

Burial Service
and
Interment

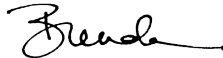
A Personal Planner

PLANNER

Dear Friends,

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. Through the funeral service you prepare, the truth of this time in both its grief and hope will be proclaimed.

The Church has long encouraged its members to prepare for the end of life, including making plans for their estates and funeral services. 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.

A handwritten signature in cursive script, reading "Brenda". The signature is written in black ink and has a fluid, elegant style. It is positioned centrally on the page, above the printed name.

The Rev. Brenda G. Husson, Rector

AT THE TIME OF DEATH

A member of the clergy should be notified when death is imminent and the Church's Prayers at the Time of Death ("Last Rites") are desired, or as soon as possible after death. After 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. 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.

In preparation:

- 1. Assign someone to call St. James' at 212-774-4200.** A member of the clergy will come promptly to your home or hospital to support and assist family members through these first hours. He or she can also answer immediate questions and assist with scheduling.
- 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).

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

ABOUT THE SERVICE

Christian Witness about Death and Burial

From the beginning of the Church's life, Christian burial has been an important part of the life of the local Christian community. Baptized Christians are properly buried from the church, and the service should be held at a time when the congregation has the opportunity to be present. Our faith is that the death and resurrection of Jesus Christ put an end to the power of death; thus followers of Jesus believe that death, while always an occasion for grief, is also the entrance to new and eternal life with him. Christian burial, therefore, is marked by three characteristics:

- It is foremost an act of worship wherein we glorify God for the gift of eternal life offered in Jesus Christ our Lord.
- It is a time when members of the Body of Christ gather to comfort one another and to offer mutual assurance of God's abiding love.
- It is a liturgy of celebration whereby we give thanks for a deceased loved one and commend that person to the care of Almighty God.

Assisting Clergy

Episcopal clergy and clergy from other denominations are welcome to assist in 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

Family and close friends are asked to gather approximately thirty minutes before the service. 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 Verger, in advance of the congregation's departure.

Music

The Director of Music makes musical arrangements for funerals. If desired, he or she can also provide a soloist, a choir of four or eight voices, and/or instrumentalists. Easter hymns and other hymns that express our hope in the resurrection are strongly encouraged in the design of the service. This document includes some suitable hymns which may be sung in the service. Appropriate music from outside the Christian tradition may be considered in consultation with, and with permission from, the officiating priest and Director of Music.

Scripture

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

Homily

Following the readings, a homily (a brief sermon) is preached. The homily in the Christian tradition references both 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.

Other Reflections

If family or friends feel the need to offer brief personal reflections in addition to the homily, they should be authored in such a way as to magnify the message of hope, love, and resurrection that is at the heart of this service. Such reflections are offered at the very begin-

ning of the service, thus providing a personal framework for the service that follows and allowing those family or friends offering reflections to join fully in the service. No more than three reflections may be offered, and each reflection should be under three minutes in length. If additional reflections are desired, we recommend having all eulogies offered either at a preceding wake or reception following the service.

Holy Communion

The earliest records of Christian burial tell us that a celebration of Holy Eucharist was often held, either in the church or at the grave. The Holy Eucharist is most appropriate at the burial of a Christian, for in Holy Communion we “proclaim the Lord’s death until he comes” (1 Corinthians 11:26) and anticipate the heavenly banquet we shall share with all the saints.

Committal

The committal is that portion of the Burial Office when the coffin or ashes are interred. One of the clergy is available to accompany 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

Visitation

It is possible to arrange visiting hours in the parish hall prior to the service, if desired by the family. Arrangements may be made with the Administrative Assistant to the Rector.

Reception

Arrangements may be made with the Administrative Assistant to the Rector to coordinate a reception immediately following the service. You may choose from a select group of caterers, who will bill the family directly.

Flowers

If flowers are desired, St. James' asks that they be limited to two bouquets on the altar. The family may select the floral arrangement; the church will place the order and bill the family.

The Pall

The Book of Common Prayer requires that the coffin be closed and covered with a pall (a handsome, embroidered white cloth provided by the church) during the funeral service. The use of the pall symbolizes a great truth at the heart of the church's ministry—that we are equal in God's sight—and is meant to remind us of the white garment put on at our baptism. If an urn is to be used, with ashes, that urn is also covered with a silk or linen pall.

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.

INFORMATION FOR LOVED ONES

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 _____

Sister(s) _____

Brother(s) _____

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 _____

PREFERENCES

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

yes no

2. Do you wish to have visiting hours? yes no

at church, at a funeral home, or at another location?

3. I prefer to be:

Buried

Is there a cemetery plot? yes no

If so, where is it? _____

Where is the recording document? _____

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

Coffin specifications:

least expensive mid-range elaborate

Cremated: before funeral after funeral

Is there a columbarium niche? yes no

Who owns it? _____

Where is the recording document? _____

If you need to buy a columbarium niche, where will it be?

How many spaces will you need? _____
(Niches in the St. James' Columbarium may be purchased in advance. Please contact the Parish Administrator.)

Donate entire body or certain organs:

- arrangements have been made
- please make appropriate arrangements

Comments: _____

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.

ESTATE PLANNING

“Knowing that all the gifts we have come from God, it is important for all parishioners to make prudent provisions for their families, to prepare wills while they are in good health and to arrange for the disposal of their temporal goods not neglecting, if they are able, to leave bequests for religious and charitable uses.”

—*Book of Common Prayer*, page 445

If you would like to learn more about including St. James' Church in your will or other estate plans, please visit www.stjames.org/planned-giving or contact Rosa Gentile, Administrative Assistant to the Rector, at 212-774-4251.

THE BURIAL SERVICE

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

Name: _____

Date: _____

I would like the service to be:

Burial Office

- with the body
- with ashes present
- as Memorial Service (neither body nor ashes present)
- Rite I (traditional language) BCP, page 469
- Rite II (contemporary language) BCP, page 491
- include Holy Eucharist

I request the following Scriptures be read:

Old Testament (choose one)

- Isaiah 25:6-9 (He will swallow up death in victory)
- Isaiah 61:1-3 (To comfort all that mourn)
- Lamentations 3:22-26, 31-33 (The Lord is good unto them...)
- Wisdom 3:1-5, 9 (The souls of the righteous are in the hand of God)
- Job 19:21-27a (I know that my Redeemer liveth)

Psalm: 42 46 90 121 130 139

New Testament (choose one)

- Romans 8:14-19, 34-35, 37-39 (The glory shall be revealed)
- 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (Raised in...)
- 2 Corinthians 4:16-5:9 (Things which are not seen are eternal)
- 1 John 3:1-2 (We shall be like him)
- Revelation 7:9-17 (God shall wipe away all tears)
- Revelation 21:2-7 (Behold, I make all things new)

Psalm: 23 27 106 116

Gospel (must be included in Holy Communion is celebrated)

- John 5:24-27 (He that believeth hath everlasting life)
- John 6:37-40 (All that the Father giveth me shall 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 mansions)

Hymns I would like included (generally three):

Music should express the hope and faith that Christians affirm in the presence of death. The following are offered as suggestions.

180	He is risen	487	Come, my Way, my Truth ...
199	Come, ye faithful, ...	488	Be thou my vision
208	The strife is o'er	490	I want to walk as a child ...
287	For all the saints	516	Come down, O Love divine
296	We know that Christ ...	541	Come, labor on
304	I come with joy to meet my Lord	556	Rejoice, ye pure in heart
335	I am the bread of life	618	Ye watchers and ye holy ones
358	Christ the Victorious	620	Jerusalem, my happy home
362	Holy, holy, holy!	625	Ye holy angels bright
376	Joyful, joyful, we adore thee	645	The King of love
382	King of glory, King of peace	657	Love Divine, all loves excelling
383	Fairest Lord Jesus	662	Abide with me
390	Praise to the Lord, ...	664	My Shepherd will supply
397	Now thank we all our God	665	All my hope on God is founded
400	All creatures of our God ...	671	Amazing grace
405	All things bright and beautiful	680	O God, our help in ages past
410	Praise, my soul, the King ...	688	A mighty fortress is our God
460	Alleluia! Sing to Jesus	690	Guide me, O thou great ...
470	There's a wideness ...	691	My faith looks up to thee
482	Lord of all hopefulness	704	O thou who camest from above

Hymns: _____

Other musical requests: _____

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



ST. JAMES' CHURCH

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