

## MEMORIAL/INTERMENT SERVICE CHECKLIST

*The following information may be useful to the family in making plans. If you have preferences about funeral expenses, it is helpful to spell them out here also. The clergy can provide information about limiting expenses.*

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### Contact Person Information

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship to the Deceased:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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### Personal Information of the Deceased

**Full name:** \_\_\_\_\_ **Nickname:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Date of death:** \_\_\_\_\_

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### Service Location Information

**Memorial Service – Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Interment Service – Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**Disposition** (check one):

**Cremation** (check applicable):

**Container**                       **Sealed Vase**                       **Funeral Urn\***

**Burial** (check applicable):

**Casket**                       **Sealed Casket\***                       **Vault\***

*\* These items are optional and unnecessary.*

**Final resting place** (check as applicable):

**Cemetery – Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**St. Nicholas Church Memorial Sites**

**Meditation Garden** (temporary until permanent columbarium and garden)

**Labyrinth Memorial Garden** (estimated completion 2012)

**Chapel of the Holy Spirit Columbarium** (estimated completion 2020)

**Chapel of the Holy Spirit Memorial Garden** (estimated completion 2020)

**Service Liturgical Preferences**

**Memorial Rite** (check one)

[ ] **Rite I** (traditional language)

[ ] **Rite II** (modern language)

**Music at the Entrance**

[ ] **Organ Music:** \_\_\_\_\_

[ ] **Hymn or Anthem:** \_\_\_\_\_

**Opening Sentences (Anthems)**

[ ] **Rite I**, page 469

[ ] **Rite II** (choose from below):

[ ] **1st anthem**, page 491

[ ] **2nd anthem**, page 492

**Collects**

[ ] **Rite I**

[ ] **Rite II** (choose from below):

[ ] **1st Prayer**, page 493

[ ] **2nd Prayer**, page 493

[ ] **3rd Prayer**, page 493

[ ] **Prayer for the bereaved**, page 494

**First Lesson** (Optional, or choose one of the following) – **Reader:** \_\_\_\_\_

[ ] **Ecclesiastes 3:1-8** *For everything there is a season.*

[ ] **Isaiah 25:6-9** *The Lord will swallow up death forever.*

[ ] **Isaiah 61:1-3** *To comfort those who mourn*

[ ] **Lamentations 3:22-26, 31-33** *The Lord is good to those who wait for him*

[ ] **Wisdom 3:1-5, 9** *The souls of the righteous are in the hand of God*

[ ] **Job 19:21-27a** *I know that my Redeemer lives*

[ ] **Other:** \_\_\_\_\_

**After the First Lesson** (Optional. May be used as the Hebrew Scripture Reading. Check one.)

- [ ] **Hymn or anthem:** \_\_\_\_\_
- [ ] **Psalm** – [ ] **said** [ ] **sung**
- [ ] **Psalm 42:1-7** *My soul longs for God as a deer for the water-brooks*
- [ ] **Psalm 46** *God is our refuge and strength*
- [ ] **Psalm 90: 1-12** *Lord, you have been our refuge from one generation to another*
- [ ] **Psalm 121** *My help comes from the Lord, the maker of heaven and earth*
- [ ] **Psalm 130** *Out of the depths have I called to you, O Lord*
- [ ] **Psalm 139:1-11** *Lord, you have searched me out and known me*
- [ ] **Psalm 23** – *The Lord is my shepherd* (or after second lesson)
- [ ] **Other:** \_\_\_\_\_

**Second Lesson** (Optional or choose one of the following). – **Reader:** \_\_\_\_\_

- [ ] **Romans 8:14-19, 34-35, 37-39** – *Nothing can separate us from the love of God*
- [ ] **1 Corinthians 15:20-26, 35-38, 42-45, 53-58** – *The body raised in glory*
- [ ] **2 Corinthians 4:16-5:9** – *Things unseen are eternal*
- [ ] **Revelation 7:9-17** – *God will wipe away every tear*
- [ ] **Revelation 21:2-7** – *Behold, I make all things new*
- [ ] **Other:** \_\_\_\_\_

**After the Second Lesson** (Choose one of the following).

- [ ] **Hymn or anthem:** \_\_\_\_\_
- [ ] **Psalm** – [ ] **said** [ ] **sung**
- [ ] **Psalm 23** – *The Lord is my shepherd*
- [ ] **Rite I: The 1928 Prayer Book version** (page 476 top) *or*
- [ ] **King James version** (page 476 bottom)
- [ ] **Psalm 27** – *The Lord is my light and my salvation*
- [ ] **Psalm 106: 1-5** – *Remember me, O Lord with the favor you have for your people*
- [ ] **Psalm 116** – *I will walk in the presence of the Lord in the land of the living*
- [ ] **Other:** \_\_\_\_\_

**Gospel** (Choose one of the following) – **Reader (Clergy):** \_\_\_\_\_

- [ ] **John 5:24-27** – *He who believes has everlasting life*
- [ ] **John 6:37-40** – *All that the Father gives me will 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*
- [ ] **Other:** \_\_\_\_\_

**Remembrances** (check as appropriate)

*Eulogies (speeches in praise) are not part of the Anglican/Episcopal tradition, which takes seriously the biblical understanding that we stand in the presence of God by God's grace alone, and not through our works or our worthiness. Simple remembrances of the departed's life/meaning to his/her loved ones are appropriate.*

- [ ] **Remembrances by anyone present** (1-2 min.– I give thanks to God for \_\_\_\_\_).
- [ ] **Remembrances by specific family members and friends** (1-2 min. – same as above): \_\_\_\_\_  
\_\_\_\_\_
- [ ] **Remembrance table:** \_\_\_\_\_
- [ ] **Silent remembrance** (one or two minutes of silent thanksgiving)

**Homily**

- [ ] **Preacher (name):** \_\_\_\_\_

**Creed**

**Prayers of the People** (check as appropriate) – **Reader:** \_\_\_\_\_

- [ ] **Vigil Prayers**, page 465
- [ ] **Rite I Prayers**, page 480 (may also be used with Rite II)
- [ ] **Rite II Prayers**, page 497
- [ ] **Other Prayers** (when there is no Eucharist):
- [ ] **for the departed** \_\_\_\_\_
- [ ] **for the bereaved** \_\_\_\_\_
- [ ] **for the congregation** \_\_\_\_\_

**Celebration of the Eucharist**

- No celebration**
- Rite I** (check Eucharistic Prayer below)
- Rite II** (check Eucharistic Prayer below)
- Other:** \_\_\_\_\_

**Preparation of the Bread and Wine for the Eucharist**

- Organ Music:** \_\_\_\_\_
- Hymn or Anthem:** \_\_\_\_\_
- Persons bringing up the Bread and the Wine:** \_\_\_\_\_

**Eucharistic Prayer**

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Rite I: Prayer I</b> , page 333  | <input type="checkbox"/> <b>Rite I: Prayer II</b> , page 340  |
| <input type="checkbox"/> <b>Rite II: Prayer A</b> , page 361 | <input type="checkbox"/> <b>Rite II: Prayer B</b> , page 367  |
| <input type="checkbox"/> <b>Rite II: Prayer C</b> , page 369 | <input type="checkbox"/> <b>Rite III: Prayer D</b> , page 372 |

**Holy, Holy, Holy/Sanctus**

- Said**
- Sung – Hymnal, S**\_\_\_\_\_

**Hymns or anthem during Communion:** \_\_\_\_\_

**Anthem at the Final Commendation of the Deceased** (if body or ashes are present)

- Said** (pages 482-483 or page 499)
- Hymn 358** *Christ the Victorious*
- Nunc Dimittis* (Song of Simeon, Rite I: page 51; Rite II: page 93)

**Final hymn or anthem:** \_\_\_\_\_

**Other requests** (such as pallbearers, officiating clergy, and special circumstances): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Personal Notes:**