

St. Andrew's Episcopal Church

Funeral Customary



St. Andrew's Episcopal Church
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The service for the burial of the dead is an Easter Liturgy. Celebration of the resurrection lies at the center of it. 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 inappropriate. 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. (John 11) So, while we rejoice that one we love has entered into the nearer presence of God, we sorrow in sympathy with those who mourn. (Book of Common Prayer, page 507)

I commend the Funeral Customary to all members of St. Andrew’s. It contains advice and references for yourself or for loved ones. It also has suggestions regarding many of the questions which arise at the time of death or serious illness. We are prepared to offer pastoral care and support during times of illness or death. Please do not hesitate to call on us during any time of need.

*The Rev. Anne R. Kirchmier
Rector*

CHRISTIAN BURIAL

1. The death of a member of the church should be reported as soon as possible to, and arrangements for the funeral should be made in consultation with, the Rector of the Parish. Baptized Christians are properly buried from the church. The service should be held at a time when the congregation has opportunity to be present.
2. The body may be present (*burial*) or not present (*memorial service*). If cremation has taken place earlier, the ashes may be present at the service in a suitable container.
3. Coffins are to be closed before any service and are to remain closed thereafter (BCP, p. 468). Rather than floral sprays or blankets, a pall owned by the parish is used to cover the coffin. An appropriate flag may be substituted for the funeral pall in order to honor a military veteran. Use of a pall or flag for all funerals ensures that equal dignity is accorded every person.
4. Only two flower arrangements are permitted in the church. They will be arranged by members of the St. Andrew's Altar Guild. The Altar Guild chair, BoBo Smith, will bill the family directly for any flowers used. Flowers are not permitted in the Memorial Garden.
5. The liturgy may be the Burial Office with Holy Eucharist or the Burial Office alone, using either Rite I or Rite II. The Eucharist is particularly appropriate at burials or memorial services because it celebrates the actual presence of Christ in the midst of our sorrow and reminds us that the living and the dead are united in Christ both now and always. Clergy invite all present to the altar rail and offer blessings to those not receiving communion.
6. Families who do not want a funeral home "viewing" may wish to greet friends and relatives in some other way. While such receptions may be held at home, the church Parish Hall may also be used. This is especially appropriate when the burial of the deceased precedes the memorial service.

CREMATION

Nothing in canon law or in the teaching of the Church prevents or discourages the practice of cremation. Cremation is an ancient and reverent practice which merely hastens the natural decomposition of the body. In no way does cremation express contempt of the body or deny the Christian doctrine of the resurrection. In First Corinthians, Paul likens the resurrection of the body to a seed planted in the ground. Just as the seed that dies bears no resemblance to the future plant, so will our spiritual bodies be distinct from our mortal bodies. It is consistent with Christian respect for the human body for cremated ashes to be disposed of with dignity in a suitable place. There is a Memorial Garden for the interment of ashes at St. Andrew's (*see page 17*).

MEMORIALS

Increasingly, Christians are abandoning the practice of spending large amounts of money on flowers at the time of death. Families often encourage memorial gifts to some charity or other cause of importance in lieu of flowers. Memorials may be made to St. Andrew's in a variety of ways: Memorials Committee, Building Fund, St. Andrew's Perpetual Trust.

PLANNING YOUR FUNERAL – GENERAL INFORMATION

As you plan your funeral, remember that your grieving survivors will have needs at the time of the funeral, and it is impossible to predict what those needs will be. Therefore, it is highly recommended that you give instructions as to your favorite hymns and scriptural passages, but also that you leave room for your survivors to make changes and additions as may be necessary.

If you wish a full body burial:

1. A pall will be used at the church. There is no need, therefore, for an expensive floral spray for the coffin. Should you have one for the viewing, it will be removed as your coffin is brought into the church.
2. Pallbearers are necessary. There should be a minimum of six.
3. Flowers are placed only on the two altar stands. It might be wise to indicate that, in lieu of flowers, you would like a contribution to be made to St. Andrew's or some other charity.
4. Burial may precede or follow the service.
5. A Eucharist is appropriate to a Christian burial. All worshipers are invited to come to the altar rail.

If you wish cremation:

1. The ashes may be present at the service.
2. St. Andrew's has a Memorial Garden for the disposition of ashes.
3. Flowers are placed only on the two altar stands. It might be wise to indicate that, in lieu of flowers, you would like a contribution to be made to St. Andrew's or some other charity.
4. A Eucharist is appropriate to a Christian burial. All worshipers are invited to come to the altar rail.

If you need advice:

Contact one of the clergy for assistance in planning funeral arrangements.

Filing your plans:

You are strongly encouraged to file your funeral plans in the church's confidential pastoral file, which is kept in the church's safe. This will permit the church to know the essentials necessary for your funeral and will remove considerable strain and stress from your friends and relatives.

PERSONAL PREFERENCES CONCERNING MY FUNERAL

As you think about planning your funeral service, take time to read through the beautiful burial rites in the Book of Common Prayer (Rite I begins on page 469; Rite II on page 491). Read through the listed scripture passages listening for words that speak strongly to you and/or say something you think would be especially helpful for your family and friends to hear as they grieve.

NAME: _____

DATE: _____

Graveside only:

I would prefer to have only a graveside service: Y N

At that graveside service, I would like the officiant to use the language of Rite I Rite II

For funeral service in the church:

I prefer: Rite I (BCP 469) Rite II (BCP 491)

I would like my funeral service to include Holy Communion: Y N

I would like for there to be a homily/sermon at my funeral: Y N

In addition to the clergy person, I would like the following person/people to speak:

It is helpful to have at least two Ushers for a funeral without communion. Larger services require additional Ushers. If the family does not have specific persons in mind to serve as Ushers at the church for the funeral or memorial service, we will arrange for Ushers for you.

I would like the following people to take part in the service as readers, ushers, acolytes, musicians, etc.: (Please specify the role you would like the person to take.)

Hymns I would particularly like to be included in my funeral service are: (see page 7 for suggestions)

From Holy Scripture I would like one or more of the following passages I have circled or written in to be read:
(these readings are drawn from the *BCP* guidelines)

From the 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 (The souls of the righteous are in the hands of God)
- Job 19:21-27a (I know that my Redeemer lives)

From the Psalms

- 42:1-7, 46, 90:1-12, 121, 130, 139:1-11, 23, 27, 106:1-5, 116

From the New Testament

- Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- 1 Corinthians 15:20-25, 35-38, 42-44, 53-58 (The imperishable body)
- 2 Corinthians 4:16 – 5:9 (Things that 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)

From the Gospel

- 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)

Other readings:

Some of my favorite flowers and colors are:

If you expect more than 400 people in attendance at a funeral or memorial service, additional seating is available in the Parish Hall. However, St. Andrew's staff is NOT responsible for securing the sound/video set up required for the service to be heard/seen in the Parish Hall. This must be done by the family.

Information for the obituary is attached on a separate page: Y N

Other arrangements/requests:

LIST OF RECOMMENDED HYMNS
from *The Hymnal 1982*

<u>Title</u>	<u>Pg. No.</u>
Morning has broken	8
Alleluia! The strife is o'er, the battle done	208
For all the saints, who from their labors rest	287
All things bright and beautiful	405
For the beauty of the earth	416
Lift high the cross	473
Come, my Way, my Truth, my Life	487
Ye holy angels bright	625
How firm a foundation, ye saints of the Lord	636/637
The King of love my shepherd is	645/646
Love divine, all loves excelling	657
Amazing grace	671
O God, our help in ages past	690
A mighty fortress is our God	687/688
Guide me, O thou great Jehovah	690

FEES

Clergy:

There is no fee for clergy to officiate at a funeral. Families who wish to do so are welcome to make a gift to the Rector's Discretionary Fund, used to help those in need.

Organist:

service at the church, or locally	\$125+ (suggested)
service at another location	\$150
service out of town	\$150 and expenses

If Mr. Norris is unavailable for a service at St. Andrew's, the suggest honorarium for a guest organist is \$150.

Soloist:

service at the church	\$75
service at another location	\$100

Bulletins:

The church will provide a basic four-page black and white bulletin. Should you desire a color cover or need a larger bulletin, the cost will be calculated based on the additional production costs.

Receptions:

Please see the *Policy for the Use of the Parish Hall for Receptions* on page 10.

POLICY FOR THE USE OF THE PARISH HALL FOR RECEPTIONS
FOLLOWING FUNERALS AND MEMORIAL SERVICES

Funeral/Memorial Service for _____	Estimated attendance _____
Date/time of Service _____	Time of Reception _____
Caterer/Person in charge of Reception _____	Phone _____
St. Andrew's Facilitator _____	Phone _____

1. St. Andrew's Parish Hall and Kitchen are available for funeral/memorial service receptions.
2. St. Andrew's Episcopal Church does not provide receptions for funerals; however, if you have family or friends who wish to host a reception, St. Andrew's will provide a Reception Advisor. The Reception Advisor will provide guidance on the use of the kitchen, suggested set up of the Parish Hall, location of serving platters and dishes, use of coffee makers and other equipment, etc.
3. If you wish to use a caterer, the Reception Advisor can, if needed, assist them in the same manner as stated above. We have a small list of caterers, available upon request.
4. St. Andrew's Sexton, subject to his availability, will assist with set up and clean up of the Parish Hall for parishioner funerals held weekdays during normal business hours. His duties consist of setting up/taking down tables and chairs, sweeping and mopping floors and removing trash. For nonmembers and/or weekend funeral receptions, there is a \$50 fee for the Sexton's services. Additional services such as washing dishes are at his discretion and will involve an additional charge. If you choose not to use the Sexton, you will be asked to sign the St. Andrew's Contractual Agreement for Use of the Kitchen and Parish Hall (found in the pocket of this packet).

**OTHER BURIAL AND DEATH NOTICE INFORMATION
TO BE OF HELP TO MY FAMILY, FRIENDS, OR THE CLERGY**

The person I would like to oversee arrangements at the time of death is _____.

His/Her contact information is:

Phone: _____

Email: _____

Burial:

1. I have made my prearrangements with _____ Funeral Home located at _____.

The ID number for any documents is _____.

2. I would like a visitation Y N held at _____.

Casket open: Y N

3. I prefer that my body be disposed of in the following manner:

_____ burial

_____ cremation and burial of ashes at:

_____ cremation and scattering of ashes at:

_____ donation to a medical school

(requires a legal authorization)

_____ donation of organs followed by burial or cremation

(requires a legal authorization)

4. If a coffin is needed to fulfill one of the above, I prefer:

_____ the most inexpensive one available

_____ the decision be made by my next of kin or designated person

5. I have a cemetery plot located as follows:

Name of cemetery: _____

Address: _____

Lot number: _____

If more than one plot, which one: _____

Information for Death Notices:

1. My funeral service is to be held:

_____ in _____ Funeral Home

_____ at St. Andrew's Episcopal Church

_____ in _____ Cemetery (graveside only)

_____ (other) _____

2. My immediate survivors are:

3. My current employment or from which I retired:

4. My professional/social memberships:

5. In lieu of flowers, memorial contributions may be made to:

6. Other items I wish to be included:

7. Newspapers other than the Daily Press in which my obituary should appear:
(name and city/state)

WILLS, LIVING WILLS, DONATION OF BODIES OR ORGANS, and DURABLE POWERS OF ATTORNEY

WILLS:

Every Christian should have a will to ensure that his or her estate is disposed of responsibly and to protect the interests of beneficiaries. Even in uncomplicated situations, it is best to consult an attorney for help making a will since laws differ from state to state. In preparing a will, church members should consider making bequests to their parish, diocese, church institution, or some other Christian concern as a way of expressing gratitude to God for the blessings of our lives.

LIVING WILLS:

A “Living Will” is a document executed in the presence of witnesses which records a person’s desires about whether or how be to kept alive by artificial or “heroic” means when there is no reasonable expectation of recovery from a critical illness. Because Christians understand that human life is more than mere physical existence, because the emotional and fiscal cost of interminable illness can destroy the stability of family life, and because Christians have a long view of life that extends beyond physical death, the execution of a “Living Will” is an appropriate option for each church member to consider. “Living Wills” provide helpful clarification for families, physicians, lawyers, and friends. An excellent example of a living will is a document called *Five Wishes*. Legal for use in Virginia, this document allows you to record your medical treatment, comfort, and care wishes. Visit FiveWishes.org.

It is important to appoint someone to be your health care agent. This can be done through your durable power of attorney or through an advance directive such as *Five Wishes*. This will help to ensure that your exact wishes are followed.

ORGAN AND BODY DONATION:

Many people desire to extend the usefulness of their body beyond death. You can do so by donating organs or tissues to those needing replacements or grafts, or by giving your entire body for anatomical study. You can indicate your desire to be an organ donor on your driver’s license or by carrying a universal donor card. Those interested in donating their bodies to science can contact the Virginia State Anatomical Program.

DURABLE POWER OF ATTORNEY

A Durable Power of Attorney is a legal document naming the person you would like to handle your affairs if you become incapacitated and unable to handle matters on your own. Durable powers of attorney can cover financial and/or health care affairs. A Durable Power of Attorney for health care specifies who will make medical care decisions for you; a Living Will spells out your wishes about these decisions.

PERSONAL DATA

1. My full name _____
2. My date and place of birth: _____ Citizenship _____
3. My father's full name: _____
4. My mother's full name (including maiden name): _____
5. My spouse's full name _____
6. The first person to notify in case of emergency:
Name: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____
Relationship: _____
7. An alternate contact person:
Name: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____
Relationship: _____
8. My Social Security number: _____
9. My military serial or service number: _____
10. My health insurance company is: _____
Policy No.(s): _____
11. My lawyer's name is: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____
12. My Primary Physician is: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____
13. My "Specialist" Physician is: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____
14. My Employer is: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____

15. My Personal Director/Supervisor where I work is: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____

16. Have you executed a Living Will? Yes _____ No _____
Location of original document: _____
Date signed (must be re-executed every five years): _____

17. Have you executed a Durable Power of Attorney for Health Care
for financial matters? Y N
for health care? Y N
for both? Y N
Location of original document _____
Name of Designee: _____
Address: _____
Phone: (H) _____ (W) _____ (C) _____

18. Location of the following data:
Bank: _____
House keys: _____
Car keys: _____
Pet information: _____
Other information: _____

19. Personal Information Needed by My Survivors:
a. Location of my original will and any trusts:

b. Location of my securities (including the name, address, and phone number of my broker)

c. Location of my deed, mortgage agreement, lease, car title, etc.:

d. Location of papers concerning arrangements with eye bank, medical schools, etc.:

e. Estimated number of copies of my death certification needed to process my estate: _____
(Copies will be required for Social Security, the Veterans' Administration, each insurance company, each bank account, every stock and/or bond, and house and other property.)

20. List any other specific information you think may be helpful:

Date _____ Signature _____

A CHECKLIST OF THINGS TO BE DONE

- If death occurs away from a hospital or nursing facility, a physician must be called to verify the death and sign the legal certificate.
- You may notify the clergy at any time by calling:

St. Andrew's church office:	757-595-0371 or saec0371@verizon.net
The Rev. Anne R. Kirchmier:	804-687-5396 or annekirchmier.saec@gmail.com
The Rev. Lorna H. Williams	734-904-8799 or lornawilliams.saec@gmail.com
The Rev. Katherine T. Gray	757-508-4810 or tuppergray@gmail.com
- Look in a desk, file cabinet, or other place where important papers are kept for any document prepared by the deceased for reference at his or her death. If found, consider their contents in the light of "reasonable possibility." If not found, proceed with your best instincts as you work through this checklist.
- Secure the help of several relatives or friends, not emotionally involved in the death, to help you with details. These persons can assist with answering the phone (*keeping a record of the calls*), arrange for child care (*if needed*), coordinate the supplying of food for the next few days, see to household chores, supervise hospitality for visitors, keep a list of persons to receive thanks for gifts and flowers, and assess funeral costs, etc.
- Will you permit an autopsy? Have the necessary hospital papers been signed?
- Do you, or did the deceased, want cremation? If so, embalming and a coffin are not necessary.
- If not previously arranged, decide on a funeral director and phone him or her, requesting he or she take the body into custody and await further word from you about plans. The clergy are experienced in these matters and can be your advocate. Embalming may not be required if the burial is held within a certain time frame and as long as the body does not have to cross state lines.
- Make a list of people to be notified. Decide who should contact them.
- Allowing time for publication of newspaper notices and arrival of people from out-of-town, set the day and hour of the service in consultation with the officiating clergy person.
- Decide what kind of service is wanted: Eucharist or Burial Office only? Body present or memorial service? Church or funeral home?
- Concerning interment:
 - Is there a cemetery plot? Where? Who owns it?
 - If buying a space, where will it be? How many spaces should you purchase?
 - Is space wanted for a coffin or only cremation urns?
 - Note: Ask the cemetery whether or not a vault is required before purchasing one.*
 - Are the ashes to be disposed of apart from a cemetery?
 - Would you like to use St. Andrew's Memorial Garden?

- Decide if there will be visiting hours. Will they be at the church, the funeral home, or elsewhere? Will they be before or after the service? Who will coordinate the visitation?
- Will the coffin be open or closed at the funeral home?
- Determine where memorial gifts in lieu of flowers should be sent and be sure notification of this decision appears in newspaper notices.
- The individual may have written a personal obituary. If this has not been done, who will write it? It could include age, place of birth, cause of death, occupation, college degrees, memberships held, military service, outstanding work, and a list of survivors in the immediate family. The funeral home or cremation society will assist in the writing of the obituary and should deliver it to the local newspaper. This is NOT a free service of the newspaper, and lengthy obituaries can be very expensive.
- Select pallbearers if you wish to have the coffin present at the service. Decide who will contact them.
- Whoever goes to the funeral home to complete the arrangements will need most of the information covered in this checklist. The funeral director will also need the following information: full name, date and place of birth, father's full name, mother's full name (including maiden name), survivors, memberships, newspapers in which the death notice/obituary is to appear, social security number, and a DD214, if available, for anyone who has served in the military.

With the DD214 on file, if a family wants an honor guard for a loved one, call the funeral home or mortuary and the staff will contact the military and make the arrangements. Typically, an honor guard is made up of active duty or reserve personnel from the branch of service the veteran served in. The rendering of Military Funeral honors for an eligible veteran, free of charge, is mandated by law.

- Work out the particulars of the service with the officiating clergyperson.
- Notify insurance companies. Check carefully all life and casualty insurance and death benefits including social security, credit union, trade union, fraternal orders, military, etc. Check also on income for survivors from these sources. Some individuals may have funeral insurance or may have made prearrangements with a funeral home or cremation society.
- Check promptly on all debts and installment payments. Some may carry insurance clauses which cancel them. Arrange for extension of payment schedules if finances are a problem.

**AGREEMENT FOR USE OF
ST. ANDREW’S EPISCOPAL CHURCH
MEMORIAL GARDEN
NEWPORT NEWS, VIRGINIA**

AGREEMENT made this _____ day of _____, 20____
between the Rector, Wardens, and Vestry of St. Andrew’s Episcopal Church, Newport News,
Virginia 23601-4011 (*hereinafter called “The Church”*)
and _____ (*hereinafter called “The Donor”*)
of _____ (*address*)

A donation of \$250 per interment is requested to offset the cost of the brass name plate and to provide assistance in the maintenance of the Memorial Garden. Under special circumstances this donation may be waived by St. Andrew’s Episcopal Church.

Terms and Conditions:

Definitions: The “Donor” shall include all persons permitted to succeed to the Donor’s interest pursuant to paragraph 9 below. “The Church” shall include the clergy, Vestry, employees, and agents of St. Andrew’s Episcopal Church, “Trustees” shall include The Memorial Garden Trustees as assigned by, and subject to the control of, the Vestry of the Church.

1. Custody and control of the Memorial Garden and all matters relating thereto are, and shall be, vested in all respects in the Vestry of the Church. The Trustees shall manage and maintain the Memorial Garden.
2. Cremated remains of members of the parish and their families may be interred in the Garden. Others may also be interred at the sole discretion of the Trustees.
3. It is understood by the Donor that, (1) the ashes of the Deceased will be returned to the earth free of any container, and (2) that the Church may place an appropriate uniform plaque, engraved with the full name and dates of birth and death of the Deceased. No property right of any kind in the Memorial Garden is, or shall be, acquired by a donation for interment. Except for the plaque provided by the Church, no markers, individual plantings, or floral arrangements will be permitted. In lieu thereof, floral memorials for the Church may be arranged with the Altar Guild.
4. No Donor, or any other person, shall have any rights or cause of action against the Church concerning the physical location, maintenance, security, or appearance of the Memorial Garden. At the sole discretion of the Vestry, the Memorial Garden may be discontinued or relocated in another appropriate place at any time. No liability or

obligation resulting from the loss, disturbance of, or damage to, the Garden can be claimed.

5. The Donor agrees and understands that the Deceased's ashes will be interred directly in the earth and will not be recoverable or preserved intact.
6. The Donor understands that the surrounding churchyard is used for many purposes and will continue to be so used.
7. The Donor's donation for the interment of the Deceased's ashes is made without any reservations, conditions, or restrictions and may be used for any lawful purpose deemed proper by the Vestry.
8. The Vestry, or the Trustees (subject to the approval of the Vestry), may, at any time make rules and regulations governing the use and maintenance of the Memorial Garden. The Vestry may, at any time, amend the terms and conditions of this agreement with respect to the fees, and to the use, operation, and maintenance of the Memorial Garden.
9. No assignment of the Donor's rights under this agreement, whether voluntary, involuntary, or by operation of law, shall be made, or be effective, without the prior written consent of the Trustees. Upon the death of the Donor and approval by the Vestry, the Donor's rights under this agreement shall pass through the Donor's estate.
10. The Donor may change the name of the Deceased to be interred only with the prior written consent of the Trustees.
11. The Donor may request in writing that this agreement be cancelled if the Trustees refuse to approve a request to assign the Donor's rights, to change the name of the Deceased to be interred, or for other good cause. The Church then has the absolute right to cancel this agreement upon tender of repayment of the fee paid to the Church pursuant to this agreement. No interest or other charges will be due to the Donor in the event of such a cancellation.
12. This agreement represents the full agreement of the parties. There are no other agreements, written or oral, between the Church and the Donor relating to the use of the Memorial Garden.
13. No amendment of this agreement shall be effective unless in writing and signed by both the Donor and the Church. All terms and conditions, any properly executed amendments thereto, and all rules and regulations shall apply to, and be binding upon, the Donor and the Church.

WITNESSETH

The Church acknowledges receipt of the fee of \$250 from _____,
and gives permission to the Donor to bury in the earth of St. Andrew's Episcopal Church
Memorial Garden the ashes of _____ (*hereinafter called*
"Deceased")

of _____ (*address*),
subject to the terms and conditions set forth above.

By _____ Chair, St. Andrew's Episcopal Church
Memorial Garden Trustees

And _____ Treasurer, or other designee of
St. Andrew's Episcopal Church

And _____ Donor