

**MEMORIAL SERVICE GUIDELINES**  
**HOLY SPIRIT EPISCOPAL CHURCH**

If you are reading this booklet, you may be thinking ahead to plan your own funeral or memorial service. We encourage people to think in advance about services because it helps their family or others at the time of death to plan for a fitting memorial.

One option you might want to consider is Holy Spirit's columbarium. Each niche, with space for two urns, is available for \$500 and includes perpetual care of the columbarium and Memorial Garden. More information is available at the church office.

If you are a friend or family member planning a service after someone you love has died, please know that the staff of Holy Spirit will do all we can to develop a dignified service in the Episcopal tradition which also honors your family's wishes as much as possible. *The Book of Common Prayer* reminds us:

*The liturgy for the dead is an Easter liturgy. It finds all its 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.*

Services at Holy Spirit follow one of the forms of the Burial office in *The Book of Common Prayer*, *Book of Occasional Services* or *Enriching Our Worship 2*. There is a homily and there may be remarks by family or friends, arranged in advance with the officiating clergy. The readings are chosen with the consent of the priest doing the service. There may be secular readings in addition to Scripture. There may be communion if desired. The interment may precede or follow the serviced, and the clergy are usually available to travel with the mourners to the cemetery for the burial.

**Music:** Music adds a great deal to the memorial service, but not all music is suitable for a service in church. Works of any vocal music should be in the spirit of the Bible, Prayer Book or Hymnal. We do not encourage the use of secular or folk music within the liturgy, and we suggest you arrange for such music to be played at your reception. Our tradition and pipe organ necessitate the use of classical or sacred music. Any other music desired must be approved by the Rector of the parish. Because our memorial service is brief, no more than one non-sacred piece is appropriate. Should you desire accompaniment by any other instrument other than the pipe organ, and it is agreeable with the priest, it is your responsibility to arrange for the instrument and the musician. Pre-recordings do not work in our church and should not be used.

**Organist:** As our church organist Dr. Nancy Cooper is the person who normally plays at memorial services. If she is unable to do it, she will engage another organist trained in the use of our organ. As regards classical and sacred music, Dr. Cooper will help you decide what is appropriate. Arrangements must be made with Dr. Cooper for private rehearsal with any vocalist.

**Altar Flowers:** The decision to have altar flowers at the memorial service is optional and up to the discretion of the family members. Altar flowers are not required, but if they are provided, we have a rule that they are to be left in the vases and taken to the sick or shut-in after the service. If the family chooses to have altar flowers, they are responsible for making the arrangements for the flowers with the florist of their choice. We have liners that fit into the altar vases. If you choose a florist other than Bitterroot Floral, please have them contact the church regarding pick-up of the liners. Flowers need to be delivered to the church at least an hour before the service.

At certain times of the year the church is decorated for the different liturgical seasons. These decorations, for the most part, cannot be removed for the memorial service, and so flowers chosen for the altar should coordinate with the liturgical decorations. Please consult with the church office regarding this.

**Additional Flowers:** Any other flowers delivered to the church in memory of the deceased will be placed on the large table in the parish hall. The family is responsible for their removal after the service.

**Bulletins:** The memorial bulletins are usually supplied by the funeral home and not the church. If the family is not using a funeral home, then a local printer can supply these.

**Ushers:** Depending on the family's request, representatives from the funeral home are sometimes present at the church to hand out bulletins, seat people and oversee the traffic flow. This is not always provided. If the family has friends or family members who wish to perform this function, this is entirely permissible, and the family is then responsible for contacting these individuals. Ushering can also be arranged through the church office, if it is required.

**Memorial Book:** Having a memorial book for guests to sign is optional. If the family chooses to have a book, they need to discuss its placement with the priest because signing the book delays the entry of people into the church. The book can be placed in the back of the church or at the reception (if there is one) following the service. Any appropriate guest book is suitable for this purpose.

**Reception:** The Reception Committee of the church is willing to provide this service for families. The Reception Committee will provide cookies, coffee, tea and punch for receptions.

If the family desires to have additional food, such as fruit or finger sandwiches, the family and their friends or organizations with which they are associated are welcome to provide that food; the Reception Committee will plate the food and put it out for the reception.

If the family desires to have a lunch provided for the reception, the family will make those arrangements with a caterer, and the cost of that lunch will be the family's responsibility.

## ***FEE SCHEDULE***

***Organist:*** **\$125.00**, made payable to Dr. Nancy Cooper or whoever is playing in her place. The organist's fee is **\$150.00** if a soloist is involved. (***Any fee for a soloist is separate from the fee for the organist.***) You may reach Dr. Cooper at (406) 529-6480.

***Janitor:*** This check should be made payable to Lori Cordis, and the fee is **\$35.00**. For a funeral with a reception for parish members, the janitorial fee is **\$60.00**. For a funeral with a reception for non-parish members, the fee is **\$100.00**.

***Receptions:*** The fee for the basic reception provided by the Reception Committee of the parish is \$125.00 for 75 people. If a greater number of people is anticipated for the reception, the fee increases accordingly, \$150.00 for 100, \$175.00 for 125 people. A basic reception includes coffee, tea, punch and cookies, and the Reception Committee will set up, serve and clean up after the reception.

***Offering:*** There is no charge for performing the sacraments of the Church. It is traditional, however, to make a contribution to the officiating clergy person or to the church. The average contribution is **\$125.00**

Please contact our office at 406-542-2167 for further information.