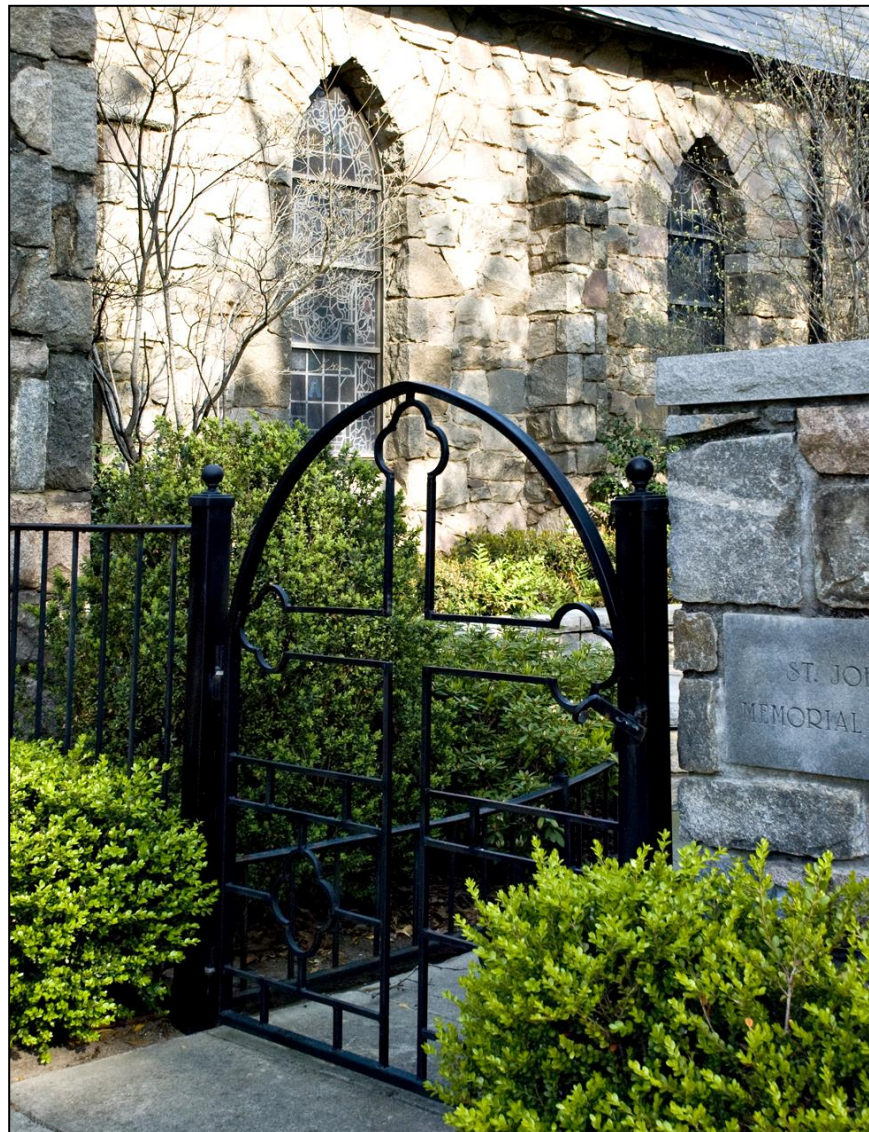


ST. JOHN'S EPISCOPAL CHURCH, SHANDON

*Hospitality for  
the Grieving*



*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.*

*We have prepared this booklet for your use following the death of a member of your family.  
We hope that it will help you in your planning of a funeral or memorial service.*

**Contacts**

St. John's Clergy:

The Reverend Scott Fleischer, Associate Priest – (803) 799-4767 x106

St. John's Hospitality of the Grieving Committee:

Laura Williams, Chair – (803) 787-2619, (803) 446-3504

Pastoral Care Committee: Robin Driggers, Chair – (803) 315-7153

Director of Parish Operations: Michelle Rabon – (803) 799-4767

## To Be Considered in Preparing for a Funeral

1. Locate any document prepared by the deceased that indicates his or her wishes as to what is to happen to the body. If such a document does not exist, or cannot be found, and you have not heard the deceased express any opinion in regard to the following, then consider the situation from your own position.
2. If an autopsy is being considered, what are your thoughts in regard to this?
3. Locate any document prepared by the deceased that indicates his or her wishes regarding a funeral service. \*This may already be on file in the church office. If none exist, think about the kind of service you desire: Burial Office with the body or ashes present, or a Memorial Service? Rite I or Rite II? With Holy Communion? Hymns: What Lessons, Psalms, and Prayers? The following examples should be helpful for planning the service.
4. Did the deceased, or do you, want cremation? (The church has no prohibition against cremation.) Do you, or did the deceased, want the body or parts of the body donated to medical science?
5. If there are to be ashes, where will they be kept or interred?
6. Is there a cemetery plot or columbarium? Who owns it? Where is the recording document? If you need to purchase a plot, where will it be and how many spaces will you need (consider future burials). Burial spaces in the St. John's Memorial Garden can be reserved and pre-paid.
7. What kind of casket or urn do you desire? If an urn is purchased for interment in a columbarium, be sure of it is smaller than the niche dimensions. The niche dimensions at St. John's are: H 8", D 12", W 8½".
8. Determine whether or not you will have visiting hours for family and friends to pay respects. Will visitation be at the funeral home, the church, or some other location? If at the funeral home, will the coffin be open or closed? (The coffin is always closed in preparation for, and throughout, the church burial service itself.)
9. Make a written list of those who should be notified and who will notify them. Who will come from a distance? Will this impact the scheduling of the service?
10. Decide on the designation of memorial gifts. It is wise to choose two organizations, one church-related and one secular (community, medical research, health or educational institution). Should such gifts be in lieu of flowers?
11. Designate one or two persons to meet with the funeral director to make arrangements, choose the coffin/urn, and clarify clothing questions for the deceased. Keep in mind that flowers in St. John's sanctuary are limited to two arrangements on the altar.
12. The funeral home director will need to have the following information both for his records and also to place the appropriate newspaper notices:
  - Full name of the deceased
  - Date and place of birth
  - Date of death
  - Father's full name
  - Mothers full name (including maiden name)
  - Survivors (identify spouse and children by name and city of residence, siblings by name and city of residence, and number of grandchildren/great grandchildren
  - Memberships (societies, service organizations, clubs, church, community activities)
  - Occupation
  - Social Security Number (and Military Service Number if applicable)
  - Names of newspapers in which death notices and obituary notices should appear (local and also any out-of-town papers where there are friends and family to inform). The funeral home will notify the newspapers and provide them with all pertinent information for the obituary notice. (Longer obituary news items based on the above information may be prepared and submitted to newspapers, which will publish them at the editor's discretion; most newspapers will not accept these items until after they have received the official notice from the funeral home.) NOTE: Classified death notices in *The State* are paid by the family, usually through the funeral director who places the notices.

# *The Funeral Service*

## **Church Burial: An Ancient Heritage**

Baptized Christians are properly buried from the church. All funerals are services of worship in thankful memory for the life of the deceased. The liturgy for the dead is an Easter liturgy which finds all its meaning in the resurrection. The liturgy, therefore, is characterized by the 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. So, while we rejoice that the one we love has entered into the nearer presence of our Lord, we sorrow in sympathy for those who mourn. The body or ashes (coffin or urn) is usually present for this service of worship. Nonetheless, please know that a Memorial Service, or the Burial Office without the body or ashes, is also acceptable. The Book of Common Prayer provides two services for the Burial of the Dead: Rite I (BCP page 469) and Rite II (BCP page 491).

## **Scripture Readings**

The Burial Office generally includes two or three lessons, one from the Old Testament, one from the Epistles, and perhaps one from the Gospels (this is required if there is to be a Communion). The lessons may be read by the clergy, or by lay readers if requested. One or two Psalms may also be included, either said by the whole congregation in unison or read by the officiating clergy. Appropriate scriptural suggestions are provided in the Book of Common Prayer. Other scripture readings may be chosen.

## **Homily**

Following the last reading a homily is usually preached at the discretion of the officiating priest. It is especially important for family members and friends to share with the clergy special aspects of the life for which we are giving thanks. This allows the officiant to weave into the service a strong sense of the person being remembered. “Eulogies” are not traditionally a part of the Episcopal burial liturgy. Brief personal reflections about the deceased by family and friends are more appropriate at the graveside, especially as this service is quite brief.

## **Music**

Music contributes to the richness and meaning of the service. The parish organist is available to play for funerals and can also assist in acquiring other musicians. If desired, a soloist, a choir, and/or instrumentalists may be arranged for the service. Hymns are strongly encouraged at appropriate points in the liturgy; they bring beauty to the service and provide a joyful way for the congregation to participate. Most favorite hymns may be included. For congregational singing, it is best if the hymns are from the Episcopal hymnal which is located in each pew.

## **Burial in the St. John’s Memorial Garden**

There is a sure measure of comfort to be drawn from the ancient and traditional practice of burial within a churchyard. In the St. John’s Memorial Garden ashes enclosed in urns may be placed in one of the niches of the columbarium, the name and dates of the deceased engraved on the marble faceplate. Ashes may also be buried in the earth of the garden opposite the columbarium, without an urn. A name plate with dates is available for engraving in that part of the garden under the church windows. There is another memorial tablet available for the names and dates of church members who are buried elsewhere, apart from the garden. Please see the Memorial Garden guide for requirements and fees.

# *St. John's Funeral Policies*

## **Visiting Clergy**

At the invitation of the rector, Episcopal clergy and clergy from other denominations are generally welcome to assist the St. John's clergy. Under certain circumstances the rector may allow a guest clergy person to be the sole officiant.

## **Attending Family**

Front pews on the right side of the church will be reserved for family and close friends. We will need to know approximately how many reserved pews are needed. At St. John's each pew can comfortably seat eight adults. Pall bearers generally sit on the front left pew. The family may be seated a few minutes before the service begins, or enter the church in procession behind the coffin. After worship, we recommend the family follow the coffin from the church, preceding the congregation. If the family would like to gather at St. John's for some time before the service, the parlor in Heyward Hall is available.

## **Flowers**

After deciding the day and time of the service with the priest, the family members may contact a professional florist to arrange for altar flowers of their choosing. Most local florists know the dimensions of the vases at St. John's. There may be only one altar flower arrangement placed on each side of the altar cross at St. John's. White is the most appropriate color for the arrangements, but the final decision is left to the family. Other wreaths and flowers not specifically arranged for use on the altar may be displayed in the narthex, outside the church, or at the cemetery (or St. John's Memorial Garden). Following the service, the flowers may be used at the reception. The family should take all flowers from the church campus after the service and reception. The family may prefer, however, for the altar to have no flowers at all.

## **The Pall**

Flowers for the coffin are not used during the liturgy. The Book of Common Prayer prescribes that the coffin be covered with a pall (an embroidered covering provided by the parish) during the funeral service. Following the service the pall is removed in the narthex, and a spray of flowers, or a flag, if appropriate, may be placed on the coffin.

## **Fees**

There are no specific charges for the sacramental rites of the church, although an offering to help cover non-budgeted expenses is always helpful. The organist's fee is \$125, which is paid through the funeral home. An honorarium for the officiating clergy is traditional, but not expected.

## **Visitation or Reception**

There are several rooms available at St. John's for a visitation prior to the funeral service or for a reception following it. St. John's will provide cheese straws and cookies, along with tea, lemonade, and coffee, and the set-up and clean-up for either of the events. The family may also have either catered at its own expense. Friends, too, are welcome to provide refreshments. If you wish to have a visitation or reception at St. John's, the clergy will make contact with the parish office for you.

# *The Celebration of the Life and Ministry of One Who Has Died*

Any worship service requires preparation. The clergy make the final plans for all church services according to the canons of the church, the rubrics (or rules) of the prayer book, and the custom of the parish. Our Episcopal liturgy provides a great comfort in the midst of grief. Through a focus on the Christian hope of the resurrection, it reminds us that death is not the end for the believer. The focus is therefore not on our loved one, but on our beloved Savior, Jesus Christ. The clergy will make every effort to personalize the funeral service. That is the reason it is helpful to have the family's input in providing the following information.

## **Funeral Worksheet**

### **I. General Information:**

Deceased Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_ Age: \_\_\_\_\_

Does the deceased have funeral requests on file? Yes \_\_\_ No \_\_\_ If yes, where?

\_\_\_\_\_

### **II. Family Information:**

Husband/Wife:

\_\_\_\_\_

Children:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mother/Father/Siblings:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other relatives/friends:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## II. Funeral Service:

Person who will make decisions about the service:

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Relationship to the deceased: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Location:

\_\_\_\_\_ The Liturgy of the Word is to be at the church followed by The Committal at the graveside at \_\_\_\_\_.

\_\_\_\_\_ The Liturgy of the Word is to be at the church, with the interment of ashes (The Committal) to follow immediately \_\_\_\_\_ or later \_\_\_\_\_

\*Will the St. John's Memorial Garden be used? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ The Liturgy of the Word is at the funeral home, followed by The Committal at the graveside at \_\_\_\_\_.

\_\_\_\_\_ The entire funeral service is to be at the graveside at \_\_\_\_\_.

(Note: There are generally three parts to the funeral service: **a.** The Liturgy of the Word; **b.** The Eucharist (Holy Communion); and **c.** The Committal (Interment or Burial)

### A. The Liturgy of the Word:

Funeral Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Style:

\_\_\_\_\_ Rite I (traditional language) – The Book of Common Prayer (BCP), page 469

\_\_\_\_\_ Rite II (contemporary language) – BCP, page 491

\_\_\_\_\_ Other (such as the 1928 Book of Common Prayer) \_\_\_\_\_

### I. Lessons Choose one from each category:

#### Old Testament Lesson:

\_\_\_ 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 (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.* If you would prefer a psalm, please circle one of the following appropriate Psalms: 42:1-7, 46, 90:1-12, **121**, 130, **139:1-11** (Those in bold are generally preferred).

#### Epistle Lesson:

\_\_\_ 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)

A suitable *psalm, hymn, or canticle* may follow. If you would prefer a psalm, please circle one of the following appropriate Psalms: **23, 27**, 106:1-5, 116 (Those in bold are generally preferred).

**Gospel Lesson:** *chose one from each 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 you)
- \_\_\_ 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)

Note: The full text for these may be found on-line at the following web address:

<http://www.lectionarypage.net/YearABC/SpecServ/Burial.html>

If you would like for your family or friends to read lessons the Old Testament, Psalm(s) and Epistle lessons, then please write their names and the lesson to be read.

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**II. Hymns** (Generally 3. With Eucharist, 5-6. See below for suggestions from the 1982 Hymnal. Check the ones you would like.)

A mighty fortress is our God (688)  
Abide with me (662)  
All my hope on God is founded (665)  
Alleluia, alleluia! Give thanks (178)  
Amazing grace (671)  
Be Thou my vision (48)  
Christ the victorious (357)  
Come labor on (541)  
Come, ye faithful (199)  
Eternal Father, strong to save,  
    or The Navy Hymn (608)  
Fairest Lord Jesus (383)  
For all the saints (287)  
Guide me, O though great Jehovah (690)  
He is risen (180)  
I am the bread of life (335)  
Jerusalem, my happy home (620)  
Jesus calls us o're the tumult (550)  
Jesus lives! Thy terrors now (195)  
Joyful, joyful we adore thee (376)  
Just as I am (693)  
Lift high the cross (473)  
Lord of all hopefulness, Lord of all joy (482)  
Love divine, all loves excelling (657)  
May choirs of angels lead you (356)  
Morning has broken (8)

My faith looks up to these (691)  
My Shepherd will supply my need (664)  
Now thank we all our God (397)  
O God our help in ages past (680)  
O Jesus, I have promised (655)  
Onward Christian soldiers (562)  
Praise, my soul, the King of Heaven (410)  
Praise to the Lord (390)  
Rock of ages, cleft for me (685)  
The King of Love my shepherd is (645, 646)  
The First Song of Isaiah (BCP: 86)  
The strife is o'er, the battle done (208)  
We know that Christ is raised (296)  
What wondrous love is this (439)  
When I survey the wondrous cross (474)  
Ye watchers and ye holy ones (618)

(Other music, if possible):

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You may find the texts and music at the following web address: <http://www.oremus.org/hymnal/82.html>



Expected number in attendance: \_\_\_\_\_

Expected number to be needed for reserved seating for the family: \_\_\_\_\_

Who will be involved in the procession?

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Will a florist provide altar flowers? If yes, by whom? \_\_\_\_\_

Names and phone numbers of the Pall Bearers: (Chose 6)

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Honorary Pall Bearers:

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Does the family need handicap access? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If so, please use the entrance to St. John's on the Holly Street side.)

**B. The Eucharist (Holy Communion):** This is optional. Would you like the celebration of Holy Eucharist to be included in the Funeral Service: Yes \_\_\_ No \_\_\_

**C. The Committal (Interment or Burial):**

Coffin: \_\_\_\_\_ Urn: \_\_\_\_\_ No remains present: \_\_\_\_\_

Burial Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

**Visitation or Reception**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Will additional\* refreshments be provided at the visitation/reception? Yes \_\_\_ No \_\_\_

If yes, by whom? \_\_\_\_\_ Phone \_\_\_\_\_

*\* Please refer to the bottom of page 5 in this booklet, under the same heading.*

EXAMPLE  
The Burial of the Dead: Rite Two

*Name*

Dates

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BCP-Book of Common Prayer

<b>Anthem</b>		<b>BCP 491</b>
<b>Hymn of Praise</b>	O God, our help in ages past	<b>Hymn 680</b>
<b>The Collect</b>		<b>BCP 493</b>
<b>The Old Testament</b>	Isaiah 61: 1-3	
<b>The Psalm</b>	Psalm 23	<b>Bulletin</b>
<b>The Epistle</b>	2 Corinthians 4:16-5:9	
<b>Sequence Hymn</b>	Holy, holy, holy	<b>Hymn 362</b>
<b>The Gospel</b>	John 14: 1-6	
<b>The Homily</b>		
<b>The Prayers of the People</b>	<b>BCP 497</b>	
	<i>(Please respond to each petition with "Hear us, Lord.")</i>	
<b>The Peace</b>		
	<b>The Holy Communion</b>	
<b>At the Offertory</b>	Canticle 9: The First Song of Isaiah	Requiem Choir
<b>The Great Thanksgiving, Prayer A</b>		<b>BCP 361</b>
<b>The Breaking of the Bread</b>		<b>BCP 364</b>
<b>The Communion</b>		
<b>Hymn at the Communion</b>		
	I am the bread of life	<b>Hymn 335</b>
<b>Prayer of Thanksgiving</b>	<b>BCP 498</b>	
<b>The Blessing and Dismissal</b>		<b>BCP 500</b>
<b>At the Procession</b>	Lift high the cross	<b>Hymn 473</b>

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*The committal will take place at Fort Jackson National Cemetery immediately following the service.*

**Psalm 23**

The LORD is my shepherd;  
I shall not want.  
He maketh me to lie down in green pastures;  
He leadeth me beside the still waters.  
He restoreth my soul;  
He leadeth me in the paths of righteousness for his Name's sake.  
Yea, though I walk through the valley of the shadow of death,  
I will fear no evil;  
for thou art with me;  
thy rod and thy staff, they comfort me.  
Thou preparest a table before me in the presence of mine enemies;  
thou anointest my head with oil;  
my cup runneth over.  
Surely goodness and mercy shall follow me all the days of my life,  
and I will dwell in the house of the LORD for ever.

*All baptized Christians are welcome to receive Holy Communion. At the altar rail, you may receive the consecrated bread by holding out your hands, one hand under the other. To receive the consecrated wine, please help guide the chalice, by taking the base with one hand. A second option is intinction. To intinct, leave the consecrated bread in your hands. The chalice-bearer will dip it in the chalice, and place it in your mouth.*

*Please join the family for a reception following the committal in the Heyward Hall parlor.*

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Clergy:	The Rev. Nicholas M. Beasley
Acolytes:	Name
Pall Bearers:	Names
Musicians:	Michael Brown, Music Director The St. John's Requiem Choir

EXAMPLE  
The Burial of the Dead: Rite One

*Name*

Dates

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BCP-Book of Common Prayer

**The Liturgy of the Word**

**Resurrection Anthems**    **BCP 469**

**Hymn of Praise**                      “How great thou art”                      **Bulletin**

**The Collect**

**The First Lesson**                      Romans 8:14-19, 34-35, 37-39

**The Psalm**                              Psalm 23                                      **BCP 476**

**The Second Lesson**                      John 14: 1-6

**The Homily**

**The Lord’s Prayer**    **BCP 364**

**The Prayers of the People** **BCP 480**  
*(Please respond to each petition with “Amen.”)*

**The Commendation**    **BCP 482**

**The Blessing and Dismissal**

**At the Procession**                      “Lift high the cross”                      **Hymnal 473**

O Lord my God, When I in awesome wonder,  
Consider all the worlds Thy Hands have made;  
I see the stars, I hear the rolling thunder,  
Thy power throughout the universe displayed.

*Refrain:*

Then sings my soul, My Savior God, to Thee,  
How great Thou art, How great Thou art.  
Then sings my soul, My Savior God, to Thee,  
How great Thou art, How great Thou art!

When through the woods, and forest glades I wander,  
And hear the birds sing sweetly in the trees.  
When I look down, from lofty mountain grandeur  
And see the brook, and feel the gentle breeze.

*Refrain*

And when I think, that God, His Son not sparing;  
Sent Him to die, I scarce can take it in;  
That on the Cross, my burden gladly bearing,  
He bled and died to take away my sin.

*Refrain*

When Christ shall come, with shout of acclamation,  
And take me home, what joy shall fill my heart.  
Then I shall bow, in humble adoration,  
And then proclaim: "My God, how great Thou art!"

*Refrain*

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Clergy:                      The Rev. Nicholas M. Beasley  
                                    The Rev. Scott R. Fleischer

Musicians:                      Michael Brown, Music Director  
                                    The St. John’s Requiem Choir

Crucifer: Name

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*The committal will take place at Elmwood Cemetery immediately following the service.*

**How Great Thou Art**

Funeral service for \_\_\_\_\_

Completed by \_\_\_\_\_

Date of funeral service \_\_\_\_\_



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The Right Reverend W. Andrew Waldo, Bishop  
The Reverend Nicholas M. Beasley, Priest in Charge  
The Reverend Scott R. Fleischer, Associate Priest  
The Right Reverend Charles F. Duvall, Bishop Associate

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[www.stjohnscolumbia.org](http://www.stjohnscolumbia.org)



The Episcopal Church  
[www.episcopalchurch.org](http://www.episcopalchurch.org)



Diocese of Upper South Carolina  
[www.edusc.org](http://www.edusc.org)