

Funeral Customary St. Paul's Episcopal Church

Purpose:

The death and burial of a loved one is a highly emotional and personal experience. It is the desire of the Rector and the Vestry of St. Paul's Episcopal Church to have in place policy and protocols that reflect the solemn nature of the burial; as well as being sensitive to the wishes of the family and in accordance with the canons and rubrics of the church.

Authority:

The Holy Scripture and The Book of Common Prayer (1979)

Organization:

All decisions rest with the Rector or his designee. In order to assist the Rector in the orderly exercise of the burial office, St. Paul's Episcopal Church now sets forth the following organizational plan to aid in this effort.

1. An initial meeting or consultation with the Rector and the head of the Worship Committee with the family is suggested as soon as possible to make preparations for the funeral.
2. Roland and Peggy Anne Vaughan have been approved by the Rector to select and train the ushers, and to oversee the implementation of the protocol. In addition they will meet with the local funeral directors to familiarize them with this protocol.
3. A group of trained ushers will be recruited, trained, and made available to assist during the funeral proceedings. It is recommended that four ushers be available for this duty.
4. The Acolyte Mom should be notified. It may be necessary to have an acolyte/crucifer available.
5. An organist and choir may be available unless the family does not want music. In the event of the Eucharist an anthem and up to three hymns are permissible. If no Eucharist is offered, an anthem and two hymns are permitted, or three hymns and no anthem. It is suggested that the family meet with the organist as soon as possible.
6. The Altar Guild Chairperson will be notified by the church office and will need to know the following:
 - a. What type of service: casket, urn or memorial service
 - b. Will the Eucharist be part of the service?
 - c. Flowers are the responsibility of the family and only two vases of altar flowers are permitted. A spray may be in the vestibule.

- d. If there is to be a casket, only altar guild members are permitted to place and remove the pall from the casket.
 - e. If there is a flag on the casket the Altar Guild members will remove it and place the pall on the casket. The flag will be placed back on the casket as the casket is removed from the church.
 - f. A folded flag may be placed on the urn table. A folded flag in a frame may remain in the vestibule.
 - g. The urn pall is to be removed in the narthex before the urn leaves the church.
 - h. All set ups will be the responsibility of the Altar Guild.
7. Moving of the casket will be the responsibility of the funeral director at all times.
 8. The ushers will do all seating and the family will be seated last in the right front quadrant of the church. If more seating is needed then family will be seated in the left front quadrant as well as the pallbearers.
 9. In the event of the Eucharist being offered, the family will be the first to receive followed by the choir and then everyone else. The ushers will be in charge of this.
 10. It will be the responsibility of the funeral director to have the urn or other appropriate remembrances in place at least one hour before the scheduled start of the service. The family may request a family member to another person to carry the urn at the beginning of the recessional. It will also be the director's responsibility in the event of a cremation to move the urn to the memorial garden, do the on-site preparation, and deposit the cremains into the ground.
 11. The order of procession is as follows: the Crucifer, Rector, and then the casket. The casket will be brought into the church just prior to the procession.
 12. The order of recession is as follows: when the Crucifer gets the cross, that is the signal for the director to remove the casket, then the Crucifer will reverence the altar and the recessional will begin with the acolyte, if present, following the Crucifer and then the Rector following.
 13. The church bell will be tolled 36 times.
 14. Funeral Reception: The fee for a reception in the Parish House following the funeral is \$150, and should be given to the Parish Administrator. The Pastoral Care Committee will be in charge of the reception.

The Rector of St. Paul's

Worship Committee Chairperson

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