



ST. ANDREW'S EPISCOPAL CHURCH

Funeral Planning Guidelines

We realize this is a very difficult time for you and your family, so we offer these guidelines as a way to reduce the number of things of which are having to keep track. Please let us know if there are other ways we can support you.

Office Contact:

Phone: 760.753.3017

contact@standrewsepiscopal.org

Clergy Info:

Text/Cell: 206.714.0119

rector@standrewsepiscopal.org

The Funeral/Memorial Service:

• **Planning the service:**

- A member of our clergy team will meet with you and provide a list of recommended **scripture** passages and hymns.
- If you choose to have **music**, all musicians will be coordinated through the Director of Music Ministries
- You will also be asked:
 - Whether you want:
 - **Rite I** (traditional language using thee/thou) **or Rite II** (contemporary language)
 - **Communion**
 - **Family/friends** to read Scripture
 - Note that we won't print anybody's name in the service leaflet, so should someone opt not to read at the last minute, an altar party member will read instead
 - Approximately how many attendees we should expect
 - And how many pews should be reserved for immediate family members

• **Flowers:**

- You may choose to hire an outside florist. Please coordinate with the office to assure size restrictions and make delivery arrangements, or...
- We recommend you use the flowers provided by our Altar Guild as they will then become a lovely memorial to your loved one at the Sunday worship services

- **Service Leaflets** will be printed for you, including:
 - **Memorial Donations**
 - Listing the entity of your choice
 - **Photos:**
 - If you would like a photograph of your loved one on the front of the service leaflet, please provide an electronic copy to: contact@standrewsepiscopal.org
 - Photos including family members can be used in other displays, but this should be a photo of just the individual
 - If you need help with cropping the photo, the office staff will try their best to help
 - Other photo displays work best either in the Narthex (at the entrance of the main church), and/or in the Parish Hall
 - No photos will be displayed in the worship area

- **Guest book**
 - Although we are not able to provide one, you will likely want to display a guestbook along with a nice pen
 - We recommend placing it first in the Narthex of the church (we have a stand)
 - Then moving it over to the Parish Hall for the reception

A Reception in the Parish Hall:

- **Paper Goods**
 - Please provide any of the paper/plastic goods you will need, including:
 - Cutlery
 - Hot/cold Cups, plates and napkins

- **Coffee**
 - Our Coffee Team will provide and prepare coffee
 - They are available to greet the caterer, but cannot be responsible for set-up or tear-down of food
 - They will also put the coffee urns away toward the end of the reception

- **Food**
 - You are free to provide any food you want, including hiring a caterer of your choice
 - Please note that the food will need to be set-up by the caterer or one of your family members

- **Videos or photo displays**
 - Although photographs are not appropriate in the main church/worship area, having a display at the reception is highly recommended
 - If you want to show a video or slide show, please provide a laptop
 - We have a large TV screen
 - And the necessary cables for both PC & Mac
- **Sharing stories/memories**
 - Remembering your loved one by sharing favorite memories is most appropriate at the reception
 - We will provide a corded microphone to use
- **Clean-up**
 - While our custodian will move tables back into place, empty the garbage and clean the floors, we ask that you clear away all left-overs and decorations.

Fees:

As part of our Pastoral Care ministries, there are no fees associated with the planning of the service, the role of the officiant/clergy, the use of the facilities and equipment, or the printing of the service leaflets. Other fees, however, include:

- **Music:**
 - If an organist/pianist is required, there will be an honorarium of \$175 (\$225 if playing with a vocalist)
 - If a vocalist is required that person's fee will be communicated
- **Cleaning:**
 - If the reception is held in the Parish Hall, there will be a \$40 cleaning charge
- **Flowers:**
 - If you choose to use the flowers provided by our Altar Guild, we encourage you to make a donation in your loved one's honor
 - An acknowledgement of your contribution of flowers will be printed in our Sunday worship service leaflet