

## Preparing the Funeral Service

### General Information

Full Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of Funeral Home: \_\_\_\_\_

Name of primary person handling funeral service details: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Contact information for primary person:

(cell phone number) \_\_\_\_\_

(email) \_\_\_\_\_

### Service Information

I would prefer the service to be Rite I (traditional language, see *Book of Common Prayer*, 469)

or Rite II (contemporary language, see *Book of Common Prayer*, 491): \_\_\_\_\_

Do you prefer the service to have Holy Eucharist (yes or no)? \_\_\_\_\_

Priest to preach the homily (or no preference): \_\_\_\_\_

Will someone offer a remembrance (yes or no): \_\_\_\_\_

(If remembrances are desired, please limit to one/two persons – and 3-5 minutes)

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

Any preferred participants in the liturgy (Crucifer/Altar server, chalice bearer, etc.)?

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

Will there be a casket or cremains present? \_\_\_\_\_

Preferences for Readings

Readers: (see back page for suggested readings):

Old Testament: \_\_\_\_\_ Name: \_\_\_\_\_

Psalm: \_\_\_\_\_ Name: \_\_\_\_\_

New Testament: \_\_\_\_\_ Name: \_\_\_\_\_

Gospel Reading: \_\_\_\_\_ (read by priest)

Preferences for Music / Hymns: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Any special music? \_\_\_\_\_

(Special music should be limited to sacred, or religious, music)

Preferences for Flowers: \_\_\_\_\_

Where will Interment / Committal Service occur? \_\_\_\_\_

Will there be a Reception at St. Jude's (yes or no)? \_\_\_\_\_

## Scripture Readings

“One or more of the following passages from Holy Scripture is read. If there is to be communion, a passage from the Gospel always concludes the readings.” (*Book of Common Prayer* 470/494)

### Old Testament Readings

*Isaiah 25:6-9 (He 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 hands of God)*

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

### Psalms

*Psalms 23 (The Lord is my shepherd) Rite I or Rite II version*

*Psalms 27 (The Lord is my light and my salvation: whom shall I fear?)*

*Psalms 42:1-7 (As a deer longs for flowing streams, so my soul longs for you, O God)*

*Psalms 90:1-12 (Lord, you have been our dwelling place in all generations)*

*Psalms 106*

*Psalms 116 (I love the Lord, because he has heard my voice and my supplications)*

*Psalms 121 (I lift up my eyes to the hills – from where will my help come?)*

*Psalms 130 (out of the depths I cry to you, O Lord)*

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

### New Testament Readings

*Romans 8:14-19, 34-35, 37-39 (The glory that 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)*

### 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 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)*

# Burial of the Dead, Rite II—With Communion

A Celebration of the Life of \_\_\_\_\_

Celebrant: \_\_\_\_\_ Pianist: \_\_\_\_\_ Date: \_\_\_\_\_

*Prelude*

*Processional Hymn* \_\_\_\_\_

Opening Anthems BCP 491  
Words from Scripture Regarding Eternal Life

Prayer BCP 493, 494

First Reading

Psalm

Second Reading

*Hymn/Soloist*

The Gospel

Words of Remembrance

Homily

Apostles' Creed BCP 496

Prayers BCP 497

The Peace

Holy Communion

Eucharistic Prayer	A
Sanctus	BCP 362
Lord's Prayer	BCP 364
Communion of the People	
Post-Communion Prayer	BCP 498

Prayers of Commendation BCP 499

Blessing

Dismissal

Processional Hymn \_\_\_\_\_

*Postlude*

Funeral Planning

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# Burial of the Dead, Rite II—No Communion

A Celebration of the life of \_\_\_\_\_

Celebrant: \_\_\_\_\_ Musician: \_\_\_\_\_ Date: \_\_\_\_\_

*Prelude*

*Processional Hymn*

Suggested Hymns for Funerals

Opening Anthems BCP, 491  
(Words from Scripture Regarding Eternal Life)

662 Abide With Me  
208 The Strife is Over  
671 Amazing Grace

Collect BCP, 493, 494

688 A Mighty Fortress  
680 O God Our Help

First Reading

690 Guide Me, O Thou Great  
Jehovah

Psalm

691 My Faith Looks Up To Thee  
685 Rock of Ages

Second Reading

657 Love Divine  
559 Lead Us, Heavenly Father

*Hymn*

608 Eternal Father Strong to Save  
579 “ “ “ “ “

The Gospel

525 The Church’s One Foundation  
562 Onward Christian Soldier

Remembrances

376 Joyful, Joyful We Adore Thee  
488 Be Thou My Vision

Homily

362 Holy, Holy, Holy  
416 For the Beauty of the Earth

Apostles’ Creed BCP 496

8 Morning Has Broken  
383 Fairest Lord Jesus

The Lord’s Prayer BCP 502

523 Glorious Things of Thee

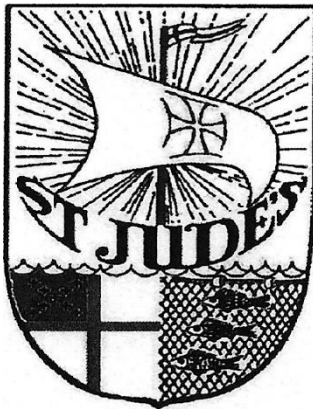
Prayers BCP 497

Prayers of Commendation BCP 499

Blessing  
Dismissal

*Closing Hymn*

*Postlude*



## St. Jude's Episcopal Church Planning and Fees

**Organist/Pianist - \$200** — St. Jude's employs a Music Director. Under the direction of the rector, our Music Director will perform the music that has been selected by the family and coordinated with the rector.

**Soloist - \$100** - Vocalist/Instrumentalist (Optional)

At the request of the family, St. Jude's Music Director can arrange for a musician to come and perform special music for the service.

**Office Manager - \$200** (If the funeral is held on a Friday or Saturday). Among other duties, the office manager is responsible for assisting and directing visitors to the sanctuary, chapel or parish hall and ensuring there is a sufficient number of service bulletins available.

**Use of the Church Facilities** - This includes use of the sanctuary, chapel, kitchen, and/or the parish hall reception\* area.

**\*Reception after the Service, Members** - No charge for members or those with family connections to St. Jude's. The food preparation, set-up, table settings, and clean-up are coordinated by members of our Sewing Guild and Daughters of the King ministries. (See separate sheet for menu.)

**\*Reception after the Service, Non-members** — Use of our parish hall for a reception requires a deposit of \$250. The deposit will be refunded after the parish hall and kitchen have been cleaned, personal items have been removed and all has been returned to the original order. Non-members are responsible for their own table settings and may cater or bring in their own food. Should the premises be left in less than satisfactory condition, the deposit will not be returned.

**Clergy** - No charge for church members or those with family connections to St. Jude's. It is helpful for families to plan ahead when possible. Otherwise, upon the passing, it is important for the family to act quickly by contacting the priest/rector first. The priest assists with the funeral and service planning and offers pastoral support for the grieving family. The Order of Worship, as found in The Book of Common Prayer, including special or preferred readings, musical choices, personal prayers, eulogies, and memories will be discussed with the priest who has canonical responsibility for the service. Once all decisions have been finalized between the family and the priest, he/she will share the preferences with the Office Manager for inclusion in the service bulletin.

**Non-member: \$200**

(Proposed to the vestry 9/12/23; approved by the vestry 10/17/23)

# Your To-Do List After a Loved One Dies

## Who To Call at the Time of Death

Although your [grief](#) after the death of a friend or family member can make it difficult to focus on day-to-day tasks, there is no way around the fact that you must still attend to several things that need to be done.

Here's a list of what needs to be done immediately after a death occurs and in the weeks and months that follow.

For deaths that occur at home, it's important to know who to call. If your loved one is a [hospice](#) patient, call the hospice agency to report the death.<sup>1</sup>

A hospice nurse will come to the home and pronounce the death. The nurse might also call a mortuary or funeral home for you and arrange for pick up of the body.

If your loved one is not a hospice patient, you must call emergency services (911) to notify the local police or sheriff of the death. A coroner or medical examiner might also be required at the scene if the death was sudden or unexpected.

## Make Funeral Arrangements

Whether a hospice nurse makes the call or you call yourself, you'll need to contact the funeral home to arrange for pickup of the deceased's body.<sup>1</sup>

If funeral arrangements have been made in advance of the death, all you'll need to do is confirm the arrangements with the funeral director.

If no funeral arrangements were made in advance, you will need to begin planning a funeral or arrange for cremation services.

## Contact the Attorney and Accountant

Consult with the family attorney, or contact an estate lawyer, who will help settle your loved one's estate and any final instructions that must be accommodated.

Locate and review any estate documents, including a will, trust, and power of attorney.<sup>2</sup>

Some financial documents to look for include:

- Bank statements
- Bearer bonds
- Brokerage statements
- Deeds
- Prenuptial agreement
- Stock certificates



- Title documents

Examples of assets include life insurance policies, bank accounts, investment accounts, real-estate ownership, retirement accounts, and business ownership.

Liabilities might include mortgages, owed taxes, credit card debt, and unpaid bills.

### **Contact Employers**

If your loved one was employed, ask a human resources representative at the company about any outstanding compensation due.

Find out whether surviving dependents are still eligible for health or insurance benefits and whether there is a life insurance policy through the company.

### **Contact Social Security**

Contact the Social Security Administration (SSA) and any other agency that might be making monthly payments to the deceased. Find out if survivors are entitled to any further benefits.<sup>3</sup>

The SSA's phone number is 1-800-772-1213 (TTY 1-800-325-0778) or you can [visit the SSA website](#) for more information.

### **Contact the VA (if Applicable)**

If your loved one served in the Armed Forces, the Veterans Administration may cover [death, burial, and memorial benefits](#).<sup>4</sup> They will also stop any monthly payments that the deceased may have been receiving.

### **Contact Life Insurance Companies**

Beyond employer-sponsored life insurance, some people purchase whole or term life policies. Notify all life insurance carriers of your loved one's death.

### **Notify Creditors and Pay off Balances**

Work with creditors to pay off any outstanding balances. Usually, the executor of the estate will handle debt liquidation.

Don't let lenders "guilt" you into paying more than the estate can afford; you aren't personally liable for your loved one's debts unless you're married (for some debts) or are a co-signer on a loan.<sup>5</sup>

### **Discontinue Utilities and Subscriptions**

If the house or apartment will be vacated, ensure that utilities are shut off. You should also stop subscriptions of newspapers and magazines.

## **Forward the Mail**

Verify that important mail gets to where it's needed—most likely, to the executor of the estate. To do this, go to the local post office and request a form to forward the mail.

## **Inventory and Distribute Belongings**

You might want the help of family members and close friends to sort through personal belongings. Determine which of the deceased's belongings to keep, which to distribute to family and friends, and which to donate or sell.

## **File the Deceased's Final Tax Return**

Ensure that the executor of the estate or the accountant has the information necessary to file final tax returns.

## **Take Care of Yourself**

Attending to the affairs of your loved one can be painful, exhausting, and time-consuming. Make sure you take some time to relax, reflect, and do what you need to take care of yourself during this time as well.

### **By [Angela Morrow, RN](#)**

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Source: <https://www.verywellhealth.com/survivors-checklist-after-death-1132601>