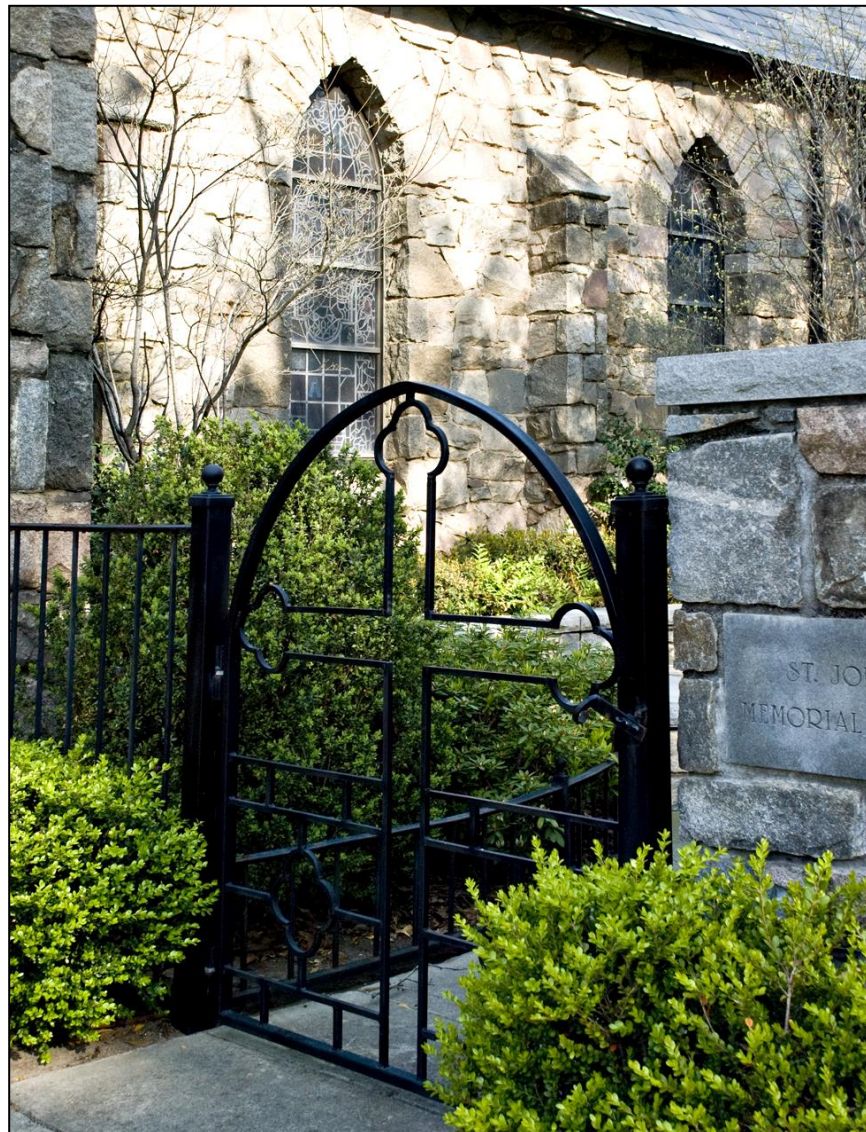


ST. JOHN'S EPISCOPAL CHURCH, SHANDON

*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 Fletcher Montgomery, Rector – (803) 799-4767 x109

The Reverend Scott Fleischer, Assistant 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: Mary Bryan, Chair – 254-8235

Director of Parish Operations: Michelle Rabon – 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:

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.

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):

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?

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

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

Honorary Pall Bearers:

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

BCP-Book of Common Prayer

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

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.

Clergy:	The Rev. Scott R. Fleischer
Acolytes:	Name
Pall Bearers:	Names
Musicians:	Celia Tolar-Bane, Organist The St. John's Requiem Choir

EXAMPLE
The Burial of the Dead: Rite One

Name

Dates

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

Clergy: The Rev. J. Fletcher Montgomery
 The Rev. Scott R. Fleischer

Musicians: Celia Tolar-Bane, Organist
 The St. John’s Requiem Choir

Crucifer: Name

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 _____



The Right Reverend W. Andrew Waldo, Bishop
The Reverend J. Fletcher Montgomery, Rector
The Reverend Scott R. Fleischer, Assistant Priest
The Right Reverend Charles F. Duvall, Bishop Associate

2827 Wheat Street Columbia, SC 29205

803.799.4767

www.stjohnscolumbia.org



The Episcopal Church
www.episcopalchurch.org



Diocese of Upper South Carolina
www.edusc.org