



*Memorial Services at the
Episcopal Church of Our Saviour*

Policies and Procedures

Updated March 2013

The Episcopal Church of Our Saviour
10 Old Mill Street
Mill Valley CA 94941
telephone: 415-388-1907
online at oursaviourmv.org
e-mail: office@oursaviourmv.org

Planning for a Memorial Service

Church of Our Saviour understands that this can be an emotional time for the family of the departed. If your loved one has not already made plans for their memorial, this guide is designed to help you with the many decisions to be made when planning the memorial service. **Also included in this document is a form for pre-planning your own memorial service, a practice strongly encouraged for all members of the parish to help their families in planning during a difficult time.**

Setting a date for the Memorial Service

Please consult with our Rector as soon as you are able to set a date for the memorial service that works for your family and the church calendar.

Having Parish Clergy or other Clergy Officiate at the Memorial Service

When setting date for the memorial service it is also wise to discuss whether COS clergy will be officiating at the memorial service and/or if you plan to have other clergy participate in the service as well.

Reserving the Parish Facilities for a reception after the Memorial

If you are planning to have a reception in our Fireside Room after the service, please let us know early in the planning process. If the weather is nice and the patio can be used, we can accommodate 50-60 people. Please coordinate your catering with our Parish Administrator at (415) 388-1907 or office@oursaviourmv.org. The Parish Administrator will be able to answer questions about tables, chairs, set-up and clean-up for receptions at Church of Our Saviour.

Music

As soon as a date of the service has been set, you will need to make arrangements with the Church of Our Saviour organist, who can offer appropriate choices for liturgical music for the service in coordination with the parish clergy or your officiating minister, or the wishes of your family. If the organist of the Church of Our Saviour is not be available on the date of the memorial service, another organist may be employed, provided permission is received from the Church of Our Saviour's organist in advance. If an organist plays at the memorial service, whether the Church of Our Saviour organist or another approved organist, a fee of **\$250** is expected, paid directly to the organist on the day of the service unless other arrangements are made in advance. If other musicians are also employed, they will need to be paid separately.

Flowers

All floral arrangements must be coordinated with the Altar Guild at Our Saviour through the Parish Administrator **at least two weeks prior to the memorial service**. If the family wishes flowers to remain for Sunday services after the memorial service, the arrangements on the reredos must be appropriate for that purpose. Additional floral decorations may be planned with the Altar Guild, subject to parish flower policy, and must be removed from the church after the service. Outside florists must work within parish guidelines, which include specific height restrictions. The Director of the Altar Guild, who may be contacted through the parish office (415-388-1907) will provide the necessary information for fulfillment of this policy. If the parish Altar Guild provides the flowers there will be a charge of **\$200**, with the check made payable to Church of Our Saviour with a notation "Altar Guild Flowers." **Note:** During Lent no flowers may be placed on the reredos.

Other costs

In addition to payment for the organist and for flowers, a donation is expected for the services of the officiating clergy and the use of the church. If the Fireside Room is also used for a reception after the memorial service, please adjust your donation accordingly.

Planning the Memorial Service

The checklist below is designed to help you plan the service. It will also help our Parish Administrator in creating the bulletin for the Memorial and our Altar Guild in setting up the sanctuary for the service.

Date and Time of Service _____

Name of deceased _____

Date of Birth: _____ Date of Death: _____

Relatives/Contact Person _____

Phone (s) _____

Email: _____

Clergy officiating _____

Flowers: Florist _____

or Altar Guild _____

Specific flowers or colors . _____

Candles: Eucharistic _____ Candelabra _____ Paschal candle _____

Frontal, Vestments: _____

Casket/Urn? _____

Pall/Veil? _____

Reception if at Church of Our Saviour:

Caterer: _____ Phone: _____

Number of people expected _____ Number of Tables _____ Chairs _____

Other items needed from church: _____

Bulletin Information:

Rite I ____ or Rite II ____

Eucharist: Yes _____ No _____

Readings:

1st Reading: _____

Psalm: _____

2nd Reading: _____

Music/Hymns:

Additional notes:

Name _____
Address _____ Phone _____

Instructions for Burial Church of Our Saviour, Mill Valley

The liturgy for the dead is an Easter liturgy. It finds all meaning in the resurrection. Because Jesus was raised from the dead, we too, shall be raised.

The liturgy, therefore, is characterized by joy, in the certainty that “neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.”

This joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.

- The Book of Common Prayer, pg. 507

Whenever possible, it is suggested that you fill out the following in consultation with your clergy.

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, pg. 490

Circumstances permitting, I wish my Burial Service to take place at:

Address _____ City _____

Officiating Minister
(Celebrant) _____

The service shall be *The Burial of the Dead* from *The Book of Common Prayer*:

Rite I ___ or Rite II ___

___ I request that the service include only the Burial Office (no Eucharist).

___ I request that the Burial Office be followed by Eucharist.

Funeral Home _____

Suggested Pall Bearers: _____

I request the following Psalms and Lessons be read during the service (cf. *The Book of Common Prayer*; pgs 494ff) Additional readings from other sources may be included, provided they are approved by the officiating minister.

Name _____
Address _____ Phone _____

I would like the following hymns sung and/or other music included in the service:

Flowers will be those normally in evidence during a church service. If people wish to demonstrate their affection, I ask them to give to the Memorial Fund of Church of Our Saviour and/or _____

I prefer my body to be
 Buried
 Cremated

 Before or After the funeral
Final disposition of ashes _____

Location of cemetery lot deed, crypt deed, columbarium contract, or instructions for final disposition:

Coffin specifications
 Least expensive Mid-range Elaborate

I DO / DO NOT wish my coffin to be open at the funeral home for a wake prior to the funeral.

Other information regarding funeral arrangements for my survivors

Signature _____ Date _____

In witness thereof:

Signature _____ Date _____

Please retain a copy of this in a secure location with your Will or Estate Plan documents and return a copy to Church of Our Saviour, 10 Old Mill Street, Mill Valley, CA 94941