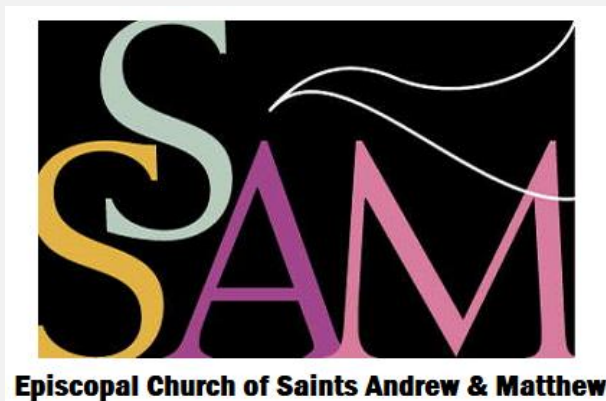


HANDBOOK FOR FUNERALS



The Episcopal Church of Saints Andrew and Matthew
Wilmington, Delaware
302-656-6628
2022

Frequently Asked Questions about a Church Funeral

How does the service get scheduled?

Immediately following the death, if a member of the clergy was not present, the church office and your selected funeral director should be called. Usually, services are scheduled by the clergy and the funeral director in consultation with the family.

What decisions do we have to make about the service?

There are several suggestions for scripture readings, which may be chosen with guidance of the clergy. You are invited to select readers from among family and friends. You may request special hymns or music, and the participation of other clergy.

May there be speakers from our family and friends?

It is customary that the priest gives a brief homily, which most find comforting and enlightening. On some occasions, one or two persons may be asked to offer brief words of Remembrance.

May the casket remain open for the funeral?

In the Episcopal Church, the casket is closed before, during and after the service, and is covered with a beautiful damask cloth called a Pall.

How does cremation affect the service?

The service is exactly the same, except that rather than the casket being present, a container with the ashes, covered with a pall is borne out of the church at the conclusion of the service.

Must there be communion (Holy Eucharist)?

The Holy Eucharist at a funeral is the norm for a communicant of the Church. However, there are some instances when, in consultation with parish clergy, it may be omitted. It should be noted however, that all present at a funeral in Saints Andrew and Matthew are invited to receive communion.

Are grave side funerals or memorial services acceptable?

The normative ritual for the burial of the dead is the church service with the remains present, held within the week of death, and followed immediately by burial or interment. However, there are occasions when grave side funerals or later memorial services are considered.

Can burial be delayed?

When interment is to take place at a distant location or burial arrangements are not complete, burial may be delayed. After the service the remains are in the custody of the Funeral Director.

May burial of ashes take place in the Garden of Praise?

The Garden of Praise is available free of charge to members of SsAM for the burial of ashes. Special biodegradable containers must be used. Although the graves are not marked, the name of each person whose remains are buried in the Garden is placed on a bronze tablet which is prominently displayed in the garden. While the Garden is free of charge to members, a donation for Garden maintenance is requested and there is a \$170 fee for the name mounted on the bronze tablet. The Rector may, for pastoral considerations, authorize other burials in the Garden.

Is there a policy about flowers?

Excessive floral displays are not encouraged. Normally, two vases of flowers are used in the sanctuary. You may request the Church Office to arrange for the flowers. If a commercial florist is to arrange flowers, they must use SsAM's vases. We recommend asking for gifts in lieu of flowers, for medical research, to the dead person's favorite charities, or to the Saints Andrew and Matthew Memorial Fund.

May we have a reception (repast) at the church following the service?

It is possible to hold a reception (repast) in the Auditorium. Outside catering should be arranged by the family. The Parish Administrator is the contact person at SsAM. Please refer to the fee schedule for use of the auditorium/kitchen. Due to the pandemic, this service is not available at this time.

Are there any fees for the funeral?

The church does not require a fee for communicant members of the Episcopal Church of Saints Andrew and Matthew (SsAM). There is a cost for flowers if arranged for by SsAM. You will be advised of their cost. A gift to Saints Andrew and Matthew would always be welcomed. Many give gifts in the range of \$200.00 to \$500.00. An honorarium to the officiating clergy and preacher are appropriate. Cost for music depends upon the nature of the service, number of singers, etc., and should be discussed with the Director of Music at the time of planning the service. Please refer to the fee schedule.

THE SERVICE

The Episcopal funeral service begins with the entrance of clergy and the casket or ashes (if present). The Officiant begins the liturgy with spoken “anthems” (see page 469 or 491 of the Prayer Book [BCP]) after which a hymn is typically sung. After the hymn, a prayer (“collect”) is offered by the clergy followed by the readings. Before the reading of the Gospel, brief Words of Remembrance may be offered. This is completely optional. If the family desires Words of Remembrance, they should designate one or two persons to deliver them. The remembrance should be brief (3-4 minutes).

Family or friends are encouraged to read lessons and psalms (the exception is the Gospel reading at a Eucharist service, which is read by a member of the clergy). Following are the Bible readings that the Episcopal Church recommends. Others may be substituted, particularly a passage held dear by the deceased.

Suggestions 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, 9 (Apocrypha) (*The souls of the righteous are in the hands of God*)

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

A suitable psalm, hymn, or canticle may follow the reading.

The congregation usually joins in saying the psalm, either responsively with the leader, or in unison. When the choir is present, it may be requested for the choir to sing the psalm.

Suggested Psalms: (page numbers refer to the Book of Common Prayer)

23 (page 612), **27** (p. 617), **42:1-7** (p. 643), **46** (p. 649), **90:1-12** (p. 717),

106:1-5 (p. 741), **116** (p. 759), **121** (p. 779), **130** (p. 784), **139:1-11** (p. 794).

From the New Testament

Romans 8:14-19, 34-35, 37-39 (*Nothing can separate us from God*)

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*)

From the Gospels (A Gospel reading is required at all services with Eucharist)

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*)

After the readings, the service continues with a homily (short sermon); prayers for the departed and the bereaved; the Eucharist, if desired (strongly recommended if the family is Christian; all denominations are welcome to receive Communion); the Commendation of the person's body or ashes, if present; a blessing and the dismissal.

The COMMITMENT of the casket or ashes to its final resting place may follow, usually immediately after the service.

MUSIC FOR THE FUNERAL SERVICE

The Music Director serves as music coordinator and consultant under the direction of the Rector for all funerals at SsAM. He will help you to understand the musical options available and to customize the liturgy to suit your wishes.

The SsAM ADULT CHOIR, which is made up of professional and volunteer singers may be available to sing at most funerals, however the family must cover the cost of the paid members of the choir. The cost may be anywhere from \$350 - \$500 depending upon how many professionals are needed and how many singers are available. The choir may lead the singing of the hymns and service music as well as provide psalms, anthems and motets. They also may sing the COMMENDATION. The Music Director will provide you with a list of suitable anthems that are currently in the choir's repertoire.

A VOCAL or INSTRUMENTAL soloist may also be engaged. Please contact the Music director if you would like to learn more about these options and their cost. HYMNS are appropriate at all funerals. They offer an opportunity to express our emotions while recalling the faith of the church: that death is not victorious over those who belong to God. If you are uncertain of what hymns would be best (with both a meaningful text and a sufficiently familiar tune) please ask the Director of Music for suggestions.

At a typical funeral liturgy, hymns may be sung in the following places:

- At the entrance
- Between the lessons
- At the "offertory" (*preparing the altar for Communion; no money offering is taken*)
- During/after Communion, before the Commendation
- After the Dismissal
- A hymn may be sung as the family and friends leave the sanctuary

The following is a list of some suitable hymns. Others may be appropriate as well.

- "A mighty fortress is our God" - Hymn # 688
- "Alleluia, the Strife is O'er, the Battle Done" - Hymn # 208
- "Come, Ye Faithful, Raise the Strain" - Hymn # 199

“O God our help in ages past” - Hymn # 680
“Amazing Grace” - Hymn 181 (LEVAS II)
“How Great Thou Art” - Hymn # 60 (LEVAS II)
“It Is Well With My Soul” - Hymn # 188 (LEVAS II)
“Shall We Gather at the River” - Hymn # 141 (LEVAS II)

The Organist will be prepared to play appropriate music before and after the liturgy (prelude and postlude), and during Communion as needed.

THE SERVICE LEAFLET

Service leaflets will be created by the church staff and produced in house or sent to the printer depending upon the length and complexity of the liturgy. We request a .jpg version of the photo to be used on the front cover of the leaflet. The Rector, Music Director and Parish Administrator work together to create the liturgy and produce the leaflet for the service. If you would like a picture of the deceased on the cover, the family must provide a photograph (.jpg format works well).

LITURGICAL DECISIONS TO BE MADE BY THE FAMILY

- A) Decide if Words of Remembrance should be given?
- B) Choose 2-3 Lessons and a Psalm
- C) Choose friends and family members who will give the Remembrances (optional)
and read the Lessons
- D) Choose several Hymns in consultation with the Clergy and the Music Director

Fees for Funerals at the Episcopal Church of Saints Andrew and Matthew

302-656-6628

Contact: D-L Casson – Parish Administrator

dlcasson@ssam.org

FEES	MEMBER
OFFICIATING PRIEST and PREACHER <i>(typically \$250 if a single priest/preacher; \$125 for each one)</i>	Honorarium directly to the priest and preacher
SOLOISTS/CHOIR <i>(typically \$175 for the Soloist; Choir range \$350-500)</i>	Honorarium directly to the soloist**
SEXTON (paid in advance or the day of the service to the Church Office; cash preferred)	\$25/hour
CHURCH	Donation to SsAM
AUDITORIUM/KITCHEN (if there is a repast)	\$150-\$275 depending on time

*The sexton will open the church for the funeral home and remain until after the service or repast in order to clean and prepare the spaces for Sunday.

** The soloist(s) is typically paid \$175 to cover rehearsal and the service.

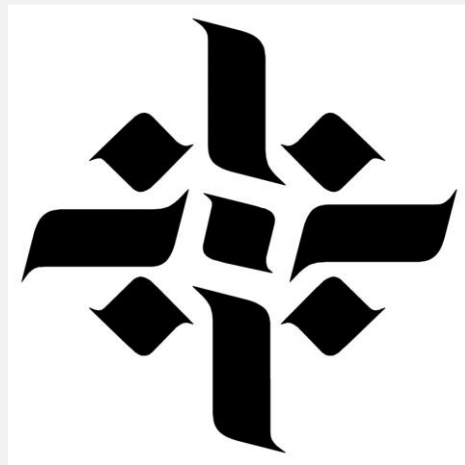
If the family has arranged for use of the Garden of Praise, the cost of the plaque is \$170 (payable to SsAM)

SAMPLE SERVICE LEAFLET – with EUCHARIST

Rite II

A Service in Memory and Thanksgiving

For the Life of



The Episcopal Church of Saints Andrew and Matthew

719 N. Shipley Street

Wilmington, Delaware

OBITUARY
(separate page)

THE LITURGY FOR THE DEPARTED

*BCP refers to the **Book of Common Prayer**.*

*Hymns marked # and service music marked **S** are found in the **Hymnal 1982**.*

*Hymns marked (LEVAS II) are found in **Lift Every Voice and Sing**.*

VOLUNTARY

*All stand as the procession enters and the funeral anthem is recited by the Celebrant.
The Celebrant greets the congregation, after which this hymn is sung.*

HYMN

On behalf of all, the Celebrant prays in thanksgiving for _____, first saying:
God be with you.

Congregation: And also with you.

Celebrant: Let us pray

All sit for the readings

THE WORD OF GOD

At the conclusion of each Reading:

Reader: The Word of the Lord.

Congregation: Thanks be to God.

FIRST READING

PSALM

SECOND READING

REMEMBRANCES (optional)

HYMN or Chant

HOLY GOSPEL

HYMN or CHANT continues

HOMILY

APOSTLES' CREED (*all standing*) BCP 496

PRAYERS OF THE PEOPLE (*stand or kneel*) BCP 497

PEACE

The peace of Christ be always with you.
And also with you.

THE HOLY COMMUNION

OFFERTORY ANTHEM

All who are able, stand as the gifts are brought forward.

OFFERTORY HYMN

THE GREAT THANKSGIVING - Eucharistic Prayer A BCP 361

SANCTUS - S 125 "Holy, holy, holy Lord" *Richard Proulx*

THE LORD'S PRAYER (Traditional) BCP 364

THE BREAKING OF THE BREAD

Celebrant: Alleluia. Christ our Passover is sacrificed for us;

Congregation: *Therefore let us keep the feast. Alleluia*

COMMUNION *Everyone is invited to Holy Communion*

HYMN (OR 2)

PRAYER AFTER COMMUNION *(said by all)*

Almighty God, we thank you that in your great love you have fed us with the spiritual food and drink of the Body and Blood of your Son Jesus Christ, and has given us a foretaste of your heavenly banquet. Grant that this Sacrament may be to us a comfort in affliction, and a pledge of our inheritance in that kingdom where there is no death, neither sorrow nor crying, but the fullness of joy with all your saints; through Jesus Christ our Savior. Amen.

THE COMMENDATION

Officiant: Give rest, O Christ, to your servant with your saints,

Congregation: ***where sorrow and pain are no more, neither sighing, but life everlasting.***

You only are immortal, the creator and maker of mankind; and we are mortal, formed of the earth, and to earth shall we return. For so did you ordain when you created me, saying, "You are dust, and to dust you shall return." All of us go down to the dust; yet even at the grave we make our song: Alleluia, alleluia, alleluia.

Congregation: ***Give rest, O Christ, to your servant with your saints, where sorrow and pain are no more, neither sighing, but life everlasting.***

Into your hands, O merciful Savior, we commend your servant, _____. Acknowledge, we humbly beseech you, a sheep of your own fold, a lamb of your own flock, a sinner of your own redeeming. Receive _____ into the arms of your mercy, into the blessed rest of everlasting peace, and into the glorious company of the saints in light. ***Amen.***

BLESSING

HYMN

DISMISSAL

Let us go forth in the Name of Christ.

Thanks be to God. Alleluia! Alleluia! Alleluia!

ORGAN VOLUNTARY

All who are able stand as the procession leaves the Church, and remain at their places until the members of the family have departed from the Church.

PARTICIPANTS IN THE SERVICE

Interment

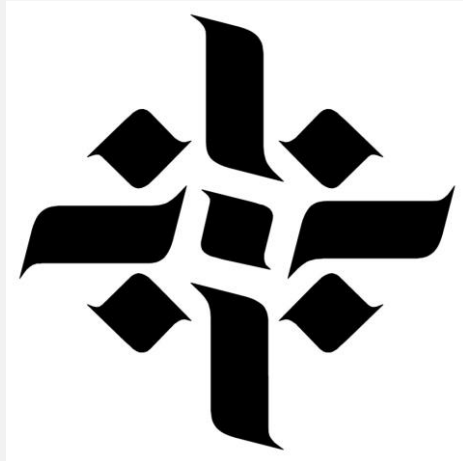
Arrangements by

(Reception)

SAMPLE SERVICE LEAFLET – NO EUCHARIST

Rite II

**A Service in Memory and Thanksgiving
For the Life of**



The Episcopal Church of Saints Andrew and Matthew
719 N. Shipley Street
Wilmington, Delaware

OBITUARY
(Separate page)

THE LITURGY FOR THE DEPARTED

ORGAN VOLUNTARY

HYMN #

THE WORD OF GOD

FIRST READING

PSALM

THE SECOND READING

REMEMBRANCES (optional)

HOMILY

THE APOSTLES' CREED

THE LORD'S PRAYER

PRAYERS OF THE PEOPLE

PARTICIPANTS IN THE SERVICE

Interment

Arrangements by

(Reception)

THE COMMITTAL (this is also appropriate for use in the Garden of Praise)

Everyone the Father gives to me will come to me; I will never turn away anyone who believes in me. He who raised Jesus Christ from the dead will also give new life to our mortal bodies through his indwelling Spirit. My heart, therefore, is glad, and my spirit rejoices; my body also shall rest in hope. You will show me the path of life; in your presence there is fullness of joy, and in your right hand are pleasures for evermore. In sure and certain hope of the resurrection to eternal life through our Lord Jesus Christ, we commend to Almighty God our brother/sister N., and we commit ___ body to the ground; earth to earth, ashes to ashes, dust to dust. The Lord bless ___ and keep ____, the Lord make his face to shine upon ____ and be gracious to ____, the Lord lift up his countenance upon ____ and give ____ peace. Amen.

The Lord be with you.

People And also with you.

Let us pray.

***Our Father, who art in heaven, hallowed be thy Name,
thy kingdom come, thy will be done, on earth as it is in heaven.
Give us this day our daily bread.
And forgive us our trespasses, as we forgive those who trespass against us.
And lead us not into temptation, but deliver us from evil.
For thine is the kingdom, and the power, and the glory,
for ever and ever. Amen.***

Other prayers may be added.

Rest eternal grant to ____, O Lord;
And let light perpetual shine upon ____.
May ____ soul, and the souls of all the departed,
through the mercy of God, rest in peace. Amen.
Alleluia. Christ is risen.
The Lord is risen indeed. Alleluia.
Let us go forth in the name of Christ.
Thanks be to God.