

The background of the entire page is a dense, repeating pattern of ornate, stylized floral and foliate motifs in a bright yellow color against a solid black background. The motifs are symmetrical and intricate, resembling traditional Gothic or Art Nouveau decorative styles. In the center of the page, there is a white rectangular box with a thin black border containing the title and church information.

Funeral & Memorial Workbook

Saint Thomas Church Fifth Avenue
The Reverend Canon Carl F. Turner, *Rector*

Name:

Funeral Director (if known):

INTRODUCTION

As you start to plan for your final service or that of a loved one at Saint Thomas Church, the first step is to schedule a meeting with one of the clergy; normally this will be with the Associate for Pastoral Care. Prior to your meeting with the clergy, you will also want to read through this workbook, which describes the types of services held at Saint Thomas Church. Use the workbook as a guide for your discussion with the clergy, where you will finalize your preferences.

Planning in advance provides you with an opportunity to articulate your own wishes, not leaving the planning to family members who may not be familiar with your preferences of the services at Saint Thomas. Preplanning will give peace of mind to both you and your family.

We suggest that you read through the entire brochure and then go back and fill out the workbook. You will want to think carefully about some of these issues, and you may want to discuss them with your family or the clergy. In the sections about types of funerals, music, readings and participants, there is information for you to complete. Please bring your workbook with you when you meet with the clergy.

How does the Church say good-bye?

Saint Thomas Church is a parish whose worship is centered on the Eucharist. The Eucharist is the natural setting for a funeral service; it allows for readings and music but also for the use of color and symbolic action. When the Church gathers to grieve the loss of a loved one, it also looks forward in hope. The Eucharist is a wonderful way of doing this – it allows for stillness and celebration, and the receiving of Holy Communion is, itself, a great strength and encouragement. Even if members of a family or friends are not practicing Christians, visitors are always moved by the dignity of this service and the faithfulness of the congregation; it is the natural way for Christians to say good-bye.

Should the body be present?

It is very cathartic for those who are grieving to gather with the body at the funeral. Saint Thomas Church has a beautiful Funeral Pall that can be placed on the coffin. A cross and the Book of the Gospels are traditionally placed on the coffin but it is also possible for the family to place other symbols to represent the life of the deceased. These may include decorations or military insignia or something more personal; however, these need to be approved by the Rector.

For a regular parishioner, it is also traditional for the coffin to be brought to the church the evening before the funeral – a kind of ‘homecoming’ – this is done in the context of a short and simple service of prayer that is very personal and intimate. If there are any doubts about the suitability of a requiem on the day of the funeral, bringing the body to the church the afternoon before means that a requiem can be offered at 5:30 p.m. and the funeral service the next day kept simpler.

Can I request viewing of the body if it is in the church?

The Christian tradition includes the honoring of the person who has died but also encourages ways for families and friends to pay their own respects. It is a very natural human desire for those grieving to visit the body of a loved one; we read about this in the Gospels many times. It is always possible for the funeral director to arrange for people to pay their respects at the funeral home; equally, it is also possible in church but not during the funeral itself. (If you wish to have a viewing in church, you can also offer people refreshments in Andrew Hall or the living room so family can greet them.)

Can I have more than one service?

Sometimes it is more appropriate to have a simple burial office or requiem near the time of death and to have a *Memorial Service* some weeks later. You can discuss this with the clergy.

What about eulogies?

There are many ways to involve family, friends and colleagues of the deceased in a funeral or memorial service. For example, they can serve as a lector and read a Bible lesson. Although not appropriate in a formal funeral service, nonscriptural readings, such as a piece of poetry, are possible in a

memorial service. **The Rector or the priest taking the service must approve any such readings.**

Occasionally we are asked if someone can give a eulogy; at Saint Thomas Church, we usually call these ‘Remembrances.’ Remembrances are a mixed blessing! If well crafted, **short**, and well delivered, they can be very appropriate. All too often several members of a family speak for too long and repeat the same information or anecdotes. Far from lifting people’s spirits, this can create a heavy atmosphere. Remembrances need to be agreed upon with the priest taking the service. They should be no longer than three minutes and, if more than one, the readers should share with each other what they intend to say to avoid unnecessary repetition. In the case of eulogies, the old adage is definitely correct: *Less is more.*

Flowers

You may have two floral arrangements near the High Altar, the Chantry or Resurrection Chapel depending on where the service is to take place. You may have flowers on the coffin, though these will be taken off if the pall is used and replaced when the coffin is taken from the Church at the end of the service.

The Paschal (Easter) Candle is always lit at funerals and placed near the coffin; you may decorate the candlestick just as we do at Easter.

If you have requests for more flowers, please discuss this with the clergy. You might like to think about a notice that requests donations to a particular charity in lieu of flowers.

Color

Saint Thomas Church traditionally uses the color black for funerals; it allows us to recognize sadness even in the midst of hope. That is why a requiem is so powerful – it brings these two themes together. However, for those who would prefer not to have black, purple is also allowed – it is a solemn color often associated with penitence and preparation. White is always used for the funeral of a child. Some years ago, the practice of celebrating a mass of Resurrection with white vestments became popular, especially at the funerals of priests. While this is not the tradition of Saint Thomas Church, if you have any special requests, please discuss them with the clergy.

Memorial cards and photographs

A traditional practice is to print a small prayer card for mourners to take away with them. This card could have your picture on one side. Similarly, we can print a photograph inside or on the front cover of the service leaflet. If you would prefer not to have a photograph used, please indicate on page 17.

Books of condolence

Your family may appreciate it if a book is available for mourners to sign. This can be arranged through the funeral home and made available there, in the Narthex of the church, or at a reception venue.

Remembering Saint Thomas Church in your will

As you plan your service, the Rector, Wardens and Vestry of Saint Thomas Church encourage you to remember Saint Thomas in your estate plans. There are many different ways to do this, and it is important that you talk to your financial adviser and/or your family before making a final decision.

In addition to leaving a financial gift in your will, you may also leave the church real estate, shares of stock or artworks. The acceptance of such gifts rests with the Rector and Standing Committee.

Many Americans die without a will, thereby losing the right to ensure that the people and institutions they love are properly remembered. If you do not define your estate provisions, the state laws of intestacy will. If you do not know a lawyer who can help you write or review your will, you can contact the New York City Bar Association, which provides a referral service, overseen by a team of judges and lawyers, that offers low-cost assistance to help you plan and write your will. You can contact the Bar Association referral service at www.nycbar.org/get-legal-help/ or 212-626-7373.

All persons who make a planned gift to Saint Thomas Church are invited to join the Cornelius Roosevelt Duffie Guild; those who make planned gifts to the Choir School are invited to join the T. Tertius Noble Guild. For more information on the planned giving program at Saint Thomas Church, please contact the Director of Development at (212) 757-7013.

Please complete as many of the following pages as possible.

General Information

Full name _____

Date and place of birth _____

Address _____

Email _____

Phone _____

Executor of your estate _____

Contact person (ideally a family member) _____

Contact person's relation to you _____

Contact person's address _____

Contact person's email _____

Contact person's phone _____

Church Affiliation

Are you a member of Saint Thomas? Yes No

If no, what is your church affiliation? _____

If no, what is your connection to Saint Thomas? _____

Year and place of baptism _____

Family Information

Marital status _____

Name of surviving spouse _____

Children names and addresses:

Stepchildren names and addresses:

Siblings names and addresses:

Other close family or friends:

Types of Funerals and Memorials at Saint Thomas Church

Funerals at Saint Thomas follow the order set by the Book of Common Prayer in one of two formats. Memorial Services may also follow one of those formats but are more flexible.

What is the difference between a ‘memorial service’ and a funeral?

The Books of Common Prayer 1928 and 1979 contain rites and ceremonies for burial (which may also include cremation after the service and the subsequent internment of ashes). Although the Prayer Book of 1979 also includes directions for a simpler service, nevertheless all the services assume that the body is present.

At Saint Thomas Church, it is encouraged that the body be present at funerals; the church building is where the community gathers and is the best setting to honor someone’s life and for the community of faith to share their grief in the context of the hope of resurrection.

Sometimes, especially when the death has been tragic or sudden, it is appropriate to have a *second* service some weeks or months after the funeral and burial or cremation to reflect on the life of the deceased. These services, properly called *memorial services*, can often be more reflective or even celebratory in character and are also a fitting way of interring ashes in the church’s columbarium.

Occasionally, a family wishes to have a private funeral service at the graveside or crematorium. A service that takes place in church after the funeral service would also, appropriately, be a memorial service.

If there has been *no* rite for the burial of the dead, even though the body has been buried or cremated, it is appropriate to use the Office of Burial of the Dead from the Prayer Book. The ashes may or may not be present. It is also appropriate to have a memorial service.

In short, the Office of the Burial of the dead is properly called a funeral whereas a memorial service is not. The clergy of Saint Thomas Church are happy to provide guidance in planning a service which is appropriate for your circumstances.

◆ **Requiem Mass**

Found in the Book of Common Prayer, a Requiem Mass includes lessons, prayers, the reception of Holy Communion and, if the body is present, the Commendation at the end using holy water and incense. It can include hymns and a significant amount of music, both before and during the Eucharist and at the Commendation. Although one should consider if the majority in attendance are familiar with receiving Communion, remember that all baptized Christians are welcome to receive Holy Communion at Saint Thomas.

A Requiem can be **simple** with one priest or **solemn** with three sacred ministers. Incense can be used throughout the service or just at the Commendation.

◆ **Burial Office**

Found in the Book of Common Prayer, the Office for the Burial of the Dead begins with the Opening Sentence (“I am the resurrection and the life...”) and proceeds with lessons, prayers, hymns and, if you choose, remembrances and additional music such as anthems. This service can also be kept very short and simple, with little or no music. Like a requiem, the Commendation at the end can use the traditional ceremonies of holy water and incense.

◆ **Memorial Service**

Often held some weeks after a funeral or cremation, this is a service crafted by the clergy and the family, which includes readings, remembrances, hymns and music if requested.

We have sample leaflets for all of these types of services – please contact the Verger if you wish to see them.

Your Preferences

Select one:

- Requiem Mass
- Burial Office
- Memorial Service

If a Requiem, which color would you prefer for the vestments and altar frontal?

- Black
- Purple
- White

Check all that apply:

- Simple
- Solemn
- Incense only at the Commendation

Select one:

- In the Chantry Chapel (seats 130)
- At the High Altar
- In the Choir Stalls (seats 60)

Select one:

- I prefer to have my body present.
- I prefer to have my ashes/remains present.
- I prefer to have neither my body nor my ashes present.

If your body is to be present:

- I would like my body to be received in church the evening before my funeral.

Select as many as you like:

- I would like to choose music (please see pages 11-13).
- I would like to choose readings (please see pages 14-15).
- I would like to suggest participants (please see page 17).
- I would like to have flowers at the altar and the Paschal Candle:

If you have requests for specific flowers, list them here.

Music

Here are a few things to keep in mind:

You do not *need* music. The Burial Office of the Book of Common Prayer, simply read by a priest, is beautiful. Many people *want* music, and we are quite fortunate in our ability to provide it.

The first step is to meet with the clergy to craft the service you want. Once it is determined how music would complement the liturgy, the Associate for Pastoral Care will arrange a meeting with the Director of Music.

The Director of Music must approve all music selections and outside soloists, both vocal and instrumental.

Music selected must be appropriate to the service you envision. For example, a mass setting would not be used with a Burial Office.

The boys of the choir are not normally available for funerals or memorials. However, soloists or a number of the Gentlemen of the Choir are available for a fee. Occasionally, the Director of Music can arrange for sopranos to sing with the Gentlemen.

Your Preferences

Select as many as you wish:

- I would like an organist.
- I would like the Gentlemen of the Choir (minimum of six).
- I would like other musicians as well (must be approved by the Director of Music).

Please list _____

- I have preferences for composers and/or music selections (other than hymns) that I would like to be included in the service.

Please list _____

- I have preferences for hymns
(*the examples shown below are from the 1982 Hymnal*).

- 8 Morning has broken
- 24 The day thou gavest
- 208 The strife is o'er
- 210 The day of resurrection
- 287 For all the saints
- 373 Praise the Lord! Ye heavens adore him
- 379 God is love
- 382 King of glory, King of peace
- 383 Fairest Lord Jesus
- 388 O Worship the King
- 390 Praise to the Lord, the Almighty
- 401 The God of Abraham praise
- 423 Immortal, invisible
- 435 At the Name of Jesus
- 438 Tell out my soul
- 474 When I survey the wondrous cross
- 482 Lord of all hopefulness
- 488 Be thou my vision
- 508 Breathe on me, Breath of God
- 516 Come down, O love divine
- 517 How lovely is thy dwelling place
- 523 Glorious things of thee are spoken
- 525 The Church's one foundation

- 535 Ye servants of God
- 541 Come, labor on
- 548 Soldiers of Christ arise
- 558 Faith of our fathers
- 559 Lead us, heavenly Father, lead us
- 618 Ye watchers and ye holy ones
- 620 Jerusalem, my happy home
- 624 Jerusalem the golden
- 625 Ye holy angels bright
- 645 The King of love my shepherd is
- 662 Abide with me
- 653 Dear Lord and Father of mankind
- 655 O Jesus, I have promised
- 657 Love divine, all loves excelling
- 663 The Lord my God my shepherd is
- 665 All my hope on God is founded
- 671 Amazing Grace
- 680 O God, our help in ages past
- 684 O for a closer walk with God
- 685 Rock of ages
- 690 Guide me, O thou great Jehovah
- 691 My faith looks up to thee
- 692 I heard the voice of Jesus say
- 693 Just as I am
- 694 God be in my head
- 704 O thou who camest from above
- 707 Take my life

Please list your own:

Bible Readings

The Burial Office of the Book of Common Prayer provides for the reading of Scripture as part of the service. The number of Scripture readings is determined by the type of service you select. You may choose as few as one but not more than three.

If you have planned for your service to be a Requiem, there must be a **gospel reading** read by a priest or deacon.

On the following pages you may select one reading from each of the four categories or you may leave these decisions to the priest.

Old Testament Reading (select one)

- Isaiah 25:6-9 (He will swallow up death in victory)
- Isaiah 61:1-3 (To comfort all that mourn)
- Lamentations 3:22-26, 31-33 (The Lord is good)
- Wisdom 3:1-5, 9 (The souls of the righteous in the hands of God)

Psalm (select one)

- Psalm 23 Psalm 46 Psalm 116 Psalm 139
- Psalm 27 Psalm 90 Psalm 121
- Psalm 42 Psalm 106 Psalm 130

New Testament Reading (select one)

- Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- I Corinthians 15:20-26, 35-38, 42-44, 53-58 (raised in incorruption)
- I 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)

The Gospel (select one)

- John 5:24-27 (He that believeth hath everlasting life)
- John 6:37-40 (All that the father giveth 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)

Please list your own:

Nonscriptural Readings and Poems

These are not usually appropriate in the context of the Eucharist. At the discretion of the Rector, they may be allowed at a Burial Office or Memorial Service. In each case, they must be approved by the priest officiating at the service.

Remembrances

Please see pages 16 and 17.

Rehearsing

Saint Thomas Church prides itself on its audio system, and we recommend that readers should make themselves familiar with it. The sound technician or the Verger will be happy to arrange a rehearsal for readers.

Participants

Besides the priest(s), choir members, organist and conductor, there may be others you wish to include in the service.

Lectors

Lectors or readers are chosen to read the lessons from the Old Testament and the New Testament (but not the Gospel, which will be read by a priest). If you do not select any lectors, all the lessons will be read by the priest. The best readers are those who not only speak clearly, but who understand the meaning of what they are reading aloud.

Remembrances

Often loved ones want to give short remembrances of the deceased. Remembrances can be incorporated into the service, and you should choose individuals who not only are well-spoken, but will also keep in mind that this is a service of worship in a church, and they are speaking in God's presence. It is best to have only one or two remembrances, and each should be limited to three minutes or less.

Ushers/greeters/pall bearers

You might choose to name individuals to help usher, especially if you anticipate a large crowd, or to greet people at the door, or to be pall bearers if you have a coffin. You may list preferences on the next page.

Others

If you choose to have the service at the High Altar, security will be necessary. You may also choose to have a bell ringer in the tower to toll bells and/or play during the prelude and postlude. The church will provide these services, and you will be charged a fee.

Your Preferences

Lectors (please name them and give their relationship to you)

- First choice _____
- Second choice _____
- Third choice _____
- I would prefer all lessons to be read by a priest.

Remembrances

- I would like family or friends to consider giving remembrances.
Some who come to mind are:

- I would prefer no remembrances at my memorial service.

Others

- I would like others to participate in the service. Please list their names and the capacity you would like them to serve (usher, pall bearer, visiting clergy, et al.).

- I would like Saint Thomas to provide a bell ringer.
- I would prefer to keep things simple and not list any others.
- I do not wish my photograph to be used in the service leaflet.

Flowers

Often mourners feel a need to send flowers, but we cannot receive flowers at the church. We ask you to consider requesting that loved ones make a contribution in your memory to Saint Thomas Church in lieu of flowers. Please contact the Director of Development at (212) 757-7013 if you would like some information and ideas on how to make a memorial gift.

Donations in lieu of flowers may also be made to a charity.

Reception

Receptions for guests are frequently held at homes, or at nearby venues (such as the University Club or the Racquet Club) and sometimes in the Church Parish House. Please contact the Director of Administration and Finance if you would like to consider a reception in the Parish House. Please remember that numbers are limited in both the Living Room and Andrew Hall. There will be a fee for such a reception.

I have wishes regarding a reception as follows:

I have no specific wishes regarding a reception.

The Saint Thomas Columbarium

Any baptized member or communicant in good standing at Saint Thomas Church and any member of his or her immediate family (parent, spouse or child) may request to have his or her ashes placed in the Saint Thomas Columbarium. It is located in the Resurrection Chapel, which is immediately to the north of the High Altar. Internment of ashes is at the discretion of the Rector.

Prices for the Columbarium vary depending on location. Niches may be purchased singly or in pairs. If you would like a tour of the Columbarium, please contact the Verger's office. To discuss reserving space in the Columbarium, please contact the Director of Administration and Finance. Both can be reached at (212) 757-7013.

Estate Plans

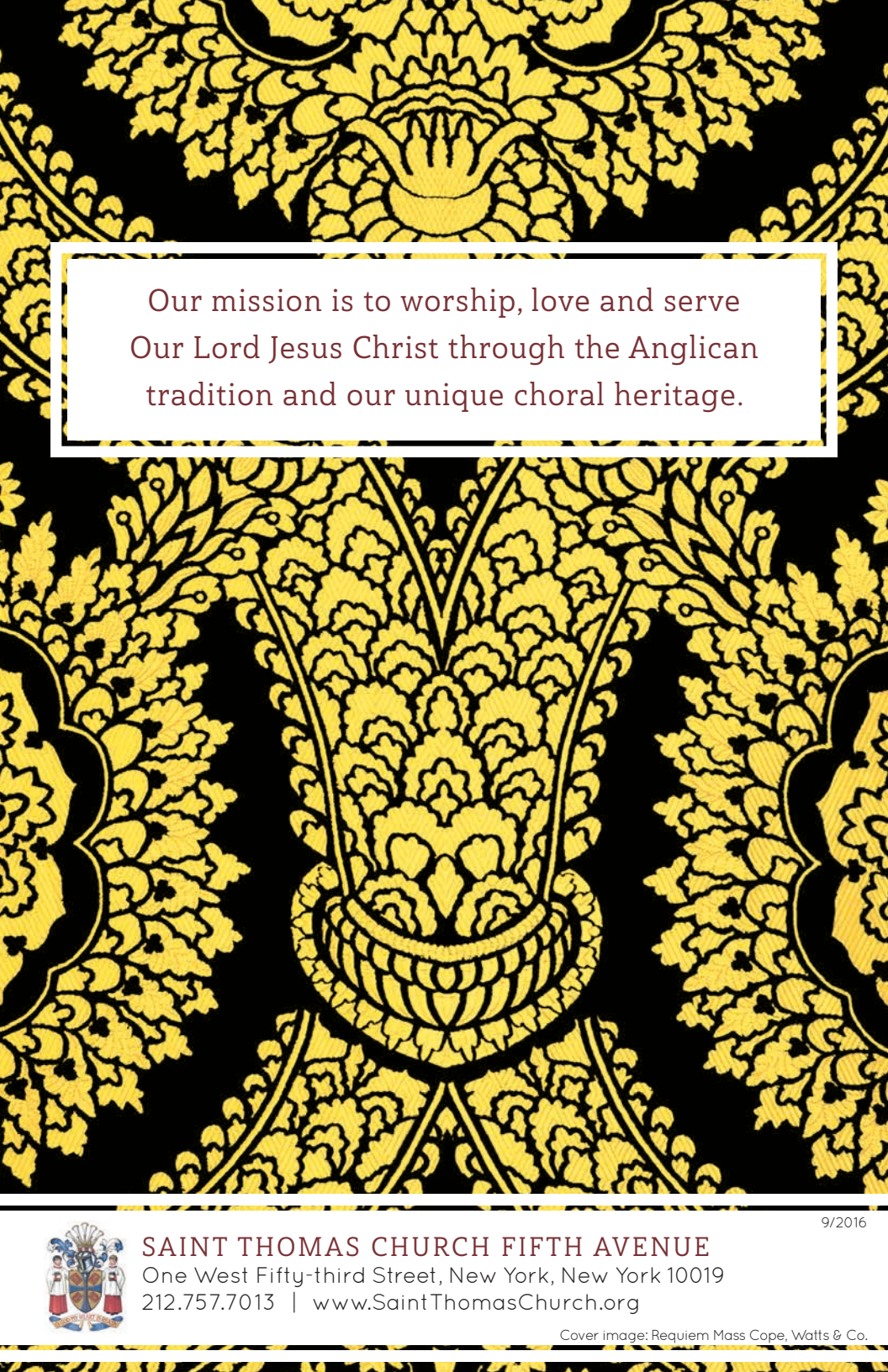
- I have already included Saint Thomas in my estate plans.
- I would like information on how I could include Saint Thomas in my estate plans.

PLEASE SIGN AND DATE

The choices and information in this booklet reflect my wishes.

signature

date



Our mission is to worship, love and serve
Our Lord Jesus Christ through the Anglican
tradition and our unique choral heritage.



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