



**GUIDELINES for FUNERALS  
and  
MEMORIAL SERVICES**

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Prepared for: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

## FROM THE BOOK OF COMMON PRAYER

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When a person is near death, the Minister of the Congregation should be notified, in order that the ministrations of the Church may be provided (*page 462*).

It is appropriate that the family and friends come together for prayers prior to the funeral (*page 465*).

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 Minister of the Congregation (*pages 468 & 490*).

Baptized Christians are properly buried from the church. The service should be held at a time when the congregation has opportunity to be present (*pages 468 & 490*).

### *These are the wishes for the Celebration of Life of*

*Name:* \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_ *Date of Death:* \_\_\_\_\_

## I. MAKING PRIOR ARRANGEMENTS FOR FUNERALS

Parishioners are encouraged to leave funeral requests on file with the parish office.

This form may be used for that purpose.

Leaving such plans makes it easier for families to plan appropriately at the time of death.

The following information may be useful to the family in making plans.

If you have preferences about funeral expenses, it is helpful to spell them out here also.

The clergy can provide information about limiting expenses.

### ARRANGEMENTS CHECKLIST

<b>Next of Kin/People to be contacted</b>	<b>Name (s):</b>
Address	
Email address/phone #	
<b>Preferred Undertaker</b>	
Address	
Phone	
<b>Cremation or Burial</b>	
<b>Cemetery or Other Resting Place</b>	
Address	
Phone	
<b>Memorial Contributions to</b>	
Address	
<b>Other Requests</b>	
<b>Attorney Name</b>	
Address	
Phone	
Location of Will	
<b>Insurance Policy to cover Funeral Expenses</b>	
Name and Address of Insurance Carrier:	

## II. VISITATION

It is important to give people a chance to offer sympathy to the family and to share with each other at the time of death. Opportunities for visiting may include:

- A specified time for family to receive friends at home
- A time at the church
- After the service at the church
- The family may receive people in the Hoyt Room prior to the service.
- Visiting hours at the funeral home

Many people find that receiving people at the church after services either in the gym or the Hoyt Room puts the least burden on the family.

### **Suggested Time and Place for Visitation:**

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## III. PUBLIC SERVICES

The principal service may be held immediately before the interment of the body or the ashes, or at time after interment. It should be scheduled at such a time (before or after the committal) that people who may wish to attend can be present.

The following guidelines should be observed:

- 1) "The coffin is to be closed before the service, and it remains closed thereafter. It is appropriate that it be covered with a pall or other suitable covering [such as a flag for those who have served in the armed forces]" (*Book of Common Prayer*, page 468). When there are ashes, they are covered in a similar way.
- 2) Flowers are appropriate on the altar. Other arrangements in the church should be limited. A floral blanket or spray may be placed on the coffin when the pall is removed as the procession leaves the church.
- 3) Music is appropriate. Hymns selected should be general hymns of faith, hymns related to the readings, Easter or All Saints' hymns, or those appointed in the Hymnal for burial. Care should be taken that the hymns and service music are known to those who are likely to be in the congregation. A list of suitable hymns is attached.
- 4) A celebration of the Eucharist is appropriate as an expression of the union of the living and the departed in Christ in the communion of saints. All who feel God's call are welcome at the altar for communion.
- 5) Family and friends are encouraged to take an active part in the service. At this emotional time, care should be taken about choosing close relatives to read. Parts of the service which are appropriate for family and friends are:
  - Reading the lessons
  - Leading the Prayers of the People
  - Bringing the bread and wine up for communion

## SERVICE PLANNING CHECKLIST

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\_\_\_\_\_ Rite I \_\_\_\_\_ Rite II

### Music at the Entrance

\_\_\_\_\_ Organ Music \_\_\_\_\_

\_\_\_\_\_ Hymn or Anthem \_\_\_\_\_

### Opening Sentences (Anthems)

\_\_\_\_\_ Rite I, page 469

\_\_\_\_\_ Rite II:

\_\_\_\_\_ 1<sup>st</sup> anthem, page 491

\_\_\_\_\_ 2<sup>nd</sup> anthem, page 492

### Collects

\_\_\_\_\_ Rite I

\_\_\_\_\_ Rite II:

\_\_\_\_\_ 1<sup>st</sup> Prayer, page 493

\_\_\_\_\_ 2<sup>nd</sup> Prayer

\_\_\_\_\_ 3<sup>rd</sup> Prayer

\_\_\_\_\_ Prayer for the bereaved, page 494

### First Lesson (Optional, or choose one of the following) Reader: \_\_\_\_\_

\_\_\_\_\_ Isaiah 25:6-9 *The Lord will swallow up death forever.*

\_\_\_\_\_ 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 hand of God*

\_\_\_\_\_ Job 19:21-27a *I know that my Redeemer lives*

\_\_\_\_\_ Other \_\_\_\_\_

### After the First Lesson

(May be used as the Old Testament Reading. Choose one of the following)

\_\_\_\_\_ Hymn or anthem \_\_\_\_\_

\_\_\_\_\_ Psalm \_\_\_\_\_ said or \_\_\_\_\_ sung?

\_\_\_\_\_ Psalm 42:1-7 *My soul longs for God as a deer for the water-brooks*

\_\_\_\_\_ Psalm 46 *God is our refuge and strength*

\_\_\_\_\_ Psalm 90: 1-12 *Lord, you have been our refuge from one generation to another*

\_\_\_\_\_ Psalm 121 *My help comes from the Lord, the maker of heaven and earth*

\_\_\_\_\_ Psalm 130 *Out of the depths have I called to you, O Lord*

\_\_\_\_\_ Psalm 139:1-11 *Lord, you have searched me out and known me*

\_\_\_\_\_ Other \_\_\_\_\_

**Second Lesson (Choose one of the following) Reader:** \_\_\_\_\_

- \_\_\_\_\_ Romans 8:14-19, 34-35, 37-39: *Nothing can separate us from the love of God*
- \_\_\_\_\_ 1 Corinthians 15:20-26, 35-38, 42-45, 53-58: *The body raised in glory*
- \_\_\_\_\_ 2 Corinthians 4:16-5:9: *Things unseen are eternal*
- \_\_\_\_\_ Revelation 7:9-17: *God will wipe away every tear*
- \_\_\_\_\_ Revelation 21:2-7: *Behold, I make all things new*
- \_\_\_\_\_ Other \_\_\_\_\_

**After the Second Lesson (Choose one of the following)**

- \_\_\_\_\_ Hymn or Anthem \_\_\_\_\_
- \_\_\_\_\_ Psalm \_\_\_\_\_ said or \_\_\_\_\_ sung?
- \_\_\_\_\_ Psalm 23: *The Lord is my shepherd*
- \_\_\_\_\_ Rite I: The 1928 Prayer Book version (page 476 top) or
- \_\_\_\_\_ King James Version (page 476 bottom)
- \_\_\_\_\_ Psalm 27: *The Lord is my light and my salvation*
- \_\_\_\_\_ Psalm 106: 1-5: *Remember me, O Lord with the favor you have for your people*
- \_\_\_\_\_ Psalm 116: *I will walk in the presence of the Lord in the land of the living*
- \_\_\_\_\_ Other \_\_\_\_\_

**Gospel (Choose one of the following)**

- \_\_\_\_\_ 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 mansions*
- \_\_\_\_\_ Other \_\_\_\_\_

**Homily**

- \_\_\_\_\_ Preacher: \_\_\_\_\_
- \_\_\_\_\_ Share thanksgiving to God for \_\_\_\_\_

**Creed** \_\_\_\_\_

**Prayers of the People**

- \_\_\_\_\_ Vigil Prayers, page 465
- \_\_\_\_\_ Rite I Prayers, page 480 (may also be used with Rite II)
- \_\_\_\_\_ Rite II Prayers, page 497
- \_\_\_\_\_ Other Prayers (when there is no Eucharist):
- \_\_\_\_\_ for the departed \_\_\_\_\_
- \_\_\_\_\_ for the bereaved \_\_\_\_\_
- \_\_\_\_\_ for the congregation \_\_\_\_\_

**Celebration of the Eucharist**

- \_\_\_\_\_ No celebration
- \_\_\_\_\_ Rite I
- \_\_\_\_\_ Rite II

**Preparation of the Bread and Wine for the Eucharist**

- \_\_\_\_\_ Organ Music \_\_\_\_\_
- \_\_\_\_\_ Hymn or Anthem \_\_\_\_\_
- \_\_\_\_\_ Persons bringing up the Bread and the Wine \_\_\_\_\_

**Eucharistic Prayer**

- \_\_\_\_\_ Rite I: Eucharistic Prayer I      \_\_\_\_\_ Rite I: Eucharistic Prayer II
- \_\_\_\_\_ Rite II: Eucharistic Prayer A      \_\_\_\_\_ Rite II: Eucharistic Prayer B
- \_\_\_\_\_ Rite II: Eucharistic Prayer C      \_\_\_\_\_ Rite II: Eucharistic Prayer D

**Holy, Holy, Holy (Sanctus)**

- \_\_\_\_\_ Said
- \_\_\_\_\_ Sung Hymnal, S\_\_\_\_\_

**Hymns or anthem during Communion:**

\_\_\_\_\_

\_\_\_\_\_

**Anthem at the Final Commendation of the Deceased (if body or ashes are present)**

- \_\_\_\_\_ said (pages 482-483 or page 499)
- \_\_\_\_\_ Hymn 358 *Christ the Victorious*
- \_\_\_\_\_ *Nunc Dimittis* (Song of Simeon, Rite I: page 51; Rite II: page 93)

**Final hymn or anthem**

\_\_\_\_\_

**Other requests (such as pallbearers, officiating clergy, and special circumstances)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*These are the wishes of* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Witness:* \_\_\_\_\_

*Notary:* \_\_\_\_\_ *(optional)*

## SUGGESTED HYMNS FOR FUNERALS

*The following list suggests hymns that seem especially suitable, but other hymns may be suitable as well. If "favorite" hymns are chosen, care should be taken that their themes are appropriate for a funeral.*

### **Metrical Versions of the Psalms** *between the lessons and the Commendation at the end of the service*

Psalm 23	645/646	The King of love my shepherd is;
	664	My Shepherd will supply my need
Psalm 42	658	As longs the deer for cooling streams
Psalm 46	687/688	A mighty fortress is our God
Psalm 90	680	O God our help in ages past

### **Anthem at the Commendation**

358 Christ the victorious

### **Easter Hymns**

178	Alleluia, alleluia! Give thanks to the risen Lord
180	He is risen, he is risen
194	Jesus lives, thy terrors now
208	Alleluia! The strife is O'er

### **All Saints' Hymns**

287	For all the saints, who from their labors rest
526	Let saints on earth in concert sing
618	Ye watchers and ye holy ones
620	Jerusalem, my happy home
625	Ye holy angels bright

### **Communion Hymns (A Selection)**

303	I come with joy to meet my Lord
335	I am the bread of life
339	Deck thyself, my soul, with gladness
357	Jesus, Son of Mary, fount of life alone

### **Other Hymns**

390	Praise to the Lord, the Almighty
397	Now thank we all our God
447	The Christ who died and rose again
482	Lord of all hopefulness
487	Come my way, my truth, my life
488	Be thou my vision
490	I want to walk as a child of the light
517	How lovely is thy dwelling place
522	Glorious things of thee are spoken
623	O what their joy and their glory must be
636/637	How firm a foundation
671	Amazing Grace
686	Come, thou fount of every blessing
690	Guide me, O thou great Jehovah
692	I heard the voice of Jesus say

Revised June 2020