



## St. Luke's Cathedral

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### **From Strength to Strength Funeral Planner**

This guide is designed so that  
you may share your wishes for funeral plans  
with your family and St. Luke's.



## General Directions

Introduction by

The Very Rev. Dr. Benjamin Shambaugh, Dean of the Cathedral

As a people of hope, Christians do not live in fear of their own death but are rather encouraged to give prayerful thought to the nature of their death and to the details of their own Christian burial.

All clergy are instructed to have their parishioners make a will. Such “directions” provide comfort to family and friends. In the same way, funeral and burial directions are a gift that gives comfort and guidance when family and friends are faced with decisions following death.

Once you have completed the form in this packet, please share this information with your family and provide a copy for the church files.

Guidance. The following guide may clarify your own vision for Christian burial and give substance to conversation with others who will be responsible for final arrangements. The Clergy would be privileged to assist you and members of your family in these preparations.

At the time of your death, your family will need to make many decisions.

Notify the Cathedral. The family needs to notify the Cathedral at the time of death, as well as to make arrangements with the funeral home. Please confer with the Cathedral office, as well as the funeral home and cemetery, before setting time and place for the funeral service.

Visiting Hours. If you choose to have visiting hours, these may be arranged with the funeral home and the family. As an alternative, they may be held in Emmanuel Chapel at the Cathedral.

Funeral Service. Active members of the Cathedral are encouraged to be buried from St. Luke’s. The service may be either in Emmanuel Chapel, which seats 75 people, or in the Nave which seats more than 600. Ideally, the casket or container of ashes is present. You may choose to have the Burial Office with a Eucharist, the Burial Office alone, or a simple memorial service.

Book of Common Prayer. The traditional Burial Service from the Book of Common Prayer is the foundation of any funeral service. Beginning on page 468 the Prayer Book contains suggested prayers and readings. Either the modern language of Rite II or the Elizabethan language of Rite I may be used. Visiting clergy may assist or officiate, at the approval of the Cathedral Dean.

Holy Eucharist. If the Holy Eucharist has been a regular and important part of your faith journey, you may want the Holy Eucharist to be at the center of your burial service. You do not need to omit having communion because some in attendance may not understand it. Non-church people are often very moved by the meaning of the Eucharist. Many, however, choose to not include communion, which is fine as well.

Music. Music adds great power and energy to the occasion. You may want to select meaningful hymns, and special music. You may choose to invite musicians and soloists to enhance the service. All music needs to be planned carefully and reviewed by Clergy and the Cathedral Musician, who will be happy to guide you selecting music. It has been our experience that recorded music does not work well in the church.

In selecting hymns, make sure that hymns are familiar and easy to sing. Include hymns that have significance and meaning to you. The 1982 Hymnal contains a wide selection of hymns.

Flowers. If you wish to have flowers in the church, your family is responsible for purchasing them. Flower arrangements may be placed on the high altar or at other locations in front of or beside the freestanding altar. The flower arrangements may be provided by the family, by a florist, or (only with prior arrangement) by the Cathedral flower guild.

Reception. You may arrange your own reception in the Cathedral Hall or you may hire a caterer. The Cathedral Office will need to be notified and involved in these plans.

Cemetery. The Burial in a local cemetery may follow the service and reception that day, or it may occur later at the convenience of the family.

Memorial Garden/Columbarium. Burial of ashes in the Cathedral's Memorial Garden or Columbarium may be held immediately following the service, or at another time convenient to the family and the Cathedral. A committal service may be held at the time of burial.

Expenses. A list of fees is found below. (Fees are subject to change. Note that there are additional fees are required for the Memorial Garden and Columbarium.) Please confirm with the Cathedral office. Family members or their representatives make arrangements with the funeral directors. The costs are typically managed between the funeral home and the family, though they may be paid directly to the cathedral itself. Members often provide a gift to the clergy's discretionary fund or the cathedral itself.

## Funeral Fees (related to the Cathedral)

Use of Facilities	Pledging Members	Non-Members
Cathedral Nave	n/c	\$500
Emmanuel Chapel	n/c	\$300
Parish Hall (for receptions)	n/c	\$500

### Staff Fees

Officiant	\$250
Organist	\$250: With special music and/or other musicians, \$325
Sexton	\$100
Leaflet	\$100

If the funeral service includes interment in the Memorial Garden, those costs are managed separately through the Parish Office and the Memorial Garden Committee. Please contact the Parish Office at 772-5434 for more information.

Obituary Notice. If you wish to have an Obituary Notice published, you may want to include information for your Notice in your funeral plans, including where you would like it to be published. The Notice may include the names of your parents, siblings or children, and such things as military service, organization affiliations or other information related to interests and pursuits throughout your life. The Notice is sent to the newspapers by the funeral home.

Additional Information. Please include in this form any other information that would be helpful to the family and the clergy in completing arrangements.

### Other Resources

*Book of Common Prayer* 1979

*Hymnal* 1982

*Holy Bible*

## Some Preliminary Considerations

As you begin to plan a service for a loved ones, there are a few preliminary considerations that are helpful to keep in mind.

You do not need to design the service line for line. The clergy will meet with you, walk through options, and put the various service together. The Book of Common Prayer provides a framework for the service itself. In preparation for your meeting with the clergy, you might want to reflect on the following ways to personalize the service for your loved one:

1. Readings and Poetry: Funerals should have at least one reading from scripture, and typically have two or three. (If there is a Eucharist, one of the scripture pieces is from the gospels.) While any reading is acceptable, the Book of Common Prayer provides a good list of possibilities to start. You are welcome to add poetry or other readings as well. <http://www.lectionarypage.net/YearABC/SpecServ/Burial.html>
2. Music: Music should be planned in consultation with the Cathedral Musician and the clergy person leading the service. Music outside the Episcopal tradition may be used but should be of a sacred nature. The cathedral musician can help find soloists or instrumentalists if desired. The choir does not typically perform at funerals. Note that at this time the cathedral sound system is not equipped to play recordings, downloads or MP3 files. Musical opportunities include:
  - a. The prelude and postlude (before and after the service).
  - b. One or more hymns
  - c. Other music (a solo or other offering)
3. Speakers: Funerals often include a time for eulogies, reflections or words of remembrance. At the family's request, the clergy may provide a homily or other words.. Remember that speakers should be brief (3 minutes or one typed double spaced page) and preferably limited in number. If speakers go too long or there are too many, the congregation loses interest and the service loses meaning. Remember that the reception allows another space for people to share stories and memories! For the funeral itself, the following are options:
  - a. Having no remembrances or having just the clergy person speak
  - b. Asking 1-3 specific family members or friends to speak
  - c. Asking if anyone present would like to say a few words (an "open mic")
4. Involvement of clergy or musicians who are friends of the family. Friends are welcome to participate in the service. This, however, should be done in consultation with cathedral clergy and the cathedral musician, both of whom will likely be present at the service.
5. The Program or Bulletin: Upon request, the cathedral will provide a simple bulletin with a photograph of the deceased on the front cover, an outline and order of service on the inner cover, and the obituary on the back page. It is helpful if the family chooses a photograph and sends the obituary in advance.

## Funeral Arrangements Form

Please complete this form and return it to the Parish Office for filing.  
Please keep a copy for yourself.

Name (print full name clearly) \_\_\_\_\_

Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Name and contact information of next of kin and/or family member(s) or friend who will be responsible for funeral arrangements.

\_\_\_\_\_  
\_\_\_\_\_

Funeral arrangements will be made with (name of Funeral Home):

\_\_\_\_\_

### *Visiting Hours*

- I do not wish to have visiting hours.
- I wish to have visiting hours at St. Luke's in the Chapel.
- I wish to have visiting hours at this location: \_\_\_\_\_

### *Funeral Plans*

- I want my funeral at St. Luke's.  
    \_\_\_ In the Nave   \_\_\_ In Emmanuel Chapel  
    \_\_\_ The casket will be present.   \_\_\_ The burial urn will be present.  
    \_\_\_ No remains will be present.
- I want my funeral at this location \_\_\_\_\_  
    \_\_\_ Gravesite burial/interment will be private.  
    \_\_\_ Congregation may attend gravesite burial.

### *Burial Plans*

- I plan to be buried in a casket.
- I plan to have a casket at the funeral with cremation after the funeral before burial
- Burial will be in a cemetery (*Name and location*) \_\_\_\_\_
- I plan to be cremated (Direct cremation with no casket or viewing).
- Interment of ashes in cemetery (*Name and location*) \_\_\_\_\_
- Interment of ashes in Memorial Garden or Columbarium \_\_\_\_\_

*Flowers*

- Flower arrangements will be provided by (*Name of florist or individual*)
- If available, flower arrangements should contain (*Describe colors and flowers*)

*Music*

- I prefer the use of the Cathedral Musician to provide music for the service.
- I wish to arrange for music from outside the Cathedral.

*Procession*

- The casket or urn may be processed from the Chapel
- The casket or urn should be in place at the head of the nave aisle as the service begins.
- The casket should be covered with a \_\_\_ pall, \_\_\_ flag, \_\_\_ flowers, or \_\_\_ none.
- Pall bearers may include the following people: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Ushers may include the following people: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Reception*

- I would like a Reception in the Upper Hall following the service.  
This catered reception will be provided by:  
\_\_\_\_\_
- I would like food prepared by members of my family (*Names*)  
\_\_\_\_\_
- I would prefer no church Reception.

*Printed Leaflet/Program*

- I prefer a printed leaflet/program prepared by the Parish Office.
- I prefer that my family provide a printed leaflet/program.
- I prefer that no program is provided.

