

Burial Service
and
Interment

A Personal Planner

PLANNER

INTRODUCTION

St. James' Church encourages individuals to think about and plan their funeral service. Death, whether it comes suddenly or after a long illness, is a major and often very difficult time of change for those who loved the deceased. As Christians we believe that those who die are gathered to God and ushered into new life through Christ. Yet that does not deny our questions in the face of suffering nor the very real experience of grief and loss. Through the ministry of the Church we hope to help your family and friends through this time so that in their grief they may know the love of God and the support of this community. And through the service you have prepared, the truth of this time in both its grief and hope will be proclaimed. The following pages provide practical information to help guide you through the planning as well as suggestions to help you prepare a service that will celebrate your life as it is entrusted to the care of God.

AT THE TIME OF DEATH

A call is made to St. James' Church to report a death to one of the clergy, who makes preliminary arrangements and contacts the Administrative Assistant to the Rector. After church hours, our telephone system refers such calls to the priest on call. The clergy are happy to come to the home or hospital to talk and pray with those who are bereaved. If death is not sudden and unexpected, we hope that the family will have been in touch with the clergy prior to death.

The Administrative Assistant to the Rector handles many of the immediate specific arrangements such as scheduling the time of the funeral and the officiating clergy. He or she will also make the initial contact with the Director of Music and others who assist in organizing the service and who can help plan a reception following, if desired.

ABOUT THE SERVICE

Assisting Clergy

Episcopal clergy and clergy from other denominations are welcome to assist in the conduct of the service. The Rector will extend the invitation and welcome them to take part. A member of St. James' clergy always officiates at burial services.

Attending the Family

Approximately thirty minutes prior to the service, family and close friends are asked to gather. After being greeted by the officiating clergy, they will be conducted to the front seats of the chapel or church by the Verger. At the conclusion of the service, family and friends in the front of the church are escorted out by the officiant or Verger, in advance of the congregation's departure.

Music

Music makes special contribution to the richness and meaning of the service. The Director of Music is available to make music arrangements and to play for funerals. If desired, the Director of Music can also provide a soloist, a choir of four or eight voices, and/or instrumentalists. Hymns are strongly encouraged in the design of the service for the beauty and joy they bring. This document includes some suitable hymns which may be sung at appropriate points in the service. Easter hymns and other hymns that express our hope in the resurrection are often appropriate for the Burial Office.

Scripture

The Burial Office generally includes three lessons, one from the Old Testament, one from the Epistles, and one from the Gospels. Other non-scriptural readings may be used, after consultation with and permission from the officiating priest. One or two psalms may be used after one or more of the lessons. They may be said by the whole congregation in unison or read by the officiating clergy. Please ask your clergy for a copy of the Burial Service booklet(s) with the suggested scripture readings.

Homily

Following the reading of the Gospel lesson, a homily (a brief sermon) is preached. The homily in the Christian tradition grows both out of the lessons chosen for the service and the life of the deceased. In the service, we come together before God with our grief, our questions, our hopes and our faith. To bring together the life of the deceased with the promise of resurrection, it is especially important for family members and friends to share with the officiating priest those aspects of the life of the deceased for which we are giving thanks. This allows the officiating priest

to weave into the service a strong sense of the person being remembered.

Brief reflections about the deceased may also be appropriate. Such reflections are offered at the very beginning of the service, providing a personal framework for the service that follows and allowing those family or friends offering reflections to join fully in the service. The clergy provide assistance regarding the length of such reflections. A written text or outline is submitted to the officiating clergy at least a day in advance of the service and authored in such a way as to blend with the message of hope that is at the heart of this service.

Bells

At the conclusion of the service, a peal of bells may be offered in thanksgiving of the life of the deceased and in celebration of the everlasting life they have in Christ.

Committal

The committal is that portion of the Burial Office when the coffin or ashes are interred. If interment takes place immediately after the service in the church, the officiating priest often accompanies the family to the cemetery to preside at this part of the liturgy.

St. James' Columbarium is available for the interment of ashes. Located in the bell tower of the church and connecting directly to the main sanctuary, it testifies to our belief that both the living and the dead are held together through the love of Christ.

Interment in the St. James' Columbarium can occur as the concluding section of the Burial Office. Or, if the family prefers, it may be held at another time with only immediate family present. In either case, a member of St. James' clergy officiates

at the interment. If you would like more information about the columbarium and the availability of niches, please contact the Administrative Assistant to the Rector.

RELATED MATTERS

Reception

Arrangements may be made with the Administrative Assistant to the Rector to provide a reception immediately following the service.

Flowers

If flowers are desired, St. James' asks that they be limited to two bouquets on the altar. These are typically ordered by the church and billed to the family.

The Pall

The Book of Common Prayer requires that the coffin be covered with a pall (a handsome embroidered cloth provided by the church) during the funeral service. It is also acceptable to have the coffin covered with the American flag. This use of the pall or flag symbolizes a great truth at the heart of the church's ministry: that we are equal in God's sight. Over the years, a pall or flag has covered the remains of the celebrated and the unknown, each of whom is loved by God. If an urn is to be used, with ashes, that urn is also covered with a silk or linen pall.

INFORMATION FOR LOVED ONES

Personal Information

This information should be compiled by each individual and left with two family members and/or friends.

1. Vital statistics needed for funeral home:

My full name _____

Date and place of birth _____

Father's name and birthplace _____

Mother's name and birthplace _____

Length of residence in the state _____

Social Security number _____ - _____ - _____

Military serial or service number (if applicable) _____

Number of death certificates required _____

2. Survivors:

Spouse/Partner _____

Children by name _____

Number of grandchildren _____

Sisters _____

Brothers _____

Other _____

3. Attorney's name and contact information

4. Funeral home and contact information

5. Contacts for death benefits:

Social Security _____

Pension(s) _____

Life Insurance _____

Location of health information:

Physicians _____

Requests for donation of body or parts thereof

Other _____

6. Personal representative/Executor's name, relationship, and contact information _____

7. Location of personal papers:

Will _____

Birth Certificate _____

School and College Diplomas _____

Marriage Certificate _____

Other (i.e., legal papers, safe deposit box and keys)

Bank Accounts:

Savings _____

Checking _____

Bank books _____

8. Investment Information:

Broker(s)' name and contact information

Treasury Bonds/Notes/Bills _____

Money Market Account(s) _____

Stock information _____

Other _____

9. Information about home:

Location of Deed/Lease/Mortgage _____

Insurance information _____

Warranty information _____

Information regarding other property(ies)

10. Location of information about automobile(s) and other vehicles:

Registration _____

Insurance _____

Title _____

11. Is there a cemetery plot? yes no

If so, where is it? _____

Is there a columbarium niche? yes no

Who owns it? _____

Where is the recording document? _____

If you need to buy a burial plot or columbarium niche,
where will it be? _____

How many spaces will you need? _____

12. Add any other information that will be useful upon your death:

Notifications

1. Who should be notified of your death? (include name, relationship, and contact information)

2. Who is likely to come from a distance? (Remember to take travel time into consideration when scheduling the service.)

3. Decide on the designation of memorial gifts. It is often wise to choose two organizations, one church-related (e.g. St. James' Church) and one secular (community, medical research, health or educational institutions). It is often helpful to state that such gifts are requested in lieu of flowers, as the service cannot accommodate multiple flower displays.

1. _____

2. _____

4. What churches, historical societies, service organizations, clubs, and other community organizations should be notified of your death and of the date and time of the service?

5. In which newspapers should a death notice or obituary appear (include local papers and also out-of-town papers, wherever there are friends to inform).

NOTE: Classified death notices are paid by you. It may take up to three days to get a notice into *The New York Times*. You may, if desired, prepare and submit an obituary to newspapers; these will be published at the editor's discretion.

Preferences

1. What kind of casket or urn do you desire?

2. Do you wish to have visiting hours? yes no
at church, at a funeral home, or at another location? _____

Do you want a closed or open casket during visiting hours?

At the service, the casket is always closed and covered.

Do you wish to have a pall or an American flag as a covering?

The Burial Service

This information should be compiled by each individual and left with two family members and/or friends. A copy may also be left on file at St. James' Church.

Name: _____

Date: _____

I would like the service to be:

- Burial Office with the body
- ashes present
- a Memorial Service (neither body nor ashes present)
- Rite I (traditional language)
- Rite II (contemporary language)
- include Holy Eucharist

Hymns I would like included (generally three):

1. _____

2. _____

3. _____

Other music:

1. _____

2. _____

3. _____

Psalm(s) I would like included:

1. _____
2. _____
3. _____

Scripture lesson(s) I would like included:

1. _____
2. _____
3. _____

Include here any other information that might be helpful to those planning the funeral or memorial service:

USEFUL TELEPHONE NUMBERS

St. James' Church	212.774-4200
Administrative Assistant to the Rector	212.774-4251
Doctor _____	_____
Lawyer _____	_____

AT THE TIME OF DEATH

1. Assign someone to call St. James' at 212.774-4200. A member of the clergy will come immediately to your home or hospital to provide support and assist the family members through these first hours. They can also assist with scheduling and answer immediate questions.
2. Tell someone where to locate this planning document, which indicates your wishes as to Christian burial (or have a copy on file in the Rector's office).

Give some thought to the following:

3. If death comes suddenly, would you like to have an autopsy?

yes no

4. Do you want cremation?

yes no

(The church has no prohibition against cremation.)

5. Do you want the body or parts of the body donated to medical science?

yes no

Details:

6. Following a long-standing custom in New York City, parishes often recommend undertakers familiar with the specifics of burial in a given setting. If you do not have a funeral director, St. James' recommends

Peter and Tom Montera, Funeral Directors
E. Willis Scott, Inc.
718.824-3700



St. James' Church

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