



Funeral Planning Guide

Funeral Planning Guide Introduction

A Note from the Rector

Planning your funeral need not be a melancholic task to be avoided but should be the joyful work of planning the celebration of your life. *The Book of Common Prayer* reminds us that the funeral is an Easter liturgy, finding its meaning in Christ's resurrection and 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 letter and the accompanying planning pages are meant to serve as a guide as you begin the planning process. The best liturgies are the result of the collaboration of the priest, the musician, and the family working together to create a celebration which will commend the person to God and give hope to those who mourn.

When you or a loved one becomes sick or is in the process of dying, please notify the church and a member of the clergy. We wish to be present with you and your family whenever possible throughout the dying and grieving process. The clergy at St. Michael's have walked along side countless families during the death of a loved one and we are happy to guide and support you as needed.

When it comes to planning the liturgy and funeral the service is a witness to your Christian life and should reflect your way of worship. The Burial Service in *The Book of Common Prayer* is traditionally used for a Celebration of Life with appropriate music that complements the liturgy. To help guide you through some of the decision that may need to be made, we've provided this Funeral Planning Guide and framework that will be helpful when the church, your family, and friends celebrate your life.

May the planning of your funeral be a meaningful time of prayer and reflection. Upon completion of this Funeral Planning Guide, please make a copy for your records and provide a copy to the parish office for our records. If you have any questions, please do not hesitate to reach out to me directly or any of the clergy at St. Michael's.

Faithfully in Christ,



The Rev. Matt Holcombe
Rector

INDEX:

4	Statement of Guidance
5	Personal Information
6	Personal Information Continued
7	Burial Information
8	Funeral Arrangements
9	Miscellaneous
10	Appendix A - Hymns & Music
11	Appendix B - Scripture Passages & Psalms
12	Fees

**STATEMENT FOR THE GUIDANCE OF MY FAMILY AT
THE TIME OF MY DEATH**

It is my desire that I should be buried in accordance with the traditions of the Episcopal Church using the accompanying pages as a guide for my wishes and desires. When circumstances arise that prevent these wishes from being honored, I provide pastoral discretion to the clergy and my family to make the appropriate alternative arrangements.

A copy of this statement is on file at:

St. Michael's Episcopal Church
7400 Tudor Road
Colorado Springs, CO 80919
719-598-3244
www.stmikeschurch.com

Additional copies have been given to:

Printed Name: _____

Signed: _____

Date: _____

PERSONAL INFORMATION

Please print clearly and complete as much information as possible.

Today's Date: _____

Full Name: _____

Address: _____

Primary Phone: _____ Alternative Phone: _____

Email Address: _____

Length of Residence in this State: _____

Date of Birth: _____ City/State of Birth: _____

Baptism Date: _____ Location: _____

Confirmation Date: _____ Location: _____

Occupation: _____

FAMILY INFORMATION

Living

Deceased

Name of Spouse: _____

Name of Father: _____

Name of Mother: _____

Siblings: _____

Children: _____

Number of Grandchildren: _____ Number of Great Grandchildren: _____

An earlier marriage may be listed here if desired: _____

FRATERNAL LODGES & ORGINIZATIONS *(Optional)*

Name of Organization

Burial Benefits

MILITARY SERVICE *(Optional)*

Did you serve/are you serving in the military? Yes No

Branch & Date of Service: _____

Service Number: _____ Veterans Admin. Claim No. _____

Grade, Organization, & Type of Discharge: _____

Do you receive Monetary Benefits for a Service-Connected Disability? _____

LEGAL INFORMATION

I have a Will: Yes No

If Yes, the date of my most recent Will is: _____

If Yes, a copy of my will is located: _____

FINANCIAL INFORMATION

My Insurance Policies are located: _____

Policy:

Company and Number

Burial Benefits

Other financial information may be listed below or on the reverse side of this page.

FUNERAL ARRANGEMENTS

Date Updated: _____

Please select **one**: Full Name: _____

_____ 1979 *Book of Common Prayer* Rite I (*Traditional language*)

_____ 1979 *Book of Common Prayer* Rite II (*Contemporary language*)

_____ Other (*please specify*): _____

Please select **one**: _____ Communion _____ No Communion

Committal preference is: _____ before the Service _____ after the Service _____ no Committal

I prefer the following clergy perform my funeral: _____

Music: See Appendix A for suggestions. *You may select other music not listed.*

Prelude (Organist Choice or): _____

	Congregational Hymn/Song Name	Hymn No.
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

If having Communion, please select two additional hymns/songs:

5.	_____	_____
6.	_____	_____

Postlude (Organist Choice or): _____

Other Music Requests: (*instrumental, soloist, etc.*)

Scripture Passages: See Appendix B for suggestions. *You may select other appropriate readings.*

- 1. Old Testament: _____
- 2. Psalm: _____
- 3. New Testament: _____
- 4. Gospel: _____

MISC ITEMS

Remembrance/Eulogy:

_____ I prefer no Remembrance(s) by family/friends, only a Homily from the Priest

_____ I prefer to have the following give a Remembrance (maximum of 3)

Name: _____ Relation to me: _____

Name: _____ Relation to me: _____

Name: _____ Relation to me: _____

*You are encouraged to notify these individuals of your wishes in advance.
Remembrances should be typed and on a single sheet of paper (5 minutes maximum)*

Additional Notes / Wishes / Preferences: _____

Funeral Bulletin Cover Image Preference: _____ A picture of me that I have attached
_____ A picture of me my family chooses
_____ A simple cross
_____ Other: _____

Do you prefer the service be livestreamed: _____ Yes
_____ No

Is St. Michael's included in your will/estate planning? _____ Yes _____ No

If Yes, please indicate specifics: _____

APPENDIX A

Hymn & Music Suggestions

Hymns may be selected from any approved Episcopal Hymnal or liturgically appropriate source. The music played during a funeral is a wonderful opportunity to capture an individual's personality, purpose, or passions. *You may select a song or hymn not listed below with clergy approval.*

Episcopal Hymnal 1982

- 207 Jesus Christ is risen today
- 208 Alleluia, alleluia, alleluia! The strife is o'er
- 287 For all the saints, who from their labors rest
- 388 O Worship the King, all glorious above
- 390 Praise to the Lord, the Almighty, the King of creation
- 400 All creatures of our God and King (vs 6)
- 405 All things bright and beautiful
- 416 For the beauty of the earth
- 473 Lift high the cross
- 482 Lord of all hopefulness, Lord of all joy
- 488 Be thou my vision
- 490 I want to walk as a child of the light
- 579 Almighty Father, strong to save (navy hymn)
- 618 Ye watchers and ye holy ones
- 637 How firm a foundation, ye saints of the Lord
- 646 The king of love my shepherd is (23 psalm)
- 657 Love divine, all loves excelling
- 662 Abide with me
- 664 My shepherd will supply my need
- 671 Amazing grace
- 680 O God, our help in ages past
- 688 A mighty fortress is our God
- 690 Guide me, O thou great Jehovah

Gospel Hymns

It is well with my soul
Blessed assurance
Sweet hour of prayer
Amazing grace
In the garden
His eye is on the sparrow
Down to the river to pray
Surely the presence

Classical

Ave Maria
Panis angelicus
Pie Jesu
The Lord is my shepherd (Rutter)
Bist du bei mir

APPENDIX B

SCRIPTURE PASSAGES & PSALMS

Appropriate scripture readings as recommended in the 1979 Book of Common Prayer, Pg. 494-495

Old Testament

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 (Apocrypha) (The souls of the righteous are in the hand of God)

Job 19:21-27a (I know that my Redeemer liveth)

New Testament

1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (Raised in incorruption)

2 Corinthians 4:16-5:9 (Things which are not seen are eternal)

1 John 3:1-2 (We shall be like him)

Revelation 7:9-17 (God shall wipe away all tears)

Revelation 21:2-7 (Behold, I make all things new)

Gospel

John 5:24-27 (He that believeth has everlasting life)

John 6:37-40 (All that the Father giveth me shall come to me)

John 10:11-16 (I am the good shepherd)

John 11:21-27 (I am the resurrection and the life)

John 14:1-6 (In my Father's house are many mansions)

Psalm

23

23 KJV

42

46

90

106

116

121

130

139

**All scripture will be NRSV unless otherwise specified.*

Service Fees (*Updated 2024*)

\$150 Clergy Honorarium (member)
\$250 Clergy Honorarium (non-member)
\$150 Soloist
\$150 Organist
\$150+ Special Instrumentalist Fee (*prices vary*)
\$100 Technician Fee
\$75 Flowers
\$50 Classic Reception for 15-50 People / \$100 for 100 People, etc.
\$100 - \$1,000 Optional Donation to St. Michael's in any amount

Columbarium Membership Fees (*Updated 2024*)

\$250 Paver
\$750 Single Columbarium (1 Space)
\$1,100 Double Columbarium (2 Spaces)
\$1,650 Family Columbarium (4 Spaces)

*Prices are subject to change and cannot be guaranteed until the time services are rendered.



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Colorado Springs, Colorado 80919

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