

# St. Andrew's Episcopal Church ♦♦ Funeral Service Planner

Full name of deceased:

*(Please write the name as it will appear on the program; this may include titles such as military rank or suffixes such as "Jr." or "III.")*

Residence at date of death: \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_ Age \_\_\_\_\_ Pronouns \_\_\_\_\_

Name of funeral home \_\_\_\_\_ Contact \_\_\_\_\_ Telephone \_\_\_\_\_

**PRIMARY FAMILY CONTACT INFORMATION**

Name \_\_\_\_\_ Relationship to deceased \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date of Service \_\_\_\_\_ Time of Service \_\_\_\_\_ Date & time of Committal *(if different)* \_\_\_\_\_

Location of Service \_\_\_\_\_ Location of Committal \_\_\_\_\_

Clergy \_\_\_\_\_ *(Choose one)* Funeral with casket \_\_\_\_\_ Funeral with ashes \_\_\_\_\_ Memorial \_\_\_\_\_

Rite I \_\_\_\_\_ Rite II \_\_\_\_\_ Holy Eucharist: Yes \_\_\_\_\_ No \_\_\_\_\_ Program Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many \_\_\_\_\_

Reception at St. Andrew's: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, estimated beginning and ending times \_\_\_\_\_

**HEBREW SCRIPTURE**

**NEW TESTAMENT**

**GOSPEL**

Read by \_\_\_\_\_ Read by \_\_\_\_\_ Read by \_\_\_\_\_

\_\_\_ Isaiah 25:6-9

\_\_\_ Romans 8:14-19, 34-35, 37-39

\_\_\_ John 5:24-27

\_\_\_ Isaiah 61:1-3

\_\_\_ I Corinthians 15:20-26, 35-38, 42-44, 53-58

\_\_\_ John 6:37-40

\_\_\_ Lamentations 3:22-26, 31-33

\_\_\_ II Corinthians 4:16 — 5:9

\_\_\_ John 10:11-16

\_\_\_ Wisdom 3:1-5, 9

\_\_\_ I John 3:1-2

\_\_\_ John 11:21-27

\_\_\_ Job 19:21-27a

\_\_\_ Revelation 7:9-17

\_\_\_ John 14:1-6

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Revelation 21:2-7

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

First Psalm \_\_\_\_\_

Second Psalm \_\_\_\_\_

Led/Read by \_\_\_\_\_

Led/Read by \_\_\_\_\_

Said Responsively: Yes \_\_\_\_\_ No \_\_\_\_\_ BCP KJV Said Responsively: Yes \_\_\_\_\_ No \_\_\_\_\_ BCP KJV \_\_\_\_\_

*(Psalm suggestions include 23, 27, 42, 90, 106, 116, 121, 130, and 139)*

Special Reading(s) and Readers(s) \_\_\_\_\_

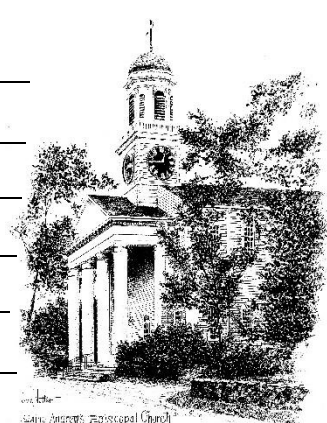
\_\_\_\_\_ Homily \_\_\_\_\_

Remembrances \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



St. Andrew's Episcopal Church

**Music**

Organist \_\_\_\_\_ Telephone (if not Sean Glennon) \_\_\_\_\_

Prelude \_\_\_\_\_ Composer \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_ Placement \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_ Placement \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_ Placement \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_ Placement \_\_\_\_\_

Solo \_\_\_\_\_ Placement \_\_\_\_\_

Soloist \_\_\_\_\_ Organ Accompaniment: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Solo \_\_\_\_\_ Placement \_\_\_\_\_

Soloist \_\_\_\_\_ Organ Accompaniment: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Other music \_\_\_\_\_

Postlude \_\_\_\_\_ Composer \_\_\_\_\_

**INFORMATION ABOUT MEMORIAL GIFTS**

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

**SETUP INSTRUCTIONS**

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

Seating Capacity: St. Andrew's comfortably holds 350 people.

**FAMILY OF DECEDENT:**

Spouse/partner/companion:

children and spouses/partners:

grandchildren:

siblings:

friends:

As people centered in God and focused on others, we do not want fees to be a barrier to celebrating the life of your loved one at St. Andrew's. The fees listed below cover the cost of services at St. Andrew's and may be used as a guide for your planning purposes. If the prescribed fees pose a burden, please reach out to the rector to discuss.

#### FEE STRUCTURE

Altar Guild ( <i>check made out to St. Andrew's parish</i> )	\$200
Organist/Music Director ( <i>check made out to Sean Glennon</i> )	\$300
Additional musicians/soloists coordinated through Music Director	
Sexton ( <i>check made to out to St. Andrew's parish</i> )	\$150
Clergy ( <i>check made to St. Andrew's parish</i> )	\$400
If applicable:	
Parish Hall/Kitchen for reception ( <i>check made out to St. Andrew's parish</i> )	\$300

If you choose Reception Services – (Charge will depend on services required: beverages, tableware, linens, laundry for table cloths, clean up services, additional custodial services.)

St. Andrew's can provide the following, if requested.

- Coffee/Tea/Water
- Table Linens
- China/Cups/Silverware

Collation Contact: \_\_\_\_\_

Caterer Name and Phone Number: \_\_\_\_\_

Will they provide (YES/NO):

Tablecloths \_\_\_\_\_

Napkins \_\_\_\_\_

Plates \_\_\_\_\_

Silverware \_\_\_\_\_

Cups \_\_\_\_\_

Coffee/Tea \_\_\_\_\_

Water \_\_\_\_\_

Other: \_\_\_\_\_

OTHER COLLATION NOTES: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

NOTIFIED: Organist \_\_\_\_\_ Sexton \_\_\_\_\_ Admin \_\_\_\_\_

Altar Guild \_\_\_\_\_ Calendar \_\_\_\_\_ Other (including tenant): \_\_\_\_\_

FILING: Added to burial records \_\_\_\_\_ Recorded for necrology \_\_\_\_\_

IF INTERRED IN MEMORIAL GARDEN: Plaque ordered \_\_\_\_\_ Plot chosen \_\_\_\_\_