



Funeral Guidelines

Saint James Episcopal Church

West Dundee, IL

*"I am the resurrection and the life.
Those who believe in me, even though they die,
will live, and everyone who believes in me
will never die."*

John 11:25

The liturgy for the dead is an Easter liturgy. It finds all 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."

This joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.

THE PARISH BUILDING

Saint James is extremely beautiful in all its appointments, and there is little else that needs to be done to add to the sacredness of the setting. Saint James will accommodate approximately 130 persons with additional overflow in the Library.

PLANNING A BURIAL SERVICE

The Minister of the Congregation is directed to instruct the people, from time to time, about 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 health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable purposes. (Book of Common Prayer, p. 445)

CONTACT YOUR CLERGY

The Book of Common Prayer, quoted above, reminds us of the importance of giving serious thought to the final disposition of our earthly affairs including the plans and directions for one's

funeral. It is of the utmost importance to contact your Priest, as soon as possible, as they can be very helpful in dealing with the death of a loved one and in making decisions and preparing for the Service. Call the Parish Office at 847-426-5612 to leave a message or contact the Rector directly on their cell phone or home phone.

If you would prefer an Officiant in addition to the Rector of Saint James, please make this request well in advance. Courtesy requires that the Rector be requested to contact the additional Officiant to invite him or her to assist in the ceremony. If the requested minister is of another denomination, it is necessary to have prior approval from the Rector of Saint James and, perhaps, the Bishop.

Commitment as to date and time of ceremony at Saint James must NOT be made by or with the Funeral Home without the express concurrence of the Rector of Saint James. If the funeral by another minister is held in another location, and, if interment is desired at the church yard at Saint James, courtesy requires that the Rector of Saint James be contacted for approval and coordination with the Altar Guild and Cemetery Committee prior to any public announcements or other arrangements.

ARRANGEMENTS WITH A FUNERAL HOME

The following considerations are necessary:

- selection of a casket or urn, and arrangements for interment or cremation
- the Funeral Director will help prepare an obituary and place it in requested newspapers
- the Funeral Director will take care of reserve parking and arrangements with appropriate police agencies
- Funeral Homes also offer a variety of other services and their personnel will offer helpful suggestions
- It is not recommended that the Burial Service be in the Funeral Home but in the Church.
- The order of the church service and its content will be between you, your family, and the Rector of the Parish.

Should you wish a visitation at the Funeral Home, the Rector would be happy to have a Christian Wake Service to put things in perspective as to the meaning of death and entrance into larger life for those departing in the belief and acceptance of the Lord Jesus Christ.

PLANNING THE FUNERAL SERVICE

Every Burial Service is an Easter or Resurrection Service. Your Priest will meet with you to assist in planning the service. Before meeting, please give thought to:

- Time and date of service to accommodate the calendar of the Church, out of town visitors, the availability of the Priest, schedule of the Funeral Home, work hours, and special requirements such as cremation. Please note that it is not customary in the Episcopal Church to hold funeral services on Sundays. The Rector will work with families regarding Sunday funeral services under special circumstances.
- Selection of Liturgy: Rite 1 (BCP pp. 469-490, which include suggested readings at pp. 470, 475, & 480; Psalms pp. 471-475, 476-479); Rite 2 (BCP 493, which include suggested readings and psalms at pp. 496-495). Enriching Our Worship funeral liturgy is also available for use.

- It is most appropriate for members of the family to do readings except for that from the Gospel. Any special readings desired by the family should be brought to the attention of Rector for their appropriateness to the service.
- Whether or not there is to be a eulogy and by whom?
- Whether or not there is to be a Communion.
- Selection of hymns from the Hymnal (1982 or other approved music). Special requests for music need to be presented for their appropriateness to the Rector and Director of Music.
- Whether or not there is to be a bulletin.
- There are no flowers on the casket in the Church; the Pall is used to denote that all are equal before God. If a veteran with honorable service, a flag may be placed next to the casket or urn. In use of an urn, a Pall is available to drape the container.
- The family may order flowers and place them in the sanctuary under the direction of the Altar Guild but flowers may not be taller than the Altar Cross. Flowers may be placed in front of the altar with the approval of the Rector.
- In lieu of flowers, the family may elect to designate the Church or charities as beneficiaries of donations.
- Whether to have Pall Bearers and, if so, selection and provision of names after their consent to serve.
- If the casket or urn is to be in the Church, the Funeral Director will direct Pall Bearers. If there is no Director, the clergy will direct Pall Bearers.
- In the Episcopal Church there are no open caskets in the Burial Service.
- The church can provide ushers for the funeral services. Inform the Rector if you wish special people to be ushers.

FEES

The Vestry has established a fee schedule for Clergy, Organist, Custodial Services, Facilities Use, and the Burial of Ashes in the Church Yard. Some fees are waived or reduced for church members who are regularly attend and financially contribute to the parish (member status includes spouses and their immediate children). The current fee schedule:

	Member	Non-Member
Clergy	Honorarium	\$250
Organist	\$200	\$200
Acolyte	\$25	\$30
Church	None	\$300
Boynton Hall	\$150	\$250
Pew Candles	\$100	\$100
Sconce Candles	\$100	\$100

Burial of ashes in the Church Yard at Saint James, including perpetual care, is \$500. Fees for services provided by the church should be paid through the Funeral Home.

RECEPTION FOLLOWING THE SERVICE

Boynnton Hall is available for a reception following the Burial Service. The parish does not provide any catering services. In the case of Saint James parishioners, every effort will be made to assist the family in providing refreshments to include coffee, tea or punch. Non-parishioners must provide the refreshments or secure the services of an outside caterer. Hall usage fee and custodial fees apply.

WHAT TO EXPECT THE DAY OF THE SERVICE

Immediate family members should gather at the Parish House about half an hour before the service; the family may invite close friends. The Rector and other participating clergy will meet with the family for prayer and escort them to Church. There will be reserved pews for family in the Church. The Rector will meet the funeral coach and receive the body into the Church. The family may wish to be seated before the body is borne into the Church or to be part of the procession. The Crucifer, if any and the Priest lead the body and Pall Bearers into the Church. After the service, the Crucifer and the Priest lead the body out of the Church. The family, close friends, others follow the casket and Pall Bearers in departing the Church.

INTERMENT IN SAINT JAMES CHURCH YARD

Saint James church yard is available for ashes to be interred. The parish requests that cremated remains be placed in a biodegradable container or the parish can provide the container if requested. The ashes may either be scattered by the Rector or a family member, or buried in the church yard. There will be a short service of Committal in the church yard. If there is a bulletin, the service will be outlined therein.

INTERMENT AT A CEMETARY

If necessary, or desired, all or part of the service of Committal may be said in the church. If preferred, the Committal service may take place before the service in the church. It may also be used prior to cremation.

WHEN NO FUNERAL HOME IS INVOLVED

Inform the clergy if a funeral home is not to be involved in burial arrangements as you will need to discuss arrangements normally handled by the funeral home (Pall Bearers, parking, obituary, police escort, guest register, etc.)

RECORDS

To record the funeral in the parish register, it is important that you inform the Priest as to the full name of the deceased, dates of birth and death, cause of death, last residence and place of interment.

CHECKLIST

It is not recommended that Burial Services be held at a Funeral Home. Your Priest can provide a short "Christian Wake" Service near the close of a visitation at Home or at Funeral Home where the casket may be open until the start of the Wake. At an Episcopal Burial Service or Wake, the casket is closed before the Service begins. Please consider and address the following items for an Episcopal Burial Service at Saint James (or at Home or at a Funeral Home).

(Note: there may be only a Grave-side Service and no other Service.)

Location of Service Saint James _____ Other _____

Funeral Home Director desired? Yes _____ No _____

If yes, please provide Name/Location/Telephone

If known, date and time desired for Burial Service _____

Visitation desired? Yes ___ No ___

If yes, Home? ___ Funeral Home? _____

If known, date and time of visitation _____

Would you like a Christian Wake Service at Visitation? Yes ___ No ___

Do you wish former Clergy or other Clergy to jointly officiate? Yes _____ No _____

If yes, Rector will invite: name, address, and telephone to be invited:

Rite I (BCP 468 ff) _____ or Rite II (BCP 490 ff) _____ or Enriching Our Worship _____

Communion? Yes _____ No _____

[Please note that Communion will not be served at the Funeral Home]

Readings:

(It is appropriate for family members to read lessons (except for the Gospel), to read or lead the psalms responsively, and to read the prayers)

Old Testament Reading (Suggestions, BCP 470, 494)

Reader _____

Psalm (Appropriate: Ps. 42:1-7, 46, 90:1-12, 121, 130, 139:139:1-11)

Reader _____

Or Hymn # _____ (1982 Hymnal)

New Testament (Suggestions, BCP 475, 495)

Reader _____

Psalm (Appropriate Ps.23 (KJV?), 27, 106:1-5, 116) _____

Reader _____

Or Hymn # _____ (1982 Hymnal)

Gospel _____ (BCP 480, 495) (Read by Officiant)

Is an organist desired? Yes ___ No _____. If yes, ask Church Organist, if available.

If not available, who? _____. Tel. # _____

Choir is desired? Yes ___ No _____.
Soloist? Yes ___ No _____. Selection desired:

Hymns desired (Please select hymns from the 1982 Hymnal; it may be possible to reproduce other selections):

Is an Acolyte(s) desired by name, if so, who?

Consider Pall Bearers (names): normally six but there can be additional honorary ones. _____

Please give your desires to the Rector as soon as possible.

Approved by Saint James Vestry – February 18, 2012