

**Planning
a Memorial or Funeral Service
at St. Alban's**



**St. Alban's Episcopal Church
21405—82nd Place West
Edmonds, Washington 98026
(425) 778-0371**

Memorial and Funeral Arrangements at St. Alban's

Please call the church as soon as possible after there is a death to notify the priest. The priest will then be in touch to make arrangements for the service, especially the date and time. This information can then be included in any newspaper announcements.

Those planning the service should check with the priest to see if an "Instruction for Burial" form is on file with the church office. If on record, these instructions can be very helpful in implementing the wishes of the deceased.

For many members of St. Alban's, the service is a memorial service (i.e., the coffin or ashes are not present), but the coffin or ashes may be brought into church for the service.

Important items to consider and specify in planning the service: music, special musicians, hymns, style of service (Rite I—traditional, Rite 2—contemporary), whether or not there will be a Eucharist (Communion), psalm choices, and readings.

The priest and organist will provide suggestions if you wish. The services can be found in The Book of Common Prayer (pages 469-487; 491-503) and offer various alternatives. Psalm 121 (*I lift up my eyes unto the hills*), and John 14 (*In my Father's house, there are many mansions*) are common choices.

The priest or a member of the family may address the congregation before the service to offer some brief words of welcome. Many times it is more comfortable for the family to meet with the priest to reminisce and to write down some thoughts for the priest to read.

The average length of a memorial service is thirty minutes without the Eucharist, and forty minutes with the Eucharist.

St. Alban's will provide the organist. If the parish organist is not available to play on the date of the service, a substitute will be arranged by the church. You may arrange for special instrumentalists or soloists. Any guest musicians will need to be coordinated with the organist and church office. If bagpipes will be playing, we ask that they play outside of the building, as they are quite loud inside.

If the service is on Saturday, it is customary to leave some arrangements by the altar for Sunday (except in Lent). The family should take other flowers away with them after the service.

In lieu of flowers, an organization can be designated as a suggested recipient of memorial donations.

Memorial donations made to St. Alban's are deposited into a special memorial fund account. Donors may specify a specific purpose for the funds, such as music, outreach, building improvements, etc.

The service program will be coordinated through the church office, with the priest and parish administrator, after consulting and finalizing details with the family. Book and stationary stores are a good source for obtaining a guest book if you wish to have one.

Receptions are coordinated through the St. Alban's Reception Committee (please see information on opposite page).

For other questions, please speak to the priest by calling the church office at (425) 778-0371.

Memorial and Funeral Receptions

St. Alban's recognizes that a reception after a memorial or funeral service is an event when family and friends can further celebrate the life of the individual who has died, and continue to share memories. This can be a time for family and friends to speak about their loved one.

The Reception Committee will provide:

- (Set up) table linens, glasses, cups, tea/coffee service and punch bowl
- (Beverages) coffee, tea, punch
- (Food) trays of cookies, breads, cheese, crackers, fruit, veggies, and/or party breads

Preparation and refrigerator space is limited, so if the family provides food, it should be prepared and brought "ready to serve" on trays.

Unless otherwise requested, the Reception Committee will set up a few tables and chairs, leaving space for greeting and conversing with friends.

A table for mementos, photos and guest book can also be provided.

The coordinator for the St. Alban's Reception Committee is Evie Arneson, (425) 774-1568. Please call her as soon as possible after setting the date and time of the service to coordinate your refreshments. She will need an estimate of the number of guests expected.

The fee for the Reception Committee is included in the fee details described below.

MEMORIAL AND FUNERAL SERVICE FEES

*Please write **one check** payable to
"St. Alban's Episcopal Church"*

If not a member of St. Alban's, the total fee is **\$300**
(\$150 Organist, \$50 Reception Committee, \$50 Altar Guild,
\$50 Facility Expenses)

For members of St. Alban's the total fee is **\$250**
(\$150 Organist, \$50 Reception Committee, \$50 Altar Guild)

The liturgy for the dead is an Easter liturgy. It finds all meaning in the resurrection. Because Jesus was raised from the dead, we too, shall be raised.

The liturgy, therefore, 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 joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.

Give faith and comfort, O Lord,
to all who are bereaved.
Strengthen them to meet the days to come
with steadfastness and patience,
not sorrowing as those without hope,
but in thankful remembrance of your mercy in the past,
and in the joyful expectation of eternal life
with those they love;
through Jesus Christ our Lord. Amen.

May we live by faith, walk in hope and be renewed in love, until the world reflects your glory and you are all in all. Even so, come, Lord Jesus. Amen.

The Rev. John Leech, Rector
JoAn Andenes, Organist
Lisa Coale, Parish Administrator
Evie Arneson, Reception Coordinator