S PRAYER

Liturgist

And now as our Savior Christ has taught us, we are bold to pray,

People

Our Father, who art in heaven, Hallowed be thy Name. Thy kingdom come. Thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, forever and ever. Amen.

The People stand

THE COMMENDATION

Liturgist

Let us commend *N* to the mercy of God, our maker and redeemer.

A brief silence is held.

Into your hands, O merciful Savior, we commend your servant, *N*. Acknowledge, we humbly beseech you, a sheep of your own fold, a lamb of your own flock, a sinner of your own redeeming. Receive *him* into the arms of your mercy, into the blessed rest of everlasting peace, and into the glorious company of the saints in light.

People

Amen.

THE DISMISSAL

Liturgist

Let us go forth in peace.

People

In the name of Christ. Amen.

THE HYMN AT THE PROCESSION

THE CLOSING VOLUNTARY

FUNERAL COORDINATOR CHECKLIST

Name of Deceased: _____

Family Contact: _____ Phone No. _____

General Information

Date of Service: _____ Day: _____ Time: _____

Presiding Minister: _____

Lector: _____ Phone No. _____

(Assign a Lector from the regular Sunday rotation)

Type of Service: _____ Memorial _____ Funeral

_____ Guest Book needed?

Location: _____ Sanctuary _____ Chapel _____ Funeral Home

Number of Guests expected for Reserved Sections:

_____ Family; _____ Pallbearers/Honorary Pallbearers

Number of Bulletins Requested _____ (Place in Narthex; also place bulletins in the seats of the reserved sections.)

Recording of service (Y/N) _____ Person responsible: _____

Prior to the service, will family gather at Funeral Home or at the Church? _____

Is the Parlor needed for gathering? (Y/N) _____; If so, have water and cups available

Meal/Reception Needed After Service? (Y/N) _____ Persons or Committee to be responsible for preparing meal/reception and serving: _____

Flowers

Order Altar Flowers; Name of Florist: _____ Time of Delivery: _____

Pall

If a casket is present, the Funeral Pall is used. Prepare the Pall and place the Pall over the back pew in the Nave/Chapel.

Ushers/Crucifer

_____ Contact 4 ushers to serve for the service. They should arrive 45 minutes prior to the service to welcome guests and pass our service leaflets.

_____ Contact person to serve as crucifer to lead the procession into the church.

Person: _____

FUNERAL COORDINATOR CHECKLIST

Preparation of the Sanctuary

Reserve _____ Pews for Family with Reserve Signs

Reserve _____ Pews for Pallbearers/Honorary Pallbearers

Reserved signs are located in the left drawer in the Sacristy. Reserved pews for the family should be on the pulpit side. Reserved pews for pallbearers should be on the lectern side.

Prior to Service

_____ Turn on Lights in Nave/Chapel

_____ Place the Funeral Pall over the back pew in the Nave/Chapel

_____ Light Altar Candles 30 Minutes Prior to the Service Time

_____ Turn on Sound (Button by organ console)

_____ Insert CD and Set-up for Recording

_____ Unlock Doors One-Hour Prior to Service

_____ Remove Trash from all Outside Areas

_____ Sweep Front Steps and Entrance

_____ Take Extra Care with Areas that the Family will Pass Through

_____ Make contact with Cleaning Service to inform them of service day and time and request that they prepare the Nave/Chapel by Vacuuming

After Service

_____ Extinguish Candles

_____ Turn off Sound

_____ Turn off Lights

_____ Remove Reserved Spaces Signs

_____ Lock Sanctuary Doors

