



ST. PAUL'S EPISCOPAL CHURCH  
ATLANTA, GA

Funeral/Memorial Service Information

FOR

\_\_\_\_\_  
(Print Full Name)

\_\_\_\_\_  
(Date of Birth)

\_\_\_\_\_  
(Date of Death)

\_\_\_\_\_  
(Service Date)

\_\_\_\_\_  
(Time)



Dear Friends in Christ:

The "Funeral / Memorial Service Information" worksheets you have in hand have been used since 2015 at St. Paul's as a valuable guide for families, the parish office, and the clergy in planning funerals. I commend this worksheet for planning the final Rites of your parish.

At St. Paul's there are many hands involved in funerals: Musicians, parish administrator, ushers, food providers, set-up and security personnel, as well as the clergy, altar guild, acolytes. All in addition to a funeral director chosen by the family. All of these are mentioned in the worksheets.

If you wish a personal time to discuss your plans, please call the parish office to arrange an appointment.

In the event of a death where pre-planning has not been made, please contact the parish office to have the clergy notified. We will use this worksheet as a guide to assist in our funeral service planning.

With every Blessing,

The Rev. Canon Richard H. Callaway  
Interim Rector

**PLANNING YOUR FUNERAL OR MEMORIAL SERVICE  
AT ST. PAUL'S EPISCOPAL CHURCH  
ATLANTA, GEORGIA**

*The liturgy for the dead is an Easter liturgy. It finds all its meaning in 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."*

Book of Common Prayer, Page 507

***Advance Preparation***

It is wise to make preparations before death occurs, including:

The selection of a burial plot, or other directions for the disposal of the body, such as donations or cremation. Spaces in the Parish Columbarium are available for a modest fee, substantially less than public cemeteries.

The making of a will. It is *"the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in good health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses."* (BCP, p. 455)

A statement, in writing, of your wishes regarding burial arrangements.

## AT THE TIME OF DEATH

### ***Call Your Parish Priest***

When there is a death in your family or a family member and/or loved one is near death, call the priest or church office with all known information. The Church wants to support you during your time of loss.

### ***Prayers and Readings: Near death or at the time of death***

The Book of Common Prayer (BCP) provides prayers for the time when a person is near death (p. 462), and at the time of death (p. 462-463). When possible, the family and friends join together in the Litany (p. 462) led by a parish priest or by a lay person if a priest cannot be present.

### ***Prior to the Funeral or Memorial Service***

Prior to the funeral it is appropriate that family and friends come together for prayers. The Prayers for a Vigil (p. 465-466) may be used. The psalms found on pages (p. 471-479) may be used with these prayers or they may be used for prayer and meditation. You may also find it helpful to read and meditate on the Scripture passages suggested on pages (p. 494 and 495).

### ***Planning the Service***

Suggested Scripture readings in the Book of Common Prayer are listed on pages 494 and 495. Two or three readings are customary with at least one Psalm. Members of the family or friends may read the lessons. Tributes may be offered, but not mandatory. The suggestion is to have no more than three people who knew the deceased to speak.

A homily is delivered after the Gospel reading.

As reflected in the Book of Common Prayer, the celebration of the Holy Eucharist is normative. The principal act of Christian worship and our chief means of offering thanks to God, the Holy Eucharist is especially appropriate at funerals. Instructions are given at a funeral to ensure that all persons understand that *all of God's Children* are welcomed to the Lord's Table.

### ***Music***

The Organist plays for funerals and chooses appropriate repertoire for the pre-service music (while people are entering prior to the service.) If desired, it is appropriate to have hymns sung by the congregation, and the clergy and/or organist can assist in the selection of such hymns. The music at a funeral expresses the hope and faith that Christians manifest in the face of death.

The desire to have the parish choir sing at the service must be coordinated with the organist. Soloists

and additional musicians can be coordinated with the organist. Family is responsible for compensating these individuals.

### ***The Body***

The body may be honored in ways other than traditional burial. It is commended as good stewardship to donate one's body or organs for medical, teaching, or research purposes. Cremation is also acceptable, and the church provides a columbarium for the burial of the ashes. All the funeral rites of the Church may be held in the Church with the body or ashes present or not present.

A Viewing of the deceased may take place before the funeral service at the parish. This usually takes place an hour before the scheduled service.

A pall is used to cover the casket after it has been closed or urn within the sanctuary.

The burial rituals of fraternities, sororities, fraternal orders, military organizations, social clubs/organizations or other such associations, if used, are generally held at some time prior to the Church's burial service or before the commendation. Please discuss military honors with the clergy prior to making arrangements.

### ***Fees***

The parish has no fee for the worship service for communicants in good standing. For services of non-members, when approved, there will be a fee for the priests, organist, and facilities. Fees for receptions and flowers are suggested elsewhere in this guide. Spaces in a two-urn niche in the Columbarium is \$1,500/ per urn. Additional information can be provided by contacting our parish office at 404-696-3620.

### ***Reception or Repast***

The use of the Bowden Hall for a reception or repast is offered at no cost to the bereaved family. Outside caterers may be contracted to provide catering services. Catering expenses are to be covered by the family. Please contact the church office (404-696-3620) at the earliest possible time, if a reception is planned at the church.

*For your reflection from the Catechism* (BCP, pp. 861-862)

What is the Christian hope?

The Christian hope is to live with confidence in the newness and fullness of life, and to await the coming of Christ in glory, and the completion of God's purpose for the world.

What do we mean by the coming of Christ in glory?

By the coming of Christ in glory, we mean that Christ will come, not in weakness but in power, and will make all things new.

What do we mean by heaven and hell?

By heaven, we mean eternal life in our enjoyment of God; by hell, we mean eternal death in our rejection of God.

Why do we pray for the dead?

We pray for them, because we still hold them in our love, and because we trust that in God's presence those who have chosen to serve will grow in his love, until they see him as he is.

What do we mean by the last judgment?

We believe that Christ will come in glory and judge the living and the dead.

What do we mean by the resurrection of the body?

We mean that God will raise us from death in the fullness of our being, that we may live with Christ in the communion of the saints.

What is the communion of the saints?

The communion of saints is the whole family of God, the living and the dead, those whom we love and those whom we hurt, bound together in Christ by sacrament, prayer, and praise.

What do we mean by everlasting life?

By everlasting life, we mean a new existence, in which we are united with all the people of God, and in the joy of fully knowing and loving God and each other.

What, then, is our assurance as Christians?

Our assurance as Christians is that nothing, not even death, shall separate us from the love of God which is in Christ Jesus our Life. Amen.

## FUNERAL ARRANGEMENTS

The pages below are to assist and guide the family and parish in planning a service of resurrection for yourself or for a loved one.

### THE WORSHIP SERVICE

Services are to be conducted at: \_\_\_\_\_  
Parish Church, City, State

The parish priest(s) will be in charge of the burial service and committal. Funeral directors should be so informed and given the parish's contact information. Services will be conducted as instructed by the parish priest(s) and as provided in the Book of Common Prayer, as well as other approved resources of the Episcopal Church. The priest(s) will make selections when no preference is expressed below.

The parish office is able to produce an inclusive bulletin (max. 250) for the service. This will include a picture for the cover (provided by family), obituary, and the complete order of service. See addendum.

Check all preferred options.

Please use:

- The Burial of the Dead: Rite Two (BCP, p. 491)  with Eucharist
- Other approved liturgy  with Eucharist

The Liturgy of the Word (please choose at least one Old Testament reading, a New Testament reading, one Psalm, and a Gospel reading):

- a. **Old Testament**      Reader's name: \_\_\_\_\_
- 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)

b. **Psalm** Reader's Name: \_\_\_\_\_

- Psalm 42:1-7 (As the deer longs for the water)
- Psalm 46 (God is our refuge and strength)
- Psalm 90:1-12 (Lord, you have been our refuge)
- Psalm 121 (I lift up my eyes to the hills)
- Psalm 130 (Out of the depths have I called)
- Psalm 139:1-11 (Lord, you have searched me out)
- Psalm 23 (The Lord is my shepherd)
- Psalm 27 (The Lord is my light and salvation)
- Psalm 106:1-5 (Hallelujah! Give thanks to the Lord for he is good)
- Psalm 116 (I love the Lord, because he has heard the voice of my supplication.)

c. **After the Psalm**

- Hymn \_\_\_\_\_
- Silence
- Tributes

d. **New Testament** Reader's Name: \_\_\_\_\_

- Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- I Corinthians 15:20-26, 35-38, 42-44, 53-58 (The imperishable body)
- II Corinthians 4:16-5:9 (Things that are unseen are eternal)
- I 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)

e. **After the New Testament reading**

- Hymn \_\_\_\_\_
- Silence
- Tributes
- Psalm [One of the above]

f. **The Gospel**

- John 5:24-27(He who believes has everlasting life)
- John 6:37-40(All that the Father gives 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)

## The Holy Communion

- a. The Book of Common Prayer assumes that all burial services include Communion.



b. Eucharistic Prayer A is used.

**Music:** Music is an integral part of Christian worship. The use of congregational hymns and choral anthems at a funeral is appropriate. Suggested hymns can be found in below. You may indicate preferences by circling the hymn title.

### Opening Hymn

**"For All the Saints,"** 1982 Hymnal #287 (Wisdom 3: 1-5, 9 and 1 Corinthians 15: 20-26, 35-38, 42-44, 53-58)  
**"Rise Up Ye Saints of God,"** 1982 Hymnal #551 (Wisdom 3: 1-5, 9)  
**"Christ Is Alive, Let Christians Sing,"** 1982 Hymnal #182 (Job 19: 21-27)  
**"All Creatures of Our God and King,"** 1982 Hymnal #400 (Wisdom 3: 1-5, 9)  
**"How Firm A Foundation Ye Saints of the Lord,"** 1982 Hymnal #636 (Wisdom 3: 1-5, 9)  
**"Come, Thou Fount of Every Blessing,"** LEVAS #111 (John 6: 37-40)  
**"Blessed Assurance,"** LEVAS #184 (Lamentations 3: 22-26, 31-33)  
**"Great Is Thy Faithfulness,"** LEVAS #189 (Lamentations 3: 22-26, 31-33)  
**"Sweet Sweet Spirit,"** LEVAS #120 (Isaiah 61: 1-3)  
**"To God Be the Glory,"** Total Praise Hymnal #150 (Romans 8: 14-19, 34-35, 37-39)

### Sequence Hymn

**"O Master Let Me Walk Thee,"** 1982 Hymnal #660 (Lamentations 3: 22-26, 31-33)  
**"Precious Lord, Take My Hand,"** LEVAS #106 (Isaiah 61: 1-3)  
**"His Eye Is On the Sparrow,"** LEVAS #191 (2 Corinthians 4:16-5:9)  
**"I Need Thee Every Hour,"** LEVAS 192 (Lamentations 3: 22-26, 31-33)  
**"It is Well With My Soul,"** LEVAS #188 (Isaiah 25: 6-9)  
**"How Great Thou Art,"** LEVAS #60 (Romans 8: 14-19, 34-35, 37-39)  
**"Farther Along,"** LEVAS #187 (Wisdom 3: 1-5, 9)  
**"I Will Trust In the Lord,"** LEVAS #193 (Revelation 21: 2-7)  
**"I Want to Be Ready,"** LEVAS #7 (John 14: 1-6)  
**"We've Come This Far By Faith,"** LEVAS #208 (John 6: 37-40)

### \*Presentation Hymn

**"Abide With Me,"** 1982 Hymnal 662 (Isaiah 61: 1-3)  
**"In the Garden,"** LEVAS #69 (John 6: 37-40)  
**"Just A Closer Walk With Thee,"** LEVAS #72 (Wisdom 3: 1-5, 9)  
**"What A Friend We Have in Jesus,"** LEVAS 109 (John 6: 37-40)  
**"I Love the Lord,"** LEVAS #67 (1 John 3: 1-2)  
**"Amazing Grace,"** LEVAS #181 (John 14: 1-6)  
**"I Don't Feel No Ways Tired,"** LEVAS #199 (1 Corinthians 15: 20-26, 35-38, 42-44, 53-58)

**"He'll Understand and Say Well Done,"** LEVAS 190 (John 6: 37-40)

**\*The Choir may instead sing a choral anthem at the Presentation.**

**Communion Hymns (choose two)**

**"I Am the Bread of Life"** 1982 Hymnal #335 (John 11: 21-27)

**"Deck Thyself, My Soul, With Gladness,"** 1982 Hymnal #339 (Revelation 21: 2-7)

**"Let All Mortal Flesh Keep Silence,"** 1982 Hymnal #324 (John 6: 37-40)

**"Here, O My Lord, I See Thee Face to Face,"** 1940 Hymnal #208 (Romans 8: 14-19, 34-35, 37-39)

**"The King of Love My Shepherd Is,"** 1982 Hymnal #645 (John 10: 11-16)

**"Seek Ye First the Kingdom of God,"** 1982 Hymnal #711 (John 5: 24-27)

**"The Lord Is My Shepherd,"** LEVAS #104 (John 10: 11-16)

**"Jesus Keep Me Near the Cross,"** LEVAS #29 (John 11: 21-27)

**"I'm-a Gonna Eat at the Welcome Table,"** LEVAS 148 (1 John 3: 1-2)

**"There Is A Balm in Gilead,"** LEVAS 203 (Isaiah 61: 1-3 and Revelation 7: 9-17)

**"At the Cross,"** LEVAS #30 (Isaiah 25: 6-9)

**"Lord I Have Seen Thy Salvation,"** LEVAS 153 (John 11: 21-27)

**"Because He Lives,"** LEVAS #43 (Isaiah 61: 1-3 and 1 Corinthians 15: 20-26, 35-38, 42-44, 53-58)

**"Lead Me, Guide Me,"** LEVAS #194 (Lamentations 3: 22-26, 31-33)

**"Yes God Is Real,"** LEVAS #209 (Romans 8: 14-19, 34-35, 37-39)

**"Swing Low, Sweet Chariot,"** LEVAS #18 (John 5: 24-27)

**"The Blood Will Never Lose Its Power,"** Total Praise Hymnal #253 (John 11: 21-27)

**"Jesus, You're the Center of My Joy,"** Total Praise Hymnal #495 (John 6: 37-40)

**Closing Hymns**

**"The Strife Is O'er,"** 1982 Hymnal #208 (John 5: 24-27 and Romans 8: 14-19, 34-35, 37-39)

**"Alleluia, Sing to Jesus,"** 1982 Hymnal #460 (Romans 8: 14-19, 34-35, 37-39)

**"Lift High the Cross,"** 1982 Hymnal #473 (1 Corinthians 15: 20-26, 35-38, 42-44, 53-58)

**"On Christ the Solid Rock I Stand,"** LEVAS #99 (John 11: 21-27)

**"When We All Get to Heaven,"** LEVAS #20 (John 14: 1-6)

**"We're Marching to Zion,"** LEVAS #12 (John 5: 24-27)

**"Soon and Very Soon,"** LEVAS #14 (John 6: 37-40)

**"Hold To God's Unchanging Hand,"** Total Praise Hymnal #421 (Isaiah 61: 1-3)

**"I'll Fly Away,"** Total Praise Hymnal #584 (John 5: 24-27)

**"Going Up Yonder,"** Songs of Zion #181 (1 Corinthians 15: 20-26, 35-38, 42-44, 53-58)

**\*Possible Choral Anthems (at the Presentation)**

**"And I Saw A New Heaven,"** by Edgar Bainton

**"How Lovely Is Thy Dwelling Place"** (from *A German Requiem*) by Johannes Brahms

**"Lux Aeterna"** (from *The Requiem*) by John Rutter

**"Lacrymosa"** (from *The Requiem*) by Wolfgang Amadeus Mozart

**"The Majesty and Glory of Your Name"** by Tom Fetke

- "City Called Heaven"** Spiritual, arr. Josephine Poelinitz
- "Ain't Got Time to Die"** Spiritual, arr. Hall Johnson
- "There Is a Balm In Gilead,"** Spiritual, arr. Ken Burton
- "I Want Jesus to Walk With Me,"** Spiritual, arr. Moses Hogan
- "We Shall Walk Through the Valley in Peace,"** Spiritual, arr. Moses Hogan
- "Total Praise"** by Richard Smallwood
- "Order My Steps"** by Glenn Burleigh
- "He Has His Hands On You"** by Marvin Sapp
- "For Every Mountain,"** Kurt Carr

**Flowers:** If they are able, the Flower Guild will arrange flowers for the Altar for a fee of \$75. The customary color for funeral flowers is white, but special colors may be requested. Please list below the contact for billing for flowers and or reception:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_  
 \_\_\_\_\_

Please include below the names and contact information (if known) for the following:

**Acolytes**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ushers**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Pallbearers**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## OTHER INFORMATION

### Memorial Gifts

The only flowers present in the Sanctuary are those at the altar. In place of flower gifts from others, memorial donations may be made to:

Parish: \_\_\_\_\_

Other (please list): \_\_\_\_\_

### My Remains

- a. I wish my remains to be
- buried (in a casket)
  - cremated
  - donated for research
  - an organ to be donated for transplant

I would like my remains to be interred in:

\_\_\_\_\_

My preference for a funeral home, director, or crematorium is:

\_\_\_\_\_

### Will and Lawyer

a. My will is on file at: \_\_\_\_\_

My lawyer is: \_\_\_\_\_

It is "the duty of Christian parents to make prudent provisions for the well-being of their families and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able to leave bequests for religious and charitable purposes." (BCP, p. 445)

### Family Information

a. My next of kin is (name, address, phone):

\_\_\_\_\_

\_\_\_\_\_

b. Other immediate family members are:  
name, address, phone; attach sheets, if necessary)

---

---

c. Others to be notified of my death are:  
(name, address, phone; attach sheets, if necessary)

---

---

d Family members to be notified of any memorials are:  
(name, address, phone; attach sheets, if necessary)

---

---

Names and birth places of parents:

Father and Mother: \_\_\_\_\_

---

---

Other: (You may want to attach papers that provide information such as bank accounts, safety deposit box, location of insurance policies, credit cards to cancel, list of assets and liabilities, etc.)

Signed: \_\_\_\_\_

Please print name: \_\_\_\_\_

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

*These instructions should be placed on file at the parish office  
and a copy given to a close friend or relative.*

