

# St. Timothy's | Danville, CA

## Planning a celebration of life or funeral

*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. -Book of Common Prayer, pg. 507*

### Overview

The preferred location for a service is at the church. However, a memorial, funeral or celebration of a life can be done at the funeral home, graveside, columbarium or location of your choice.

*St. timothy's columbarium is only available for our Church members.*

**a celebration of life or memorial** is a worship service with no body present.

**a funeral** is a worship service that includes a body or ashes in the midst of the people.

**a commendation** is the act of committing the deceased to God.

**a graveside service** can be a full worship service and/or a brief interment service.

**an interment** is the act of placing the body or ashes into the ground or columbarium.

Whatever you choose, the service will be filled the certain hope of the resurrection. We believe that God is bringing all things to completion for the sake of his resurrected Son, Jesus Christ. We will work with the funeral service of your choice. We consider it an honor to give your family the very best experience while saying good-bye to a loved one.

## Logistics

### Meeting with the Clergy and Organist

The clergy will meet with you at your earliest convenience to help you walk through the steps of this planning guide and the funeral. The clergy will be there to answer any liturgical, logistical, and

pastoral questions you may have and help you with the grief process. You may also make any special requests at this time.

Typically only one meeting is required, however, a follow-up may be needed or requested at the behest of either party. You also might need to meet with our Director of Music to determine musical needs. This meeting will take place at a time convenient to both parties. The information obtained from these meetings will be used to put together the service.

### **Musician Fees & Clergy Honoraria**

The family may give a gift to the priest and it would be paid directly to the priest. During the meeting we will discuss fees and Honoraria (payable directly to the person). The clergy will help you build the service, especially in tailoring the service to best remember your loved one. The organist's services include help choosing the music, an organ prelude, worship music & hymns, and a closing postlude (payable directly to the person). Fees and honoraria before the service are extremely helpful.

If you choose to use an organist outside of the one provided, a Director of Music fee must still be paid. The person you choose to play will need to be treated as an additional instrumentalist; therefore you will need to discuss any other fees with that person and handle those payment options separately. If the organist is unavailable, we will find an alternative for your family. If you want additional music, at the reception or other location please discuss those desires with our Director of Music.

### **Soloists and Other music**

A great way to include your musically inclined family and friends is to allow them to play at your service. They must provide their own instrument or may use the piano. Please let us know who is playing or singing, what song, and what instrument and our organist will coordinate with them. If you do not have anyone specific in mind, but still have a special request, such as a flutist or guitar player, our music leader may be able to help you. You may discuss special requests with the clergy, when you meet with them. Any soloist or instrumentalist is paid separately, based on their individual fees, which can vary from \$150-\$350 or more.

### **Caskets and urns**

Immediately following the worship service the ashes or casket are buried or interred. Exceptions to this are scattering the ashes at a favorite location. Scattering of ashes is usually left to the discretion of the family and in compliance with local expectations.

Arrangements for a graveside committal are often made by the funeral service of your choice. A casket, when present, is closed. If you have reserved a spot in the columbarium, there will be an interment after the church service. *Please be aware, the funeral service may require coordinating the schedules for when the body will be embalmed or cremated. It is a good to find*

*out from the funeral director when the cemetery and funeral home staff is available to help with receiving the cremains and graveside services.*

## **Flowers**

Flower arrangements and pictures are welcome to be placed in the Narthex of the Church (the lobby). One arrangement may be placed in front of the Altar. We do not have flowers other than the Altar arrangement in the sanctuary. Flowers may abound in the lobby/Narthex or at the reception.

Altar flowers may be ordered through the East Bay Flowers and our liaison at church is Holly Tsung, [ctsung@yahoo.com](mailto:ctsung@yahoo.com). You may reach out to her by email. Our "Sunday Altar arrangement" is always fitting for your service. If your family is willing, the flowers can be used in Sunday worship (and if service is between Thursday and Saturday).

## **Memorial Gifts**

In lieu of flowers, you may designate that memorial donations be made in the name of the deceased to St. Timothy's Episcopal Church or another organization.

## **Receptions**

You may use the Parish Hall for a catered or family member sponsored potluck reception. The kitchen facilities are not available. There is \$75-\$125 set-up/clean-up fee. The exact cost is dependent on individual needs and determined at the service planning session. If you decide to use our linens, there will be a \$250 cleaning charge.

# Some Catering choices for the reception

## **Dominico's**

[www.domenicosdeli.com](http://www.domenicosdeli.com) (925) 837-8301

**Valley Catering** Contact: Joe Rodrigues.

<http://valleycatering.com> (925)260-1677

## **A Tasteful Affair Catering**

[www.atasteful-affair.com](http://www.atasteful-affair.com) (925) 485-3288

## **Sunrise Bistro And Catering**

[www.sunrisebistrocatering.com](http://www.sunrisebistrocatering.com) (925) 930-0122

## **Simple Elegance Catering**

[www.secatering.com](http://www.secatering.com) (925) 866-7022

**Savouries & Sweets** Contact: Sue Schwerin

[savouries@sbcglobal.net](mailto:savouries@sbcglobal.net) (925) 212-6564

**Café Attila** contact: Lynne Kawakami

[www.CafeAttila.com](http://www.CafeAttila.com) (925) 837-2886

**And don't forget Costco!**

# Planning the worship service

## Obituary and Service Bulletin

Email the church office a copy of the obituary that may be included in the bulletin. We will also include a picture in the bulletin, if desired.

## Biographic details

You will need to provide specific information for the printing of the bulletin, such as:

- Full Name of the deceased as you would like it to appear in the bulletin  
\_\_\_\_\_
- Date of Birth \_\_\_\_\_
- Date of Death \_\_\_\_\_
- Date of Service \_\_\_\_\_

**There are two “Rites” in the Book of Common Prayer, please choose which rite you prefer.**

- Rite I (traditional language) BCP p. 469
- Rite II (contemporary language) BCP p. 491

## Communion

Regardless of which rite you use, you may choose to have a Eucharistic service (that is a service with communion). Please read through the various prayers listed below, and choose which service you would like to have.

- Rite I, Eucharistic Prayer I, p. 333
- Rite I, Eucharistic Prayer II, p. 340
- Rite II, Eucharistic Prayer A, p. 361
- Rite II, Eucharistic Prayer B, p. 367
- Rite II, Eucharistic Prayer D, p. 372

## Casket / Urn

Please let us know if the body or cremains will be present at the service.

## Servers

There are many opportunities for friends and family to serve. You may select up to six people to serve as ushers. They will help seat guests as they arrive, pass out bulletins, and be available to answer questions, such as restroom location and reception information.

You may also choose someone to serve as crucifer, acolyte, and chalice bearer; however, the person or persons selected should be comfortable with and trained for serving in the Episcopal Church. Please know that our members consider it a privilege to serve in worship.

## Worship Order

### **Most service follow a typical pattern (Communion service and non-communion service)**

Non Communion service:

- Prelude (before the service) music
- Opening Hymn
- Opening written prayers that are spoken
- Bible Readings
- Eulogies/Sermon
- The Apostle's Creed
- Lord's Prayer / Prayers of the People (written call and response prayers)
- Commendation, Blessing and Dismissal

(Music is throughout the service when desired)

## Communion service

The communion service is identical up to the Apostle Creed, but then includes

- Sharing of the bread and wine with communion music (if desired)
- Blessing and dismissal
- *There are a few details that change the service slightly, like interment in the columbarium.*  
*See below for more details*

(Music is throughout the service when desired)

### ***More details about the service***

In each section, you will see a listing of worship order, suggested readings and hymns. These are by no means the only prayers, scriptures or hymns you may use. They are listed to help you if you are unsure about what you would like.

Traditional and Contemporary, ancient to modern, all types of music are welcome as long as it is oriented towards the praise of God. If there is a song or songs that you would like to have played, but are not sure if they are appropriate, the Pastor and Organist will help you decide.

## **Prelude**

The prelude is a series of songs that are played while guests are arriving and being seated. You may also choose to have a silent entrance, and go without a prelude. See the very end of this document for example of music.

Next is the **Opening Hymn**. It is traditionally sung by the congregation and may have the words printed in the bulletin. If the selected hymn is sung from the hymnal, it is not recommended that the words are printed. Please see the suggested hymn listings at the end of the document.

## **Bible readings**

Up to four readings are recommended for a memorial service. Typically there is an old testament reading, a psalm, a new testament reading, and the gospel. You are not required to have any more than one and it is not recommended to exceed four. If this is a communion service, the gospel is required.

The First Lesson is traditionally an Old Testament reading, and may be read by a family member or friend. You may use one of the suggestions or choose your own.

## ***All suggested scriptures can be found here***

<http://www.lectionarypage.net/YearABC/SpecServ/Burial.html>

## **Old Testament and Apocrypha Readings**

- Isaiah 25:6-9 (He will swallow up death in victory)
- Isaiah 61:1-3 (To comfort all that mourn)
- Lamentations 3:22-26, 31-33 (The Lord is good unto them that 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)

Or other reading: \_\_\_\_\_

Please identify who will be reading the First Lesson. \_\_\_\_\_

## **Psalms**

Then there may be a Psalm, Canticle, or Hymn. The Psalm may be sung or spoken, read by an individual or spoken together by all. The words may be printed in the bulletin.

- Psalm 23 (The Lord is my shepherd) Rite I or Rite II version
- Psalm 27 (The Lord is my light and my salvation: whom shall I fear?)
- Psalm 42 (As a deer longs for flowing streams, so my soul longs for you, O God)
- Psalm 90 (Lord, you have been our dwelling place in all generations)
- Psalm 116 (I love the Lord, because he has heard my voice and my supplications)

- Psalm 121 (I lift up my eyes to the hills – from where will my help come?)
- Psalm 130 (out of the depths I cry to you. O Lord)
- Psalm 139 (O Lord, you have searched me and known me)

Or other Psalm, Canticle, or Hymn \_\_\_\_\_

Please answer a few questions regarding the Psalm:

- Will it be sung or spoken?
- By an individual or the Congregation?
- Read as a Call and Response?
- If it is to be read by an individual, who will be reading?
- Would you like the words printed in the bulletin?

### **New Testament Reading**

The next scripture is traditionally a New Testament reading, and may also be read by a family member or friend. You may use one of the suggestions or choose your own.

- Romans 8:14-19, 34-35, 37-39 (Neither death, nor life...will be able to separate us from the love of God in Christ Jesus our Lord)
- 1 Corinthians 15:20-26, 35-38 42-48. 53-58 (Christ has been raised from the dead)
- 2 Corinthians 4:16-5:9 (So we do not lose heart)
- 1 John 3:1-2 (See what the father has given us)
- Revelation 7:9-17 (there was a great multitude)
- Revelation 21:2-7 (And I saw the holy city, the new Jerusalem)

Or other reading: \_\_\_\_\_

Please identify who will be reading the Second Lesson. \_\_\_\_\_

Typically there is a hymn between the Second reading and the reading of the gospel. **It is called the Sequence Hymn.** Sequence Hymn choice \_\_\_\_\_

Suggested hymns are found at the end of this document. Special requests are at the organist's discretion with the rector's approval.

### **Gospel Readings**

The Gospel is the final reading and is read by the clergy. If there will be communion, there must be a Gospel reading. You may use one of the suggestions or choose your own.

- John 5:24-27 (anyone who hears my word and believes him who sent me has eternal life)
- John 6:37-40 (Everything that the father gives me will come to me)
- John 10:11-16 (I am the good shepherd)

- John 11:21-27 (Martha said to Jesus, ‘Lord, if you had been here, my brother would not have died)
- John 14:1-6 (Do not let your hearts be troubled)

Or other Gospel reading \_\_\_\_\_

### **Reflections/Eulogies**

For the sake of those coming to remember your loved one, please ask those who are giving a eulogy to write out their thoughts and limit individual eulogies to 5 minutes per person.

### **Homily (Sermon)**

There will be a brief reflection on the scriptures by the priest.

### **The Apostles Creed follows the homily**

For a *Non-Communion / Eucharistic Service* the **Lord’s Prayer** is recited next and then the **Prayers of the People**. Please let us know at this time if there will be military or other honors, or any additional requests that may not have been previously discussed. You may also request any special prayers, such as the serenity prayer, the Al-Anon prayer, Prayers of St. Francis, etc. You may have a family member or friend read the prayers, if you choose.

**To continue for a non-Eucharistic service, please skip the next section and go to the commendation.**

*For a Eucharistic Service*, the prayers of the People are next, followed by the passing of the peace. Once everyone is seated, the service continues with communion. The Prayers may be read by a family member or friend.

During the communion, an offertory anthem is played while the clergy is setting the table. Please select an anthem that you would like at this time (Suggested hymns are listed on the last page.) You also need to select a minimum of two hymns to be played during communion. If you expect an excess of 125 guests you may select a third hymn.

### **Commendation**

If the body or ashes are present, the Commendation is read (a prayer is said over the body/ashes, BCP 499) then blessing, then dismissal. If the body or ashes are not present, please proceed to the Blessing and Dismissal.

### **After the Blessing, the clergy say the Dismissal:**

The Dismissal is followed by the Closing Hymn, which is sung by the congregation at the conclusion of the service. Here are some time tested and well respected suggestions:

## Closing Hymns

*We have found that “strong” and bright hymns are good to end and begin a service. See suggested music at the end of this document.*

Closing Hymn of your choice \_\_\_\_\_

# Music and musical choices

**Generally suggested Hymns with Hymn Number** (from the Episcopal Church’s hymnal).

*Some “strong” and bright hymns for the beginning and ending are:*

- Jesus is Risen Today (207)
- Alleluia! The Strife Is O'er The Battle Done (208)
- For All The Saints, Who From Their Labors Rest (287)
- Joyful, Joyful (376)
- God, Our Help In Ages Past (680)
- A Mighty Fortress Is Our God (687 or 688)

*Communion hymns and hymns between scriptures can be bright and strong as well, but you may also choose more reflective music in those parts of the worship. Here is a broad list of choices that cover that spectrum.*

151 - From Deepest Woe I Cry To Thee  
338 - Wherefore, O Father, We Thy Humble Servants  
354 - Into Paradise May The Angels Lead You  
355 - Give Rest, O Christ, To Your Servants  
356 - May Choirs of Angels Lead You To Paradise On High  
357 - Jesus, Son of Mary  
429 - I'll Praise My Maker While I've Breath  
444 - Blessed Be The God Of Israel  
447 - The Christ Who Died But Rose Again  
455 - O Love Of God, How Strong And True  
487 - Come My Way, My Truth, My Life  
499 - Lord God, You Now Have Set Your Servant Free  
517 - How Lovely Is Thy Dwelling Place  
620 - Jerusalem, My Happy Home  
621 - Light's Abode, Celestial Salem  
623 - O What Their Joy And Their Glory Must Be  
625 - Ye Holy Angels Bright  
635 - If Thou But Trust In God To Guide Thee  
636 - How Firm A Foundation, Ye Saints Of The Lord  
645 - The King of Love, My Shepherd Is

658 - As Longs The Deer For Cooling Streams

663 - The Lord My God My Shepherd Is

664 - My Shepherd Will Supply My Need

665 - All My Hope On God Is Founded

666 - Out Of The Depths I Call

668 - I To The Hills Will Lift Mine Eyes

**Examples of Prelude (pre-service) music - people typically don't sing**

Example 1: When in the hour of utmost need, BWV 641 J. S. Bach

Nimrod from Enigma Variations Sir. Edward Elgar

Chorale Prelude on "Abide with me" Noel Rawsthorne

I call to Thee, Lord Jesus Christ, BWV 639 J. S. Bach

"God's time is best", Sinfonia from Cantata 106 J.S. Bach

Example 2: Largo in E from Concerto Grosso # 12 George Frideric Handel

When in the hour of utmost need, BWV 641 J. S. Bach

Chorale Prelude on "Abide with me" Noel Rawsthorne

I call to Thee, Lord Jesus Christ, BWV 639 J. S. Bach

"God's time is best", Sinfonia from Cantata 106 J.S. Bach

**Example of a Postlude (after-service) music – people typically don't sing**

Some examples you may choose or you can have a silent exit:

Elegy (John Ireland) | Jesu, Joy of Man's Desiring (J.S. Bach) | Choral (Joseph Jongen)

Or Postlude of your choice: \_\_\_\_\_

**Final note about music**

*Remember – all types of music are welcome as long as they are oriented toward bringing glory to God. If you need to have Jimmy Buffett or Tupac played in order to honor the memory of your loved one– a great place to play secular music is at the reception. We love all kinds of music, in the right place!*

**Graveside and columbarium services specifics can be discussed with the clergy.**

Thank you for the opportunity to minister to your loved one and family,  
St. Timothy's staff, leadership, and ministry volunteers

**Memorial/Funeral Summary Sheet (for our volunteers to help you)**

Date Developed: \_\_\_\_\_  
Person Celebrated \_\_\_\_\_  
Date/Time of service \_\_\_\_\_  
Contact person(s) and contact information \_\_\_\_\_  
Mortuary and Contact Information \_\_\_\_\_  
Urn Present YES NO  
If YES, will the urn be carried in or on table near the altar? \_\_\_\_\_  
Casket Present YES NO

***Flowers, Photos, Guest Book and Seating***

Florist and Contact Information \_\_\_\_\_  
Where are the flowers to be placed? (A family can choose to place at the base of the altar or if the urn is present, near the table where the urn is placed. \_\_\_\_\_  
Will the flowers be left in the sanctuary for the church services on the following Sunday?  
Will you be providing a Guest Book for the narthex? YES NO  
Are you planning on having photos placed in the narthex? YES NO  
Do you want candelabras on the altar?  
How many pews would you like to have roped off for family seating?

***Liturgy***

Will the Eucharist be celebrated? YES NO  
If Eucharist is celebrated will the family carry the elements to the altar? YES NO  
If the elements will be carried by the family please list names and relationship to the one being celebrated. \_\_\_\_\_

*Below are possible liturgical participants. Please note those you want to have in place. Also, if there is an individual you would like to serve in that position, please also note that in the space provided. If you have no preference, the Worship Liaison will secure an individual for that position.*

Crucifer \_\_\_\_\_  
Torchbearers (2) \_\_\_\_\_  
Eucharistic Ministers (Chalice Bearers) \_\_\_\_\_  
Lectors \_\_\_\_\_  
Intercessor \_\_\_\_\_  
Usher \_\_\_\_\_  
Greeter \_\_\_\_\_

**Miscellaneous**

Do you want a reception at the church following the service? If so, will that reception be catered?  
Do you know of anyone with special needs? \_\_\_\_\_  
Any special requests? \_\_\_\_\_

Following your meeting with clergy, the Altar Guild Directress and the Worship Liaison will be contacting you to confirm your wishes.