

**Funerals**  
**St. Peter's Episcopal Church**  
**107 State Street, Albany, New York 12207**

***“In all these things we are more than conquerors through him who loved us. For I am convinced that neither death, nor life, nor angels, nor rulers, 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.” (Romans 8: 37-39)***

**Preparations**

As you prepare for the funeral of your departed loved one, the clergy of St. Peter's have prepared a list of service possibilities and Scripture readings. We believe that you will find it helpful in working with the funeral home and preparing to meet with the clergy.

At. Saint Peter's, we use the traditional “Rite One” service of Burial of the Dead found in The Book of Common Prayer, page 468. The Book of Common Prayer instructs us that a Christian burial properly occurs from the Church. If for compelling reasons a service is sought in the funeral home, the service will also follow the Book of Common Prayer but would not have the possibility of Holy Communion. Following the church or funeral home service, it is proper to proceed at once to the cemetery for the burial and service of Committal.

A word on eulogies: There is sometimes a strong desire to offer a eulogy or remembrance of a departed loved one during the burial service at the church. Although such remembrances are not included in the Prayer Book, it is the practice at Saint Peter's to allow for the option of a eulogy for pastoral reasons. A family member or friend may represent the family by reading a short reflection or eulogy after the opening hymn. The reflection should be tasteful, appropriate to a church setting, and commanding of the Christian faith.

The attached form is intended to help with preparation prior to meeting with the clergy:

Name of Deceased \_\_\_\_\_

Last Residence \_\_\_\_\_

Date Of Birth \_\_\_\_\_ Date of Death \_\_\_\_\_ Age \_\_\_\_\_

Place of Birth \_\_\_\_\_ Place of Death \_\_\_\_\_

Place of Burial \_\_\_\_\_ Cause of Death \_\_\_\_\_

Officiating Clergy \_\_\_\_\_ Funeral Home \_\_\_\_\_

Next of Kin \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

1. **Burial Service with Holy Communion** Yes/No
2. **Committal** to follow in Cemetery Yes/No If Yes, Location: \_\_\_\_\_
3. **Date & Time** (in consultation with clergy) \_\_\_\_\_
4. **Approximate number** in attendance \_\_\_\_\_
5. **Obituary** Yes/No Note: Obituary is usually placed on rear page of our Service Leaflet.
6. **Scripture** (See below/on next page. Family may select readers.)

**Old Testament** \_\_\_\_\_

To be read by: \_\_\_\_\_ Relation: \_\_\_\_\_

**Psalm** \_\_\_\_\_

To be read by: \_\_\_\_\_ Relation: \_\_\_\_\_

**New Testament** \_\_\_\_\_

To be read by: \_\_\_\_\_ Relation: \_\_\_\_\_

**Gospel** \_\_\_\_\_

(Gospel is read by clergy)

## **7. Music/Hymns**

An Episcopal funeral often has three to five hymns. The hymns are sung at the beginning procession, before the Gospel reading, occasionally before the Commendation, and at the final recession. (There also may be music during Holy Communion, if that is part of the service). Any request for the choir to sing should be directed to our organist. Guest organists are not encouraged and are subject to the approval of our organist. You will have to contract separately with any approved guest organist. (You will still be responsible for organist's regular fee; this is the established policy of the Americans Guild of Organists.)

Processional Hymn \_\_\_\_\_

Hymn sung before Gospel \_\_\_\_\_

Optional Communion Hymn \_\_\_\_\_

Optional Commendation Hymn \_\_\_\_\_

Recessional Hymn \_\_\_\_\_

## **8. Flowers Yes/No**

Please ask the florist to coordinate deliveries with the Church Office. Also please let the Church Office know if flower arrangements will be left for Sunday Services.

## **9. Receptions**

The family is welcome to use the Pumpelly Room adjacent to the church. If you wish to serve refreshments beyond coffee and tea, you will want to plan for family, friends or a caterer to provide food and cleanup afterward. Please alert the parish office of your plans so that tables may be provided.

## **10. Customary Fee Schedule**

*Please make out separate checks payable to the following parties (this may also be done through most funeral homes). If fees present a financial hardship, please speak to Mtr. Christina.*

- Malcolm Moran \$250 (Organist)
- The Rev. Christina Hunter \$150.00
- St. Peter's Church Altar Guild \$75.00
- Ruth Manss \$100.00 (Office Manager)
- James Shortall \$75.00 (Church Sexton)
- Soloist (If we supply one) \$150
- General donation to St. Peter's Episcopal Church in an amount agreed upon by the family.

## **11. Programs & Ushers**

The Parish office will make programs for the service up to 150 copies. The program includes the entire burial service, including hymns, for the ease of the congregation. Because of limitations of equipment and staff, program quantities greater than 150 will need to be sent out and a bill provided. The Ushers are requested to be at the Church at least one half hour prior to the start of the service, to seat early arriving guests.

## **12. Parking**

Members of the Family are invited to park their cars directly in front of the Main Entrance to the Church. The "No Parking" signs are to discourage the general public.