



*Memorial Services at the
Episcopal Church of Our Saviour*

Policies and Procedures

Updated March 2019

The Episcopal Church of Our Saviour
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Funeral or Memorial?

While very similar liturgically to memorials, funerals generally include the presence of the body and are held as close to the date of death as reasonably possible. Memorials may or may not have remains of the deceased present, and are held at a later date, when family and friends can most conveniently gather. While most families currently opt for a memorial service, both funerals and memorials are appropriate at Church of Our Saviour. When “memorial” is mentioned in this document, it can be generally considered interchangeably with “funeral.”

Planning for a Memorial Service

Church of Our Saviour understands that this can be an emotional time for the family of the departed. If your loved one has not already made plans for their memorial, this guide is designed to help you with the many decisions to make when planning the memorial service. **Also included in this document is a form for pre-planning your own memorial service, a practice strongly encouraged for all members of the parish to help their families in planning during a difficult time.**

Setting a date for the Memorial Service

Please consult with our Rector as soon as you are able to set a date for the funeral or memorial service that works for your family and the church calendar.

Having Parish Clergy or other Clergy Officiate at the Memorial Service

When setting date for the memorial service or funeral, please indicate whether it is your desire for parish clergy to officiate at the service and/or if you plan to have other clergy participate in the service.

Burial, Interment of Ashes, and Dedication of a Memorial

The Episcopal Church offers short services for the burial of a body, the interment of ashes, or dedication of a memorial relict in the parish memorial garden or at a cemetery or columbarium of your choosing. These services to lay to rest the remains of our dearly departed often follow a funeral or memorial service, and can be arranged directly with the Rector or officiating Cleric at a mutually convenient date and time.

If you wish to have a memorial relict for the dearly departed in the Church of Our Saviour memorial garden, please contact the parish office. Separate fees for this service are required.

Eulogies and Remembrances

The officiating cleric has final determination whether eulogies or other remembrances may be offered during the memorial service or funeral, and the cleric may limit the time, number, and placement for such offerings. An “open microphone” and times for impromptu story-telling by guests are generally best held in the less formal context of a reception or a wake.

Reserving the Parish Facilities for a reception after the Memorial

If you are planning to hold a reception in our Fireside Room after the service, please let us know early in the planning process. If the weather is suitable and the patio can be used, we can accommodate 50-60 people. Please coordinate your catering with our Parish Administrator at (415) 388-1907 or office@oursaviourmillvalley.org. The Parish Administrator will be able to answer questions about tables, chairs, set-up and clean-up for receptions at Church of Our Saviour.

Memorial and Funeral Fees

As a courtesy, the parish charges parish members only the fees below for music and flowers. The family is invited to make a donation to help defray other costs of the service, but no additional fees are required.

In addition to the fees for music and flowers below, the parish charges non-members the following fees:

Clergy (payable directly to the officiating cleric)	\$500
Church of Our Saviour	\$750 (memorial with up to 50 in attendance) \$1,200 (memorial with more than 50 in attendance)

Music

As soon as a date of the service has been set, you will need to make arrangements with the Church of Our Saviour organist, who can offer appropriate choices for liturgical music for the service in coordination with the parish clergy or your officiating minister, or the wishes of your family. If the organist of the Church of Our Saviour is not available on the date of the memorial service, another organist may be employed, provided permission is received from the Church of Our Saviour's organist in advance. If an organist plays at the memorial service, whether the Church of Our Saviour organist or another approved organist, a fee of **\$300** is expected, paid directly to the organist on the day of the service unless other arrangements are made in advance. If other musicians are also employed, they will need to be paid separately.

Flowers

All floral arrangements must be coordinated with the Altar Guild at Our Saviour through the Parish Administrator **at least two weeks prior to the memorial service, whenever possible**. If the family wishes flowers to remain for Sunday services after the memorial service, the arrangements on the reredos must be appropriate for that purpose. Additional floral decorations may be planned with the Altar Guild, subject to parish flower policy, and must be removed from the church after the service. Outside florists must work within parish guidelines, which include specific height restrictions. The Director of the Altar Guild, who may be contacted through the parish office (415-388-1907) will provide the necessary information for fulfillment of this policy. If the parish Altar Guild provides the flowers there will be a charge of **\$200**, with the check made payable to Church of Our Saviour with a notation "Altar Guild Flowers."

Note: During Lent, no flowers may be placed on the reredos without prior permission of the Rector.

Memorial Gifts

Friends and family may make gifts in the memory of departed loved ones to the Church of Our Saviour Memorial Fund, which is overseen by the Vestry to provide liturgical furnishings and other durable items used in regular worship at Church of Our Saviour. Checks may be made out to "Church of Our Saviour" with "In memory of _____" in the memo line. Memorial gifts to the parish are tax-deductible, and the parish office will provide a statement for donors' tax purposes.

Fees Worksheet

Organist (separate check payable to the organist for the service)	\$ 300
Flowers (if furnished by the Church of Our Saviour Altar Guild)	\$ 200
Non-members:	
Officiating Clergy (separate check payable directly to the cleric)	\$ 500
<i>Parish facilities fees:</i>	
Memorial/Funeral for up to 50 in attendance	\$ 750
Memorial/Funeral for 50 or more in attendance	\$1,200
Reception space fee (consult with office administrator)	_____
Members:	
Donation to Church of Our Saviour to help defray service costs:	_____
	Total _____

Except where otherwise indicated, all fees and donations should be made payable to Church of Our Saviour.

Planning a Memorial Service

The checklist below is designed to help you plan a funeral or memorial service. It will also help our Parish Administrator in creating the bulletin for the Memorial and our Altar Guild in setting up the sanctuary for the service.

You may also use this form to plan your own memorial for your family's reference and leave a copy on file with your will or estate plans. We will also retain a copy in the parish office. The Rector or other clergy in the parish will gladly assist you in completing this document.

Date and Time of Service _____

Name of deceased _____

Date of Birth: _____ Date of Death: _____

Relatives/Contact Person _____

Phone (s) _____

Email: _____

Clergy officiating _____

Flowers: Florist _____

or Altar Guild _____

Specific flowers or colors . _____

Candles: Eucharistic _____ Candelabra _____ Paschal candle _____

Frontal, Vestments: _____

Casket/Urn? _____

Pall/Veil? _____

Reception if at Church of Our Saviour:

Caterer: _____ Phone: _____

Number of people expected _____ Number of Tables _____ Chairs _____

Other items needed from church: _____

See next page >

Bulletin Information:

Rite I ____ or Rite II ____

Eucharist: Yes _____ No _____

Readings:

1st Reading: _____

Psalm: _____

2nd Reading: _____

Music/Hymns:

Additional notes: