



BURIAL AND BEYOND AT ST. MARK'S

PLANNING FOR NEEDFUL TIMES

- **Being ready before the need.** The death of a loved one always strikes hard at our sense of who we are and where we fit in the world. Many families have found that the most gracious gift their lost loved one ever gave was their thoughtful guidance for that most stressful time. While the bereaved need the freedom to make appropriate decisions in the event, they always appreciate the suggestions and wishes of the one they honor, grieve and love.
- **Planning can begin now.** This leaflet and the forms enclosed will allow you to pre-plan as much of your final services as you wish. We encourage you to visit with one of the clergy as you complete the forms, and to file a copy of your plans with the parish to keep them available whenever you or your loved ones need them.

IN TIME OF SICKNESS

- **When serious illness strikes**, whether suddenly or not, please keep the parish advised of your progress. The Prayer Book teaches that each member of the parish is to notify the Minister of the Congregation in case of illness (BCP 453). St. Mark's clergy and people want to support you in every way that our ministry possibly can. Visits at home, regular trips to provide Holy Communion, and tangible expressions of our love and care for you are part of our life together in the parish.
- **When you enter the hospital**, please be certain to notify the hospital that you are an Episcopalian and a member of St. Mark's. (Hospital confidentiality rules prohibit the Church obtaining your name unless you positively direct it to be shared. And we need to know your legal *first* name—the computers won't find you if we ask for any other name!) If time permits, please call the parish office or have a family member do so, in order that we may know you are there.
- **If you decide to enroll in hospice care**, please also let the parish know about that decision, so the parish can make proper provision for your ongoing care in this new situation.

AT THE TIME OF DEATH

- **When a person is near death**, please call the clergy in order that the ministrations of the Church may be provided (BCP 462). The prayers for the dying in the Prayer Book are a great strength to most families, and the person dying may be anointed with sacramental oil if desired. The clergy can also be of help answering most of your questions and assisting in practical arrangements, as well as any pastoral concerns which might arise.
- **If the clergy are not present** at the time of death, please notify the Rector as soon as possible, and let us know of your plans, and what funeral home will be assisting your family. Please call the parish office (409-832-3405).
- **Choose a Funeral Home and notify them.** If it has not already been planned previously, decide where interment of the body (casket or ashes) is to take place.
- **What needs to be done next**—before you visit the funeral home:
 - Make a list of immediate family, friends, and employer. Notify them by phone.
 - Choose Pallbearers, if needed; usually six are needed to carry the casket.
 - Prepare a biographical sketch (or write a full obituary): include age, place of birth, cause of death, occupation, church and club memberships, military record and survivors.

- Arrange for altar flowers for church with the parish office (Rector's secretary).
- **Setting the place: Church, Graveside, or Funeral Home?** The parish church is always the right place to give thanks for the life that has been lived: we celebrate all our lives long with Holy Baptism, Marriage, and Burial in the church. Whether a person has been an active member of the parish or not, we prefer to offer the rites of the Church in the church.
- **When you visit the Funeral Home:** A member of St. Mark's clergy will be happy to accompany you to the funeral home as you make arrangements, if you desire.
- **Time.** Have agreement in the family on the time you would hope the funeral can be held. The parish is available for a funeral Monday through Saturday. Most funerals are held between late morning and mid-afternoon.
 - **Obituary.** Bring an obituary or a biographical sketch, including the date of birth, and listing the nearest kin. Have a list of out of town newspapers you want notified.
 - **Identifications.** Have the Social Security number of the deceased and DD214 for Veterans. Request extra copies of the death certificate for insurance purposes.
 - **Clothing.** Bring clothing for the deceased.
 - **Casket.** Understand that casket selection (cost) is not a measure of your degree of devotion to your lost loved one. The emotional stress of the moment should not influence the cost of the casket selected.
 - **Cremation.** If you decide to have the body cremated, based on prior experience, it would be our pastoral advice to decline to be present at the cremation, just as you would absent yourself from an embalming.
 - **Memorials.** In lieu of flowers, memorial gifts may be made to St. Mark's Church, St. Mark's Foundation, or a charity of your choice. (Request that the Funeral Director include this notice in the newspaper obituary.)
 - **Service Booklet.** If the funeral home supplies a written booklet for the service, St. Mark's will provide the text of the liturgy after you have consulted with the clergy. You may wish to collect family pictures to be included in the booklet, if the funeral home provides that option.
 - **Visitation.** You may wish to set a time for a visitation with friends at the funeral home on an afternoon or evening before the funeral service. The Prayer Book provides Prayers for a Vigil (p. 465), and this may be a time when family members or friends may want to share reflections or a eulogy with those gathered, as you may choose.

PLANNING THE BURIAL SERVICE

- **Meet with the Clergy.** The parish clergy are always available to meet with the family at any convenient time to plan the service. It is best to include all in the family who wish to help plan the service. The Rector has charge of all funerals, although he may invite others to assist. If you wish a priest other than the staff clergy of the parish to celebrate or participate, please advise the Rector, and he will be glad to offer the invitation to that person.
- **Rites.** We use the Burial Office of *The Book of Common Prayer*.
 - Rite One (page 469) is the more traditional service, "King James" language.
 - Rite Two (page 491) is the contemporary language version.
- **Holy Communion.** Determine whether you wish the Holy Eucharist to be celebrated.
- **The Readings.** One or more passages from the Holy Scriptures is read. Those recommended are listed in the enclosed worksheet (If there is to be Holy Communion, a passage from the Gospel always concludes the Readings.)
- **Music.** Musicians affiliated with St. Mark's provide musical support (congregational hymns, instrumental music, vocal) for funerals. Parish clergy, in consultation with the Organist/Choirmaster, will help make those arrangements based on the availability of musicians. Please see the attached sheet for associated fees.
 - Select Hymns from the Church Hymnal. Recommendations are found on the enclosed worksheet.

- **Flowers.** The family normally provides the altar flowers. The only flowers in the church will be those on the altar. Please call the parish office (409-832-3405) to arrange for the florist.
- **Reception.** The parish secretary can provide a list of area caterers who have supported receptions at St. Mark's. Volunteers at St. Mark's may be available to coordinate a simple reception before or after the service in the Cloister Room. Please see the attached fee sheet for associated fees.

THE BURIAL SERVICE

- **Family Arrival.** On the day of the funeral, the family customarily arrives about a half hour before the service and gathers in the Cloister Room to visit before the service. The clergy will join them shortly before the service for prayers, and then the funeral director will escort them to the church to be seated in the front pews just before the procession begins.
- **Arrival of the Hearse.** The funeral directors bring the casket or cremated remains an hour or more before the service. The casket is closed and enters following the procession of the clergy, together with the pallbearers. If the body has been cremated, the vessel with the ashes is usually placed on a small table at the chancel steps. In either case, from the time they enter the parish, the remains are covered by the Altar Guild with the church's pall, as our loved ones are in the hands of God and all are equal in his loving mercy.
- **The Clergy.** The Rector or other St. Mark's staff clergy officiate; other clergy may assist in the service, if you desire, at the invitation of the Rector. Clergy of The Episcopal Church and of other denominations may assist at the discretion and invitation of the Rector. One of the clergy will preach a homily after the Gospel reading.
- **Interment.** Burial or interment of ashes may take place before the funeral/memorial service at the church, or afterwards, either immediately or at some other convenient time. If burial is to be out of town and St. Mark's clergy are unable to attend, the Rector will help arrange for an Episcopal priest to provide the service.
- **Other Rites.** Where fraternal rites are desired, they should precede the Church service, either at the home of the deceased or in the funeral home. Military rites follow the Committal at the graveside.

FINANCIAL MATTERS

- **Fees.** Fees typically associated with a funeral at St. Mark's are outlined on the attached fee sheet. Fees are based on a number of factors and will be determined in consultation with parish clergy as funeral plans are finalized.
- **Memorials.** Memorials to St. Mark's in honor and memory of the deceased may be designated for the Memorial Fund, St. Mark's Foundation, or other ministries at St. Mark's.
- Clergy honorariums are at the family's discretion.

FROM THE BOOK OF COMMON PRAYER: "The Minister of the Congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses." (Page 445)

PLEASE PROVIDE A COPY OF YOUR BURIAL INSTRUCTIONS TO THE PARISH OFFICE.

BURIAL INSTRUCTIONS AT ST. MARK'S for _____

✠ A copy of this form may be deposited at the church. You may update it at any time. We encourage you to share a copy with your family. ✠

Completed by _____ Date: _____

Full Legal Name _____

Address _____

Date of Birth _____ Place of Birth _____

Member of St. Marks? _____ Date of Baptism/Confirmation? _____

Parent's names _____ L or D

_____ L or D

Spouse's name _____ L or D

Children's Names _____

I wish my body to be (circle one): buried cremated given to research

Place of Interment _____

Funeral Home _____

Memorials Directed to _____

Family Contact: Name and Telephone _____

I have made a Will. A copy is located _____

Other Notes:

My preferences and suggestions for my funeral service are as follows:

Preferred Clergy Officiant _____

Preferred Assisting Clergy _____

Preferences for Pallbearers: _____

Type of Service (p. # = Book of Common Prayer pages)

1. ☐ Rite I (Traditional language) (p. 469) OR ☐ Rite II (Contemporary) (p. 491)

2. ☐ Burial Office only OR ☐ Burial Office & Holy Eucharist

Readings

Old Testament Reading: (choose one)

- ☐ Isaiah 25:6-9 (He will swallow up death for ever)
- ☐ 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)

Psalms after the First Lesson (choose one)

- ☐ 42:1-7 (Like as the hart desireth the water-brooks) p. 471/643
- ☐ 46 (There is a river, the streams whereof make glad) p. 471/649
- ☐ 90:1-12 (Lord, thou hast been our refuge) p. 472/717

New Testament Reading: (choose one)

- ☐ Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- ☐ I Corinthians 15:20-26, 35-38, 42-44, 53-58 (Raised in incorruption)
- ☐ II Corinthians 4:16-5:9 (Things which are not seen are eternal)

Psalms after the Second Lesson (choose one)

- ☐ 23 [KJV] (The Lord is my shepherd; I shall not want) p. 476
- ☐ 23 [BCP] (The Lord is my shepherd; therefore can I lack nothing) p. 612
- ☐ 27 (The Lord is my light and my salvation) p. 477/617

Gospel Reading: (choose one)

- ☐ 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)

- ☐ Wisdom 3:1-5,9 (The souls of the righteous are in the hands of God)
- ☐ Job 19:21-27a (I know that my redeemer lives)
- ☐ Other _____

- ☐ 121 (I will lift up mine eyes unto the hills) p. 473/779
- ☐ 130 (Out of the deep have I called unto thee) p. 474/784
- ☐ 139:1-11 (Yea, the darkness is no darkness with thee) p. 474/794

- ☐ I 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)
- ☐ Other _____

- ☐ 106:1-5 (O give thanks unto the Lord, for he is gracious) p. 478/741
- ☐ 116 (I will walk before the Lord in the land of the living) p. 478/759
- ☐ Other _____

- ☐ John 11:21-27 (I am the resurrection and the life)
- ☐ John 14:1-6 (In my Father's house are many mansions)
- ☐ Other _____

Canticles or Hymns may be substituted in place of a Psalm between Lessons.

Music (two to four hymns suggested)

- ☐ 24 The day thou gavest, Lord, is ended
- ☐ 178 Alleluia, alleluia! Give thanks to the risen Lord
- ☐ 208 The strife is o'er the battle done
- ☐ 287 For all the saints who from their labors rest (1-4)
- ☐ 304 I come with joy to meet my Lord
- ☐ 354 Into paradise may the angels lead you (vocal solo)
- ☐ 362 Holy, Holy, Holy, Lord God Almighty
- ☐ 376 Joyful, joyful, we adore thee
- ☐ 390 Praise to the Lord, the Almighty
- ☐ 397 Now thank we all our God
- ☐ 410 Praise, my soul, the King of Heaven
- ☐ 470 There's a wideness in God's mercy
- ☐ 482 Lord of all hopefulness
- ☐ 488 Be Thou my vision
- ☐ 490 I want to walk as a child of the light
- ☐ 494 Crown him with many crowns
- ☐ 513 Like the murmur of the dove's song
- ☐ 525 The Church's one foundation
- ☐ 544 Jesus shall reign where'er the sun

- ☐ 551 Rise up ye saints of God
- ☐ 594 God of Grace and God of Glory
- ☐ 608 (Navy hymn) Eternal Father, strong to save
- ☐ 618 Ye watchers and ye holy ones
- ☐ 620 Jerusalem, my happy home
- ☐ 625 Ye holy angels bright
- ☐ 637 How firm a foundation
- ☐ 645 The King of love my shepherd is
- ☐ 657 Love divine all loves excelling
- ☐ 671 Amazing Grace
- ☐ 680 O God our help in ages past
- ☐ 685 Rock of Ages, cleft for me
- ☐ 688 A mighty fortress is our God (1-2)
- ☐ 690 Guide me, O thou great Jehovah
- ☐ 711 Seek ye first the kingdom of God

Other selections:

Other music (vocal solo or instrumental): _____

FUNERAL FEES
St. Mark's Episcopal Church
Beaumont, Texas

Date of Funeral: _____
Deceased: _____

The following fees cover provision of the personnel for a funeral in accordance with the guidelines and practices of St. Mark's Episcopal Church. Use of the parish property remains under the sole authority of the Rector, Wardens and Vestry of St. Mark's.

	Saturdays	Weekday
Church	\$350	\$150
Organist	\$225	\$225
Vocalist/instrumentalist	\$75-125	\$75-125
Each individual artist sets own fees.		
Sexton(s)	\$400.00	No fee if during working hours
Time and 1/2 hourly; 5 hour minimum		M-TH 9:00 - 2:00, F 9:00 - 12:00
Minimum of 2 sextons on a Saturday		
Livestream (Only if tech is available)	\$75	\$75
Reception - The Cloister	\$300	\$150
Reception - Payne Hall	\$400	\$400
Property deposit	\$500	\$500
If alcohol is served		
Security - Police officer	\$180	\$180
\$45/hr. - 4 hour minimum		
If alcohol is served		

Altar and reception flowers

Two Altar arrangements start at \$110.

Reception:

Cookies, coffee, and setup

Package 1: \$75 serves up to 50 people

Package 2: \$100 serves up to 100 people

Veggie Tray, Fruit/Cheese Tray, Crackers, Coffee, Lemonade, and set up

Package for 50-100 \$200

Larger packages available upon request. Fees to be determined

Family may choose and work with caterer of their choice

Clergy honorarium at the family's discretion

TOTAL

Signed: _____

Date: _____