

St. Mary's Burial Policy

DATE OF THE REQUIEM MASS

A preliminary meeting with the Rector is required before any date is set or announced. This meeting should take place prior to any discussion of dates with the Funeral Home.

CONCERNING THE SERVICE

The death of a member of the Church should be reported as soon as possible to the priest of the congregation. If death is imminent, it is always appropriate to call the priest and have him present to administer last rites. Please see Pages 462 & 490 of The Book of Common Prayer.

All Burial Mass/Memorial Service/Funeral arrangements should be made in consultation with the priest. The conduct of the service is the responsibility of the Rector of the parish. If the family of the deceased desires the participation of a minister who is not on the staff at St. Mary's Church, they should first contact the Rector of St. Mary's Church and discuss the matter.

Baptized Christians are properly buried from the church rather than a Funeral Home. The service should be held at a time when the congregation can be present, giving due consideration to day of the week, normal work hours, holidays and Holy Days.

The guiding rule for planning a Burial Mass is that it is first and foremost a worship service praising God and giving thanks for the Resurrection of Jesus Christ during this time of loss.

The coffin is to be closed before the service, and it remains closed thereafter. It is appropriate that it be covered with a pall. A covering is also provided for the urn or container for cremated ashes. It is not appropriate for a family to hold on to an urn after a service. The ashes must be committed either in the Churchyard immediately following the service or in a timely manner to the final resting destination. Holding onto an urn with ashes is no different than holding onto a casket. Respect for the dead must always precede our desire to have them with us always.

Any visitation with an open casket would take place at the Funeral Home or the home of the deceased. The casket is closed prior to arrival at the church and remains closed at the church.

The Committal (interment or the burial) generally takes place immediately following the Mass itself. Cremated remains may be committed in St. Mary's Churchyard. Appropriate notation will be required for records if no mass precedes the Committal. There is a fee of \$200.00 for a Committal to be paid to the Rector's Discretionary Fund. This covers opening and closing the grave.

Burial Mass Bulletin

The Church will prepare a bulletin for the Burial Mass, similar in content and design to the regular Sunday worship service bulletin. The family of the deceased is responsible for providing information requested, such as full name of the deceased, birth and death dates, and any other information requested by the Rector or staff. No obituary information will appear in the bulletin.

Music

The church Music Director/Organist will play for the Burial Mass unless other arrangements are made with the Rector and Music Director. The Rector is the final authority in the administration of matters pertaining to music. Secular music may not be used. This includes love songs, show tunes, popular music, music composed for secular occasions, and music composed by friends or relatives. (Such music may of course be played at any reception following the Burial Mass.) The Music Director or the Rector will advise you as to the music suitable to a Burial Mass and the appropriate places in the service for music. Music Director's Fee: It is expected that the Music Director be offered an honorarium for his/her time to prepare, practice, and play for the Burial Mass. An appropriate honorarium is \$150.00.

Notes

The service is referred to as a Burial Mass or Requiem Mass because the normative service includes the celebration of Holy Eucharist. A burial service without Holy Eucharist is incomplete both theologically and liturgically. If you have concerns about those of other denominations or faith traditions who may attend the service, please do discuss your concerns with the Priest. Conducting a Requiem Mass is a normal duty of the Rector or Priest. Clergy do not expect payment or gifts. However, a Requiem Mass does require extra time and care from the clergy. If you wish, you may make a check payable to St. Mary's Episcopal Church and write in the memo portion of the check, Rector's Discretionary Fund. These funds are used to assist the needy. If you have questions pertaining to the Requiem Mass, please feel free to ask the rector. For non-members, the honorarium for the priest is \$200.00.

Altar Flowers

The sanctuary is the portion of the church served by the clergy and the acolytes, with the altar as the focal point. The Altar Guild is responsible for the care of this area. St. Mary's Episcopal Church is a beautiful setting and flower arrangements should be simple. Only live floral arrangements are permitted and no ribbons, cards, or messages should be attached. If the florist delivers arrangements with ribbons or cards, those items will be removed and saved for the family. The Altar Guild or Rector can advise of a local florist if necessary.

Floral arrangements for a burial mass are customarily left for the Sunday service. If the service falls during Lent when no flowers are used on Sundays or during Advent when greens are used, the family may wish to take the flowers home after the service.

The family needs to make arrangements to take home any plants and flowers that will not be used in the church on the following Sunday. The church is not responsible for transportation of the flowers. **Note:** It is the policy of this parish that no artificial flowers are to be placed in the Churchyard.

Facility Fees

The church facilities are available to the active members of St. Mary's Church without charge. There are no fees for the use of the church or for the services of the priest who officiates.

There is a fee charged for the additional time of the sexton to clean and prepare the church and for his time after the funeral. This fee is \$100. If there is a reception at the church following the Burial Mass, an additional \$50 fee applies.

Reception

The Great Hall is available for a post-Burial Mass reception. The Women of Saint Mary's (WoSM's) can arrange for a simple luncheon or coffee/tea/cookies reception. You may request this Ministry by asking the Rector. The chairwoman of the WoSM's will then contact you directly.

Funeral Receptions Catered by Women of St. Mary's

A Lunch Reception includes:

- Meats for sandwiches
- Rolls, Breads
- Salads- slaw, potato salad, etc.,Fruit
- Chips, relishes
- Dessert
- Beverages

An Afternoon Reception includes:

- Finger sandwiches
- Cheese and Crackers
- Fruit
- Nuts, Mints
- Beverages

The Women of St. Mary's will provide and set tables and buffet with table cloths, silverware and "real" china.

If flowers are desired, the fee will be billed to the family or host of the reception.

The family or host of the reception is responsible for the cost of all food, as well as flowers at the reception. A donation to the Women of St. Mary's for their service and set up is required. A check made out to the Women of St. Mary's will be required after the reception.

The family may also opt to use a caterer. It is expected that caterers will furnish all linens and serving pieces. Caterers are responsible for removing their materials immediately following the reception. The kitchen should be left in the condition in which it was found.

Serving alcohol at a Burial Mass reception is generally not appropriate because of the time of day of the Burial Mass. Families and friends need to understand that while there is a desire to celebrate the life of the deceased, those driving should not be tempted to imbibe.