



**GUIDELINES for FUNERALS  
and  
MEMORIAL SERVICES**

*St. Michael and All Angels  
Episcopal Church*

602 N Wilmot Rd  
Tucson, AZ 85711

**Phone: (520) 886-7292**

**Fax: (520) 886-8636**

**Email: [church@stmichael.net](mailto:church@stmichael.net)  
<http://smallangelstucson.org>**

## **FROM THE BOOK OF COMMON PRAYER**

---

When a person is near death, the Minister of the Congregation should be notified, in order that the ministrations of the Church may be provided (*BCP page 462*).

It is appropriate that the family and friends come together for prayers prior to the funeral (*BCP page 465*).

The death of a member of the Church should be reported as soon as possible to, and arrangements for the funeral should be made in consultation with, the Minister of the Congregation (*BCP pages 468 & 490*).

Baptized Christians are properly buried from the church. The service should be held at a time when the congregation has opportunity to be present (*BCP pages 468 & 490*).

## **AT ST. MICHAEL AND ALL ANGELS**

---

Our priests and deacon are available day or night to attend the bedside of the sick and dying or newly deceased. During the day please call (520) 886-7292 to arrange a visit. The Community of Hope lay ministry is also available to sit by the bedside, and Lay Eucharistic ministers will provide communion to the sick on request.

Memorial arrangements can be made at any time, including prearrangements. A memorial (celebration of life) service may be held in the church even if the loved one is to be interred elsewhere. A full funeral ends with the loved one's cremated remains being interred directly in the ground in our memorial garden, as family and friends gather around and the priest blesses the ashes with incense. A reception in the Smith Parish Center may follow either kind of service.

Our parish secretary is available Monday through Thursday, 8:30 AM to 4 PM, to help you plan the service and the memorial leaflet. She will also arrange for you to meet with a priest to discuss the life of your loved one so that he or she may be appropriately honored. A memorial arrangement typically also includes honoring the deceased with a specific pipe of the Schultz Aeolian-Skinner Organ being dedicated to play forever in his or her name.

**The Memorial Service is for us, the living, to celebrate the life of**

---

## I. MAKING PRIOR ARRANGEMENTS FOR FUNERALS

Parishioners are encouraged to leave funeral prearrangements on file with the parish office. Leaving such plans makes it easier for families to plan appropriately at the time of death, and reduces their financial burden when that time comes. This form may be used for that purpose.

The following information may be useful to the family in making plans. If you have preferences about additional funeral arrangements (burial vs. cremation, etc.), it is helpful to spell them out here also. The parish secretary can provide information about limiting expenses.

### ARRANGEMENTS CHECKLIST

Preferred Funeral Home	
Address	
Phone	
Cremation or Burial?	
Cemetery, Memorial Garden or Other Resting Place	
Memorial Contributions to	
Address	
Other Requests	
Attorney Name	
Address	
Phone	
Location of Will	

## II. VISITATION

It is important to give people a chance to offer sympathy to the family and to share with each other at the time of death. Opportunities for visiting may include:

- A specified time for family to receive friends at home
- Visiting hours at the funeral home
- A time at the church
- After the service at a reception in the Smith Parish Center

Many people find that receiving people at the church after services in the Parish Center puts the least burden on the family.

### **Suggested Time and Place for Visitation:**

---

## III. PUBLIC SERVICES

The principal service is generally held immediately before the interment of the body or the ashes, but may be held after interment. It should be scheduled at such a time that people who may wish to attend can be present.

The following guidelines should be observed:

- 1) “The coffin is to be closed before the service, and it remains closed thereafter. It is appropriate that it be covered with a pall or other suitable covering [such as a flag for those who have served in the armed forces]” (*Book of Common Prayer*, page 468). When there are ashes, as is more usual at St. Michael’s, they are covered in a similar way.
- 2) Flowers are appropriate in the sanctuary. Other arrangements in the church should be limited, but arrangements may be used as centerpieces at the reception.
- 3) Music is appropriate. Hymns selected should be general hymns of faith, hymns related to the readings, Easter or All Saints’ hymns, or those appointed in the Hymnal for burial. Hymns and service music that are familiar to the congregation are preferred. A list of suitable hymns is attached. Please let the church know whether you want an organist during the service, and/or bagpipe music at the end.
- 4) A celebration of the Eucharist is appropriate as an expression of the union of the living and the departed in Christ in the communion of saints. All are welcome at the altar for communion.
- 5) Family and friends are encouraged to take an active part in the service. At this emotional time, care should be taken about choosing close relatives to read. Parts of the service which are appropriate for family and friends are:
  - Reading the lessons
  - Leading the Prayers of the People
  - Bringing the bread and wine up for communion

**SERVICE PLANNING CHECKLIST**

\_\_\_ Rite I \_\_\_ Rite II

**Music at the Entrance**

\_\_\_ Organ Music \_\_\_\_\_

\_\_\_ Hymn or Anthem \_\_\_\_\_

**Opening Sentences (Anthems)**

\_\_\_ Rite I, *BCP* page 469

\_\_\_ Rite II: \_\_\_ 1st anthem, *BCP* page 491 \_\_\_ 2nd anthem, *BCP* page 492

**Collects**

\_\_\_ Rite I

\_\_\_ Rite II: \_\_\_ 1st Prayer, *BCP* page 493 \_\_\_ 2nd Prayer \_\_\_ 3rd Prayer

\_\_\_ Prayer for the bereaved, *BCP* page 494

**First Lesson (Optional, or choose one of the following)**

**Reader:** \_\_\_\_\_

\_\_\_ Isaiah 25:6-9: *The Lord will swallow up death forever.*

\_\_\_ Isaiah 61:1-3: *To comfort those who mourn*

\_\_\_ Lamentations 3:22-26, 31-33: *The Lord is good to those who wait for him*

\_\_\_ 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 lives*

\_\_\_ Other \_\_\_\_\_

**After the First Lesson**

(May be used as the Old Testament Reading. Choose one of the following)

\_\_\_ Hymn or anthem \_\_\_\_\_

\_\_\_ Psalm \_\_\_ said or \_\_\_ sung?

\_\_\_ Psalm 42:1-7: *My soul longs for God as a deer for the water-brooks*

\_\_\_ Psalm 46: *God is our refuge and strength*

\_\_\_ Psalm 90: 1-12: *Lord, you have been our refuge from one generation to another*

\_\_\_ Psalm 121: *My help comes from the Lord, the maker of heaven and earth*

\_\_\_ Psalm 130: *Out of the depths have I called to you, O Lord*

\_\_\_ Psalm 139:1-11: *Lord, you have searched me out and known me*

\_\_\_ Other \_\_\_\_\_

**Second Lesson (Choose one of the following)****Reader:** \_\_\_\_\_\_\_\_ Romans 8:14-19, 34-35, 37-39: *Nothing can separate us from the love of God*\_\_\_ 1 Corinthians 15:20-26, 35-38, 42-45, 53-58: *The body raised in glory*\_\_\_ 2 Corinthians 4:16-5:9: *Things unseen are eternal*\_\_\_ Revelation 7:9-17: *God will wipe away every tear*\_\_\_ Revelation 21:2-7: *Behold, I make all things new*

\_\_\_ Other \_\_\_\_\_

**After the Second Lesson (Choose one of the following)**

\_\_\_ Hymn or Anthem \_\_\_\_\_

\_\_\_ Psalm \_\_\_\_ said or \_\_\_\_ sung?

\_\_\_ Psalm 23: *The Lord is my shepherd*

\_\_\_ Rite I: The 1928 Prayer Book version: (BCP page 476 top) or

\_\_\_ King James Version: (BCP page 476 bottom)

\_\_\_ Psalm 27: *The Lord is my light and my salvation*\_\_\_ Psalm 106: 1-5: *Remember me, O Lord with the favor you have for your people*\_\_\_ Psalm 116: *I will walk in the presence of the Lord in the land of the living*

\_\_\_ Other \_\_\_\_\_

**Gospel (Choose one of the following)**\_\_\_ John 5:24-27: *He who believes has everlasting life*\_\_\_ John 6:37-40: *All that the Father gives me will 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*

\_\_\_ Other \_\_\_\_\_

**Homily**

\_\_\_ Preacher: \_\_\_\_\_

**Creed** sung or spoken \_\_\_\_\_**Prayers of the People**

\_\_\_ Vigil Prayers, BCP page 465

\_\_\_ Rite I Prayers, BCP page 480 (may also be used with Rite II)

\_\_\_ Rite II Prayers, BCP page 497

\_\_\_ Other Prayers (when there is no Eucharist):

\_\_\_ for the departed \_\_\_\_\_

\_\_\_ for the bereaved \_\_\_\_\_

\_\_\_ for the congregation \_\_\_\_\_

\_\_\_ Share thanksgiving to God for \_\_\_\_\_

### **Celebration of the Eucharist**

\_\_\_ Rite I    \_\_\_ Rite II

### **Preparation of the Bread and Wine for the Eucharist**

\_\_\_ Organ Music \_\_\_\_\_

\_\_\_ Hymn or Anthem \_\_\_\_\_

\_\_\_ Persons bringing up the Bread and the Wine \_\_\_\_\_

### **Eucharistic Prayer**

\_\_\_ Rite I: Eucharistic Prayer I                      \_\_\_ Rite I: Eucharistic Prayer II

\_\_\_ Rite II: Eucharistic Prayer A                    \_\_\_ Rite II: Eucharistic Prayer B

\_\_\_ Rite II: Eucharistic Prayer C                   \_\_\_ Rite II: Eucharistic Prayer D

### **Holy, Holy, Holy (Sanctus)**

\_\_\_ Said    \_\_\_ Sung Hymnal, S \_\_\_\_\_

### **Hymns or anthem during Communion:**

\_\_\_\_\_

\_\_\_\_\_

### **Anthem at the Final Commendation of the Deceased (if body or ashes are present)**

\_\_\_ said (*BCP* pages 482-483 or *BCP* page 499)

\_\_\_ Hymn 358 *Christ the Victorious*

\_\_\_ *Nunc Dimittis* (Song of Simeon, Rite I: *BCP* page 51; Rite II: *BCP* page 93)

### **Final hymn or anthem**

\_\_\_\_\_

### **Other requests (such as pallbearers, officiating clergy, and special circumstances)**

\_\_\_\_\_

\_\_\_\_\_

*The following list suggests hymns that seem especially suitable, but other hymns may be used as well. If other hymns are chosen, please ensure that their themes are appropriate for a funeral.*

**Metrical Versions of the Psalms** *between the lessons and the Commendation at the end of the service*

Psalm 23 645/646 The King of love my shepherd is;  
664 My Shepherd will supply my need  
Psalm 42 658 As longs the deer for cooling streams  
Psalm 46 687/688 A mighty fortress is our God  
Psalm 90 680 O God our help in ages past

**Anthem at the Commendation**

358 Christ the victorious

**Easter Hymns**

178 Alleluia, alleluia! Give thanks to the risen Lord  
180 He is risen, he is risen  
194 Jesus lives, thy terrors now  
208 Alleluia! The strife is o'er

**All Saints' Hymns**

287 For all the saints, who from their labors rest  
526 Let saints on earth in concert sing  
618 Ye watchers and ye holy ones  
620 Jerusalem, my happy home  
625 Ye holy angels bright

**Communion Hymns (A Selection)**

303 I come with joy to meet my Lord  
335 I am the bread of life  
339 Deck thyself, my soul, with gladness  
357 Jesus, Son of Mary, fount of life alone

**Other Hymns**

390 Praise to the Lord, the Almighty  
397 Now thank we all our God  
447 The Christ who died and rose again  
482 Lord of all hopefulness  
487 Come my way, my truth, my life  
488 Be thou my vision  
490 I want to walk as a child of the light  
517 How lovely is thy dwelling place  
522 Glorious things of thee are spoken  
623 O what their joy and their glory must be  
636-7 How firm a foundation  
671 Amazing Grace  
686 Come, thou fount of every blessing  
690 Guide me, O thou great Jehovah  
692 I heard the voice of Jesus say

**SUGGESTED DONATIONS FOR SERVICES**

FOR: \_\_\_\_\_

DATE OF SERVICE: \_\_\_\_\_

NAME SUBMITTING PAYMENT: \_\_\_\_\_

*(Circle each item that applies)*

\$200 / \$400            Burial in memorial garden plot with upkeep and development  
 Burial plot \_\_\_\_\_ East / West

\$100 / \$150 / \$200    Presiding Priest honorarium

\$50                      Proscovia King, Master of Ceremonies

\$150                    \_\_\_Douglas Leightenheimer or        \_\_\_Alan Schultz, organist

\$25                      Michael Leeming, piper (to fund pastoral care)

\$0 / \$50 / \$100        ECW Bereavement Committee donation (for Reception)

\$0 / \$50 / \$100        Altar Guild donation

\$0 / \$60                Burial plot preparation, open and close (if applicable)  
 \$35    Jim Peterson    plus    \$25    Damian Googins

\$100                    Book of Pipes memorial organ pipe dedication

\_\_\_\_\_                Faith Promise (general support for the church in memory of deceased)

\_\_\_\_\_                To establish a memorial Project Fund for church's special needs

\_\_\_\_\_                Other (please specify) \_\_\_\_\_

#### IV. MEMORIAL GARDEN STANDARDS AND MAINTENANCE

In order to assure that our graveyard be a beautiful, peaceful, and dignified space where people have the opportunity to remember and honor their loved ones, we recommend the following:

- 1) Flowers from a funeral service may be placed on the grave site. They will be removed when they start to fade.
- 2) Small mementos such as stones, sentimental objects, crosses, flags may be placed on grave sites.
- 3) Bouquets of flowers, natural or artificial, should not exceed 5" x 5" x 5". They will be removed when they start to fade.
- 4) The grave sites are about 11" x 11". It is important that memorabilia remain within the boundaries of the grave site.
- 5) Ample notice will be given for friends and family to remove current floral arrangements that do not comply with the standard.
- 6) These graveyard standards will be included in the "Guidelines for Funerals" booklet.
- 7) Walkways between grave sites will be improved.
- 8) Pipes will be adjusted to be a short and uniform height above the ground.

Please let the Church Office know if a memorial plaque has become unreadable. These are replaced as needed.



Some material herein is adapted from a booklet by  
*Trinity Memorial Episcopal Church*  
44 Main Street,  
Binghamton NY 13905.

This booklet last revised:  
January 21, 2016