



## Guidelines for Funerals and Memorial Services

### **A Time to Plan**

*The Book of Common Prayer* 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. (Emmanuel provides a comprehensive form through which you may make your wishes known. Please contact the church office to receive a copy.) Many times, however, death comes suddenly and unexpectedly. Whatever the situation, the parish clergy should be notified as soon a death has occurred. Since many considerations enter into the planning and preparation of a funeral or memorial service, no arrangement can be considered final until discussed with the parish clergy.

### **The Funeral Liturgy**

All funeral services conducted by the clergy of Emmanuel Episcopal Church are in accord with the rubrics of *The Book of Common Prayer*. Many services take place in the church, though some prefer a service at the graveside. While the form of the service is set out in the prayer book, there are numerous choices to be made, allowing for a liturgy that is both spiritually nourishing and reflective of the wishes of family and friends.

When you meet with the priest, you will be guided through planning the liturgy. Among the choices you will make will be which Biblical lessons are included, which hymns are sung, whether there is a celebration of Eucharist or not, and whether traditional or contemporary language is preferred. The priest will also help you include family and friends in the service, asking you to appoint readers, ushers, pall bearers, and other roles as may be appropriate.

### **Reception**

If prior arrangements are made, a gathering can be held following the service in The Great Hall (capacity 100), Brent Room (capacity 75 with hallway/entrance included), or The Gallery (capacity 75). We are happy to recommend several local caterers who regularly serve events at Emmanuel or you can contract with the company of your choice. Please note that hall rental fees will apply.

**SPECIAL NOTICE:** During construction (May 1, 2022 to April 30, 2023) room availability and capacity may be changed.

## Expenses

The church has established a schedule of payments to cover clergy, the church organist, and facilities use. Some fees are waived or reduced for church members.

	<b>Member</b>	<b>Non-Member</b>
Clergy	\$0	\$300
Organist	\$300	\$300
Church	\$0	\$500 <sup>1</sup>
Sexton	\$100	\$100
Reception Space	Sexton Fee TBD	\$50/hour + Sexton Fee TBD

<sup>1</sup>This is a minimum suggested amount, though Emmanuel appreciates any gift you offer. **Ability to make this, or any, donation is not a requirement for holding a service at Emmanuel.**

## Flowers

Flower arrangements may be placed on the High Altar and in the Narthex (entrance to the church). Customarily, for services held on Friday or Saturday, the flowers are left for the Sunday Services in thanksgiving for the life of the deceased.

## Service Leaflets

The church will provide an elegant service leaflet at no cost. The leaflet may include a photograph if you desire. If you wish to produce a more elaborate leaflet, such as one requiring specially-ordered paper, we will ask for reimbursement for the church's additional costs.

## Memorial Gifts

In lieu of flowers, donations to the Emmanuel Church Endowment Fund are encouraged.