



FUNERAL PLANNING INFORMATION

FOR OFFICE USE

Date of Service: _____
VisitingTime-Parlor: _____ ServiceTime: _____
Altar Guild Contact: _____
St. Martha's Guild Contact: _____
St. James Columbarium No. _____
Plaque Ordered: _____

Full Name: _____

Date of birth: _____ Date of death: _____

Baptized (date): _____ Confirmed: _____

CONTACT INFORMATION:

Family Contact: _____

Phone: (home) _____ (cell) _____ (other) _____

Email: _____

Mailing address for memorials: _____

With what funeral home will arrangements be made? _____

Visitation at funeral home: Yes _____ No _____ Viewing (at funeral home only): Yes _____ No _____

SERVICE INFORMATION:

Officiant: _____ Assisting Clergy: _____

Burial of the Dead: Rite II (Modern English, BCP 481) _____ Rite I (traditional English, BCP 469) _____

This will be a Memorial Service (*body or urn not present, scheduled some time after the death*): _____

Holy Eucharist: Yes _____ No _____ Soloist engaged/requested: _____

Music: Yes _____ No _____ Organist: _____

Casket pall needed _____ Cremains pall needed _____

Visitation at St. James before service: Yes _____ No _____ How long/hours? _____

Florist: _____

*Please note: If desired, altar flowers (and/or arrangements in the Parlor or foyer during visitation or reception) are appropriate.
No other arrangements are brought into the church. Casket sprays are not used.*

MUSIC: Any music, hymn or readings other than those listed here, must be approved in advance by the rector.

Within the service there are opportunities for the singing of two to four hymns. Please indicate your preferences. Hymns that are particularly appropriate for a funeral service include:

_____ 208 <u>The strife is o'er</u>	Hymnal 1982
_____ 287 <u>For all the saints</u>	Hymnal 1982
_____ 314 <u>Humbly I adore Thee</u>	Hymnal 1982
_____ 324 <u>Let all mortal flesh keep silence</u>	Hymnal 1982
_____ 383 <u>Fairest Lord Jesus</u>	Hymnal 1982
_____ 473 <u>Lift High the Cross</u>	Hymnal 1982
_____ 474 <u>When I survey the wondrous cross</u>	Hymnal 1982
_____ 608 <u>Eternal Father, strong to save</u>	Hymnal 1982
_____ 635 <u>If thou but trust in God to guide thee</u>	Hymnal 1982
_____ 645 <u>The King of love</u>	Hymnal 1982
_____ 662 <u>Abide with me</u>	Hymnal 1982
_____ 671 <u>Amazing grace!</u>	Hymnal 1982
_____ 680 <u>O God, our help in ages past</u>	Hymnal 1982
_____ 687 <u>A mighty fortress is our God</u>	Hymnal 1982
_____ 690 <u>Guide me, O thou great Jehovah</u>	Hymnal 1982
_____ 691 <u>My faith looks up to thee</u>	Hymnal 1982
_____ 693 <u>Just as I am</u>	Hymnal 1982
_____ 694 <u>God be in my head</u>	Hymnal 1982
_____ 707 <u>Take my life</u>	Hymnal 1982
_____ 708 <u>Savior, like a shepherd lead us</u>	Hymnal 1982
_____ 42 <u>He Lives</u>	Lift Every Voice and Sing II
_____ 69 <u>In the Garden</u>	Lift Every Voice and Sing II

READINGS: Any music, hymn or readings other than those listed here, must be approved in advance by the rector.

One or two readings precede the Gospel, interspersed with Psalms.

When only one reading is desired, it is selected from the New Testament options below.

The first reading is from the Old Testament or the Apocrypha. Choose one of the following:

- _____ Isaiah 25:6-9 (He will swallow up death for ever)
- _____ 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 hands of God)
- _____ Job 19:21-27a (I know that my Redeemer lives)

Psalm or hymn to follow the first reading: 42:1-7 _____; or 46 _____; or 90:1-12 _____; or 121 _____; or 130 _____; or 139:1-11 _____. *You may read through these psalms, [here](#).*

The second (*or, only, if just one is used*) reading is from the New Testament. Please choose one:

- _____ Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- _____ 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (Raised in incorruption)
- _____ 2 Corinthians 4:16-5:9 (Things which are not seen are eternal)
- _____ 1 John 3:1-2 (We shall be like him)
- _____ Revelation 7:9-17 (God shall wipe away all tears)
- _____ Revelation 21:2-7 (Behold, I make all things new)

Choose a second Psalm: 23 (**King James Version**) _____; or 23 (Prayer Book Version) _____; or 27 _____; or 106:1-5 _____; or 116 _____. *You may read through these psalms, [here](#).*

The Gospel (often left to the discretion of the officiant or guest preacher):

_____ John 5:24-27 (He that believes has everlasting life)

_____ John 6:37-40 (All that the Father gives me shall 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)

ADDITIONAL REQUESTS OR COMMENTS:

PARTICIPANTS:

Reader 1: _____

Reader 2: _____

Intercessor (Prayers): _____

Acolytes: _____

Oblation Bearers: _____

Eucharistic Ministers: _____

Names of Ushers and/or Pall Bearers: _____

INTERMENT: Burial _____ Cremation _____ Other _____

Location: _____

ADDITIONAL NOTES OR INSTRUCTIONS

PLEASE RETURN THE COMPLETED FORM TO:
Sylvia Rabalais, Administrative Secretary
St. James Episcopal Church, PO Box 126, Baton Rouge LA 70821
225-387-5141 Fax 225-387-1443 email: srabalais@stjamesbr.org

Reviewed and approved: _____

Date _____

The Rt. Rev. Morris K. Thompson, Jr., *Bishop of Louisiana*
The Very Rev. J. Mark Holland, *Rector*

The Rev. John Sloan Miller, *Associate Rector
and Assistant Head of School*
The Rev. Mary Ann Garrett, *Associate Rector for
Pastoral Care and Center for Spiritual Formation*
The Rev. Alina S. Williams,
Associate Rector for Youth & Young Adults
The Rev. Ralph F. Howe Jr., *Priest Assistant*
The Rev. Ken Ritter, *President & CEO of St. James Place*
Deacon Pat Lyle, *Spiritual Director in Residence*
The Rev. Charles Wood, *Chaplain to St. James Place*
The Rt. Rev. Robert C. Witcher, *Bishop-in-Residence*
The Rt. Rev. James M. Coleman, *Bishop-in-Residence*

WARDENS
Denise Allen, *Senior Warden*

PROGRAM STAFF
Helen Campbell, *Dir. of Stewardship & Planned Giving*
Linda Chauviere, *Head of School*
Jo Craddock, *Director of Communications*
Jody Hanet, *Children's Choir Director*
Jason Hubbard, *Choirmaster*
Sylvia Rabalais, *Administrative Secretary*
Herndon Spillman, *Organist*
Kelly Williams, *Director of Lay Ministry*

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