



St. Peter's Episcopal Church
Guidelines & Resources
for Funerals & Memorial Services

On behalf of all of us at St. Peter's Episcopal Church, we extend prayers and condolences to you upon the death of your loved one. These guidelines are intended to help you do some initial planning of a "Celebration of Life" also known as a "funeral" using the liturgical traditions and resources of the Episcopal Church. The liturgy is intended for the comfort of you, your family and all who will attend.

St. Peter's Episcopal Church will provide a funeral for anyone. Neither the deceased nor family members need be a member of the parish, an Episcopalian, or even a baptized Christian. Everyone deserves to have a dignified funeral and burial service, and providing these rites is a cornerstone of our commitment to providing spiritual care for all who request it.

If you decide to plan a funeral with us, we will use one of the Burial Rites in *The Book of Common Prayer, 1979* with hymns and readings which are chosen by the family and/or clergy and organist. In order to assist you, we have developed the following step-by-step planning guide which also includes suggested readings and hymns and information about a reception before or after the funeral, should you desire it.

Again, this document is for your preliminary planning. As soon as possible after a death, you should plan to meet with a priest, who will help finalize plans and chart next steps.

Grace and peace,
Kelly+

The Reverend Kelly Steele, *Rector*
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Service Configurations

- 1) *Burial Office with Holy Eucharist*
 - ❖ Start in the chapel (or church) with readings, prayers, small sermon, and Communion before moving to the memorial garden for prayers & interment of ashes.
- 2) *Burial Office without Holy Eucharist*
 - ❖ Start in the chapel (or church) with readings (minimum 1), prayers, small sermon (but no Communion) before moving to the memorial garden for prayers & interment of ashes.

3) *Graveside Service*

- ❖ Shorter service of a reading, prayers, small sermon that takes place directly at the site of their burial.

Burial in the St. Peter's Memorial Garden

The Memorial Garden is available to anyone who was baptized at St. Peter's or who were current members in good standing at the time of their death, or who have previously purchased a niche. **If a niche was not purchased in advance** and you wish for your loved one to be interred here, please inform the priest helping plan the funeral. Assuming the above-mentioned membership guidelines are met, please meet with the Administrator when payment is made to reserve a plot. The map of the Garden/Columbarium may be seen by scanning the QR code here.



If burial is to take place at a local cemetery the officiating priest will accompany the funeral party to the place of burial and lead a brief Committal service. Please arrange for burial or interment to take place immediately after the funeral service is concluded.

Reception at the Church

The Memorials Reception Committee hosts receptions for the funerals of parishioners and their families. We normally host receptions in the Parish Hall. Receptions are scaled to the needs of the family and attendees, but normally include punch & cookies.

Memorial Gifts - If the person who has died was an active member of the St. Peter's congregation, please consider listing St. Peter's as one of the places people can send memorial gifts.

Undesignated gifts will be directed, by the vestry, to the area of ministry with greatest need. Depending upon the interests of the deceased, financial offerings are most appreciated for one of the following funds and should be indicated in advance or in the memo line of a check:

- The St. Peter's Endowment Fund (for the long-term benefit of new ministries, one-time projects, or mission-work)
- The St. Peter's Maintenance Reserve Fund (aka the "Building Fund" helps with the long-term upkeep of the campus, buildings, & Memorial Garden)
- The St. Peter's Operating Fund / General Operations (current year's mission and ministry, including charitable work in the community as well as staff compensation)
- The Rector's Discretionary Fund (monies given to be used only for "pious or charitable purposes" often for people seeking emergency one-time rent, food, utility bill assistance)

Legacy Gifts - Many of our parishioners are members of *The Key Society*, which means they remembered the church in their estate planning and have given written notice of this to the Administration or the clergy.

Planning Worksheet- The worship service is a wonderful place to include friends & family members. This worksheet may be helpful as you begin. Complete as much or as little of this as you feel comfortable or ready to do. This worksheet may be used before or after your meeting with a priest helping you plan the liturgy. They need this information as soon as you make the decisions so the worship booklets can be made.

Basic Information

***Please provide a good quality photo & an electronic obituary for the deceased so that we can add it into the bulletin and announcements for the service. We will email you a copy of the bulletin for proofing prior to printing, typically done three days before the service.**

Full Name of the Deceased (as it will be printed in bulletin and, if applicable, for the memorial plaque) _____

Dates of Birth and Death of the Deceased _____

Final Residence of the Deceased _____

Was the Deceased baptized? Yes or No

Did the Deceased ever receive Holy Communion? Yes or No

Church Membership of the Deceased _____

Note: Members and past members of Saint Peter's are encouraged to invite current parishioners to the service. If the deceased was not a member of St. Peter's Church, fees may be required, as outlined above.

May we notify the parish of the service? Yes or No

Primary Contact Person Name (please designate *one* person): _____

Phone number: _____

Email address: _____

Funeral Home & Contact Info: _____

Burial Service Time & Date **Please note we do not hold funerals on Sundays, the weeks of Thanksgiving & Holy Week, or the weeks following Christmas & Easter.*

Will the body or urn be present at the service? Body Urn Neither

If body/urn will be present, who will deliver? _____

Service Location _____

Estimated number of attendees _____

If available, will you use St. Peter's Flower Guild? Yes or No

Preferred Color/Kind of Flowers _____

Burial Location _____

Will there be a reception following the service? Yes or No

Reception Location _____

Will you need a table for Photos & Memorabilia at the reception? Yes or No

Memorial Gifts "In-lieu of flowers"? _____

Would you like to discuss ideas for bequest giving and/or gifts in memory of the deceased? If yes, a member of the Clergy and/or planned giving team will contact you to go over the details of the planned gift.

Yes or No

Liturgy Planning Sheet for Funeral Services

The worship service is a wonderful place to include friends & family members. *Complete as much or as little of this as you feel comfortable or ready to do*; St. Peter's will arrange for any volunteers or selections for which you do not indicate a preference. The priest will need this information as soon as you have made the decisions so that worship booklets may be produced.

Rite I (Elizabethan English)

or

Rite II (Contemporary English)

(select one; St. Peter's almost always uses Rite II)

Will there be Communion at the service?

Yes

or

No

Will anyone be offering remembrances? (aka "eulogies" 2 minutes each/approx. 200-400 words, in the early part of the service). Please email these to the clergy no later than 48 hours before the service (Examples: family friends, children, grandchildren or spouses of children).

Scripture Lessons (Select 1-2; suggestions. If a Eucharist, the Gospel is always one of the selected readings, read by clergy only)

First Lesson _____

read by _____

Second Lesson _____

read by _____

Psalm _____

Gospel (read by clergy only) _____

Prayers for the departed led by _____

Urbearer (up to 2) _____

1-3 Hymn Selections, and other musical notes (see suggestions above, placement will be determined by clergy & music director)

Requests for Guest Musicians and/or Ministers? (clergy & music director get the right of first refusal)

Other Notes or Comments:

Suggested Readings from Scripture

Old Testament: *(choose one)*

Isaiah 25:6-9 (He will swallow up death in victory)

Isaiah 61:1-3 (To comfort all that mourn)

Lamentations 3:22-26, 31-33 (The Lord is good unto them that wait for him)

Wisdom of Solomon 1:13-15 (God did not make death)

Wisdom of Solomon 3:1-5, 9 (The souls of the righteous are in the hand of God)

Job 14:7-9 (10-12) (Mortals die, and are laid low)

Job 19:21-27a (I know that my Redeemer lives)

New Testament *(choose one)*

Romans 6:3-9 (10-11) (So we might walk in newness of life)

Romans 8:14-19, 34-35, 37-39 (All who are led by the Spirit are children of God)

Romans 14:7-9 (And if we die, we die to the Lord.)

I Corinthians 15:20-26 (The last enemy ... is death)

1 Corinthians 15:51-58 (Death has been swallowed up in victory)

II Corinthians 4:16-5:9 (Things which are not seen are eternal)

II Corinthians 5:1-9 (We walk by faith, not by sight)

I John 3:1-2 (We shall be like him)

1 Peter 1:3-9 (He has given us a new birth into a living hope)

Revelation 7:9-17 (God shall wipe away all tears)

Revelation 21:2-7 (Behold, I make all things new)

Psalms *(choose one, or substitute a hymn)*

Psalms 23 (The Lord is my shepherd)

Psalms 42:1-7 (As the deer longs for the water-brooks)

Psalms 46 (God is our refuge and strength)

Psalms 90:1-12 (Lord, you have been our refuge)

Psalms 121 (I lift up my eyes to the hills)

Psalms 139:1-11 (Lord, you have searched me out and known me)

Gospel Lesson *(choose one)*

Matthew 11:25-30 (Come to me, all you that are weary)

Luke 24: 13-16 (17-35) (Encountering Jesus on the road to Emmaus)

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)

John 20:11-18 (Mary encounters the risen Christ)

Suggested Hymns

The hymns listed below are considered especially suitable for a Service of Christian Burial, although other hymns may be substituted. Please pick 2-3 hymns for use during the service and note that there is no hymn at the procession into the church; instead, verses from Scripture are recited by the officiating priest. The musician will play both a prelude and postlude in addition to the hymns. Numbers listed refer to the 1982 Hymnal:

174-213 – Any Easter hymn is appropriate for a funeral

208 – “The Strife is o’er”

287 – “For all the saints”

293 – “I sing a song of the saints of God”

324 – “Let all mortal flesh keep silence”

335 – “I am the bread of life”

376 – “Joyful, joyful we adore thee”

379 – “God is Love, let heaven adore him”

390 – “Praise to the Lord”

397 – “Now thank we all our God”

429 – “I’ll praise my Maker while I’ve breath”

423 – “Immortal, invisible”

470 – “There’s a wideness in God’s mercy”

473 – “Lift high the cross”

482 – “Lord of all hopefulness, Lord of all joy”

618 – “Ye watchers and ye holy ones”

624 – “I come with joy”

635 – “If thou but trust in God to guide thee”

636, 637 – How firm a foundation, ye saints of the Lord

645, 646 – “The King of love my shepherd is”

671 – “Amazing Grace”

680 – “O God, our help in ages past”

688 – “A mighty fortress is our God”

690 – “Guide me, O thou great Jehovah”

711 -- “Seek ye first the kingdom of God”

Prelude _____

Processional Hymn: _____

Gradual Hymn: _____

Offertory Anthem/Hymn: _____

Communion Anthem/Hymn: _____

Exit Procession Hymn: _____

Postlude _____

**subject to the approval of organist/choirmaster and rector*

Fees & Donations

No fees for **clergy, organist/music director, or use of church facilities** are required for active, pledging members,** but it is customary to donate to the church as outlined above and/or honorarium to the clergy and organist/music director.

****An “active member”** is a person regularly in worship and financial support of St. Peter’s Church at the time of his/her death. This definition does not extend to a person’s spouse or children, but rather the “Inactive/Family” column does. Active members support the parish financially through their annual stewardship and therefore receive a reduced fee for services

The expected minimum honoraria and fees for a funeral service are as follows:

	<u>Active Members**</u>	<u>Inactive Members or Family of Members</u>	<u>Non-Members</u>
Sanctuary/ Chapel Use	\$0	\$100/\$200	\$150/\$350
Garden Use	\$0	\$50	\$100
Parish Hall Use	\$0	\$200	
Receptions	Hosted by the Hospitality Committee of St. Peter’s (about \$200 for less than 50, \$400 for a larger crowd or more complex selections). Also these may be independently catered. We suggest Cape Creations Catering (912) 354-9672; The Landings Club (912) 598-3526 (if member); Savannah Culinary Retreat (912) 508-5983.		
Organist/ Musicians*	\$425+ honorarium for organist in the service (includes consultation, total dependent on complexity) Additional Instrumentalist fees: \$200+; Soloist: \$100+; Section Leaders in Choir: \$50 each	\$425+ required fee for organist in the service (includes consultation, total dependent on complexity) If Choir is requested, then please consider a donation to the Wheaton Memorial Fund. Additional Instrumentalist fees: \$200+; Soloist: \$100+; Section Leaders in Choir: \$50 each	
Custodial Fee*	\$200 base & \$25 per hr. if 4+ hr.		
Flower Fee*	One altar arrangement only, \$200 if using St. Peter’s flower guild. Additional flowers may be placed in the parish hall. You are welcome to take the arrangements with you after the funeral, but let us know if that is your plan. Alternatively, we suggest John Davis Florist (912) 233-6077		
Printing Fee	\$0	\$100	
Priest’s Honorarium*	By family discretion (the average honorarium is \$200-\$400 per clergy present)		
Memorial Garden Burial	Burial Niche: \$650 per person Columbarium: \$1500 total		
	<u>At your discretion</u> Donations in lieu of flowers (undesignated Memorial Gifts), Legacy Gifts to the Building Fund (MRF), the Endowment, or General Operations (as described)		

***Fees are paid directly to the provider via individual checks, due upon time of the service.**

Total Owed for Service:

To Do List:

**All of this can be done at your own pace, no need to rush. However, a full service (as described below) cannot usually be done within seven days. Shorter time periods will require fewer components described below. Our intention is to make this process easy for the family of the deceased.*

- Family notifies clergy of death (call Emergency Line, leave a voicemail if necessary): 912-712-0255
- Family/Point of Contact works with funeral home to arrange care of the body/urn
- Family discusses possible funeral dates with clergy if service is to be at St. Peter's
 - Our church calendar can be quite full, so please choose a few dates, avoiding weeks of Thanksgiving, Christmas and Holy Week/Easter
- Priest sends out notice to the parish, usually with:
 - details about date of death
 - any forthcoming plans for memorial service(s), check with clergy *first before setting dates*
 - Address for condolences
 - (optional) photo and obituary
- Obituary in newspaper/online, with photo if possible
- The family contact will meet with clergy to plan service & reception (if there's to be one at the church)
 - Clergy will contact the Director of Music, who invites all musicians, especially guest musicians by request of family
 - Clergy will organize staff logistics, altar guild, flower guild, hospitality guild (for receptions), church calendar & announcements about service
 - Clergy invites and liaises with guest clergy to assist with the service, if requested by family
 - Family requests lectors/readers, intercessors, eulogists, preacher/celebrant, with consent from the Rector and clergy acting as liaison
 - Family requests a burial plot in the St. Peter's Memorial Garden
 - ***Costs are based on selections, please see preceding pages
- Clergy writes the bulletin (aka "program"), samples available upon request
 - Photo & obituary on inner cover
 - Liturgy ("order of service")
 - Music
 - Burial information
 - Reception information
- Family gathers memorabilia for the display during the reception in the parish hall (photo albums, artwork, sentimental items, guest book)
- Clergy sends draft bulletin to family contact for approval (noting name spellings and proofing selections based on their planning meeting)
- Clergy prints bulletins and finalizes altar party roles
 - Eucharistic Ministers / Assisting Ministers (lay or clergy)
 - Readers/Lectors, intercessors, eulogists
- Eulogists emails their draft eulogies to clergy for approval (checks for profane or inappropriate content or length)
 - Frontdesk@saintpeterssav.org
- Day-of the funeral:
 - Breathe, drink water and eat!
 - Family meets clergy at the church 45 minutes before start time

- Clergy meets with speakers to do a mic check, shows family the sanctuary space and seating
 - Prayer together
 - Family lines up in the entrance of the church in procession order to greet guests
 - Prelude music begins
- Liturgy commences
- Clergy dismiss guests at the end of the liturgy, either indoors or at burial
- Family lines up at reception in a “greeting line”
- Hospitality guild and flower guild prepare food and flowers for the family to take home
- Please write individual checks to each “vendor” of the church who are invited to contribute, such as:
 - Memorial Garden – Burial plot, upkeep & plaque
 - Nate Hodges – Maintenance & custodial (not optional)
 - *Honorarium to Kathleen Turner – Music
 - *Choir – Music
 - Flower Guild – Flowers
 - Hospitality Guild – Food
 - 3180 Media – Livestreaming & recording
 - St. Peter’s - space use, printing, if applicable (for non-members)
 - *Optional honorarium to clergy – Service coordination, sermon & liturgical leadership
- Family, please consider attending the Grief Group held at the church on Thursdays at 5:30 pm, facilitated by Dr. Stevens Piersol, therapist. Other options include the grief group at Hospice Savannah
- Please reach out if there is anything the church can do for you!

Office Only

- Add name to the Memorial Garden list in drive and in SPEC
- Change status in Realm / directory
- Archive contact in Mailchimp mailing list, verify spouse is on contact list
- Order plaques for the Memorial Garden, if applicable
- Install plaques (Nate Hodges)
- Add name to the necrology list for All Saints’ Day
- Update service registers with burial information
 - Red book
 - Green book