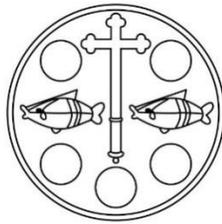


St. Philip's In The Hills



4440 North Campbell Avenue

Tucson, Arizona 85718

520-299-6421

www.stphilipstucson.org

Memorials & Funerals

Funeral/Memorial Services at St. Philip's In The Hills

We at St. Philip's wish to express our sincere condolences for your loss. Through ministry of the Church we hope to help your family and friends through this time so that in their grief they may know the love of God and the support of this community.

To schedule a memorial, please contact the Administrative Assistant to the Rector Monday through Thursday, 8:30 am to 4:30 pm, at 520-299-6421, ext. 30. The church office is closed Friday, Saturday, and Sunday. The Administrative Assistant will help coordinate scheduling and find an available clergy person. The next step is to meet with the clergy person to plan the service.

The pastoral staff at St. Philip's encourages members to hold funeral or memorial services in the church rather than at the funeral home. A funeral or memorial service is a worship service that honors a transition and celebrates the relationship between our community of faith and one of our members. A member of St. Philip's staff or affiliated clergy always officiates at funerals or memorial services. Episcopal clergy and clergy from other denominations are welcome to assist in the conduct of the service. Per the Bishop of Arizona, Deacons can only conduct services under extraordinary circumstances. Please do not make arrangements with a funeral home about the service itself without consulting St. Philip's first. This will ensure that all planning can be coordinated with the priest and others involved in the worship ministries of the church.

The Service

As Christians we believe that those who die are gathered to God and ushered into new life through Christ.

The liturgy for the Burial of the Dead is an Easter liturgy. It finds all its 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, or 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 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 the one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.

---Book of Common Prayer p. 507

The initial decisions regarding any memorial or funeral service are twofold: 1) traditional or contemporary language and 2) include Holy Communion or not. The Liturgy, or order of service, can be followed in traditional language (Rite One, BCP. 469) or contemporary language (Rite 2, BCP. 491). The family can choose either liturgy and makes the decision based on either the deceased's wishes or the needs of the congregation who will participate in the service.

The service can include Holy Communion or not. The family decides this, again, based on the wishes of the deceased or the needs of the participants. If Holy Communion is to be offered, any of the authorized Eucharistic prayers may be used. We ask for an estimated number of participants so that the Altar Guild can prepare the table with sufficient bread and wine.

At the end of this booklet you will find a sample order of Worship with Communion and without Communion.

Family

On the day of the service, the family will gather in the Bride's Room 15-30 minutes before the service. A few minutes before the service is to begin, clergy conducting the service will come to the Bride's Room to have prayer with the family. They will then lead the family to the church. The family usually sits together in the front pews on either side of the aisle.

At the end of the service the priest leaves the sanctuary and proceeds to the rear of the church. If the casket is present, the priest processes out of the church in front of the casket, followed by the pall bearers with the casket, followed by the family.

At this time, if the family is to greet guests, they return to the Gallery for reception or wherever site has been announced for the greeting. The location must be arranged for in advance.

Remembrances or Eulogies

One or two family members or close friends may speak during the service. These remembrances are to be brief, one or two minute stories. We request a written one page script to guide the speaker as emotions can be overwhelming at the service. It is suggested that time be scheduled during the reception if the family wishes to have more remembrances.

Bulletins

The church does not furnish bulletins for the service, but will gladly supply you with the service order to use if you wish to print your own. Your bulletin must be approved by the clergy person performing the service.

Music

Music is an important dimension of our community at St. Philip's In the Hills. For many years this parish has contributed significantly to the musical life of Tucson. We are happy to share this aspect of our parish life with you in your memorial service.

The organists at St. Philip's have planned the music for hundreds of memorials, covering a wide gamut of styles, and will work with you in designing the music for your service. You may determine for yourselves just how involved you wish to be in the selection of music. On the one hand, you may ask the organist to plan the music for you. You may set up an appointment to discuss the arrangements prior to the memorial.

Whatever the musical selections you use, it is important to us that music at St. Philip's be similar in style to the worship of the parish. When possible, hymns should reflect the nature of our liturgy as a "celebration of life." Hymns of the Resurrection and paraphrases of Psalm 23 are particularly appropriate. Some memorials use only the organ. Others add instruments or singers. All selections will be given consideration, especially if there is a connection with a particular piece of music for the family, however, preference will be given to sacred music and hymns within the mainstream Episcopal/ Anglican hymn tradition.

There is one all-important, underlying principle in planning your memorial: the memorial service is a service of worship. All the music in a memorial in the Episcopal Church must be suitable for worship. This means that love songs, music from movie scores, Broadway show tunes, pop and rock songs are not appropriate. We understand that, in many cases, such a song might be meaningful to your relationship to your loved one, and we encourage you to use it at your reception. The texts to all the music in the memorial service will be sacred in content. Pre-recorded musical selections are not permissible in the worship service. Such selections may be played at the reception, or other gathering outside of worship.

Vocal Soloists are available, upon sufficient advance request. St. Philip's employs professional staff singers, all of whom are capable of providing appropriate solos. In addition, instrumentalists can be hired, given advance notice.

Planning music for your memorial is part of the ministry of this parish to you. It reflects our prayerful interest in you on the day of your memorial.

Fees

Organist (non-workday) \$150

Soloist/Instrumentalist \$150 each

Casket or Urn

If the service is to be a Memorial Service, the casket or urn will not be present. For a Funeral Service, the casket or urn needs to be brought to the church prior to the service. The pall is immediately placed on top of the casket or urn. The significance of the pall is that there is equality before the Lord regardless of whether a person is buried in a pine box or a bronze casket. Its placement on the casket or urn is a symbolic reminder that in death the grace of God covers all and the covering of the casket symbolically represents the equality of all in death. At the service the casket is always closed.

At the end of the service the casket or urn is taken out of the church. In the entry way, the pall is removed from the casket. The casket is then taken out carried out by the pallbearers. In the event cremated remains are to be inurned in the Columbarium for committal (*see Inurnment and Columbarium*) this is usually done at a later date.

Pictures, Mementos, Guest Book

Many families wish to bring pictures and mementos of their loved ones to the church to share with the guest at the service. These are placed either on a table in the entry way or on easels near the table. If there is to be a reception in the West Gallery, they should be placed on the

various tables in the Gallery or on easels there. A Guest book may also be placed on one of the tables.

Electronic Devices

Families may bring their own projectors and laptops for use during the reception. Electronic devices, including phone cameras, ipads, tablets, etc. are not permitted to be used in the sanctuary during the service.

Flowers

Many persons who do not wish to have a large number of flowers at the church decide to have memorial donations given in place of flowers. Memorial donations can be given to any non-profit organization. We ask families to consider suggesting St. Philip's for memorial gifts.

Fees

There is no charge to church members for a funeral or memorial in the church. A member is defined by a person who attends worship at St. Philip's and receives communion at least three times a year, participates in the life of the Parish, and supports the church financially by pledging annually. If the service is for a non-member, we ask families to make a \$600 donation to cover organist, sextons, the clergy and the church. If the family wishes special music such as a soloist, another instrument, etc., there is an extra charge. Any musical requests must be arranged and approved by the music director of the church. Please remember, a funeral in the church is a public service of worship and therefore must be consistent with the traditions of the Episcopal Church. (*see Music*)

Funerals held off campus

Please do not schedule the memorial with a funeral home without consulting St. Philip's first. This will ensure that all planning can be coordinated with the priest and others involved in the worship ministries of the church. All other arrangements are then made by the funeral home. The fee for memorials held in a funeral home is \$300 for clergy. We ask that the family complete the Memorial Information sheet for our records.

Advanced Planning

If you would like to plan a service for yourself or your loved one, our clergy invite you to make an appointment to review the service outline and choices. This is often received as a gracious gift by your surviving family. An *End of Life* booklet, available by request, will help guide you through the process.

Receptions

Persons wishing to have receptions after the service may do so. The Gallery must be reserved at the time of the memorial scheduling. The Church Mice Ministry is prepared to assist with receptions after the memorial service.

**St. Philip's In The Hills Episcopal Church
Memorial/Funeral Reception Information
For Family Representative**

Memorial for _____ Age _____

Day and Date of service _____

Family/Friend Contact Person _____

Phone _____

Email _____

Estimated number of reception guests _____

Suggested Menu: Check items you wish to be included.

- | | | | | |
|--------|---------|-------------|---------|------------------|
| Coffee | Hot Tea | Iced Tea | Punch | Water |
| Breads | Muffins | Coffee Cake | Cookies | Fresh Fruit Tray |

Cost of typical reception: \$50 for up to 50 people

\$75 for up to 75 people

Over 75, price upon request

You are welcome to have a caterer, or friends who might like to contribute food. We will be happy to work with them. Please name the caterer or the friend/relative in charge so we might contact them if necessary.

Name _____ Phone _____ Email _____

Please return this form to Joyce Schumann, Reception Chairman, 529-7421 or joybob55@aol.com

St. Philip's Columbarium and Inurnment Information

St. Philip's In The Hills Parish has a columbarium with niches available for purchase by parishioners. Niches may be purchased at any time to assist our parishioners with their final planning and will be held for the purchaser until their time of death. For more information about purchasing a niche, please contact the Parish Administrator or the Administrative Assistant to the Rector to schedule an appointment to view the Columbarium Garden. The current cost is \$850 per niche, but may be subject to increase as needed.

Inurnments are scheduled according to the availability of Clergy and the schedule of the stone mason, who is required to open and prepare the niche and then seal it back up with the engraved marble plaque after the inurnment service. Generally, inurnments are scheduled on Mondays thru Thursdays, preferably in the morning. There are no additional costs for the inurnment, as the costs for engraving the marble plaque and the stone mason are included in the original purchase price of the niche. However, family may choose to give an honorarium to the Clergy who officiates at the inurnment service.

It takes between 5 - 7 business days to have the marble plaque engraved by a local marble company. The family will provide the Parish Administrator or Administrative Assistant to the Rector with the information to be engraved on the plaque, according the following format:

Abbreviated Title (if needed) i.e. Dr., Rev., Lt. Col

First Name

Middle Name or Initial (optional)

Last Name

Sr., Jr., III (if needed)

Date of Birth: will be printed in format Oct. 6, 1930

Date of Death: will be printed in same format as date of birth

No other information will be allowed to be engraved or attached to the plaque in order to maintain a uniform presentation of the Columbarium Garden.

Due to the size of the columbarium niches, a container (urn, box) must fit within the dimensions of 6" x 6" x 6". Anything larger than those dimensions will not fit into the niche. It is the responsibility of the deceased's family to obtain the appropriately sized container, usually through the mortuary.

Burial of the Dead, Rite I With Communion

A Celebration of the Life of _____

Celebrant: _____ Organist: _____ Date: _____

Prelude

Processional Hymn _____

Opening Anthems BCP 469

Prayer BCP 470

First Reading

Psalm

Second Reading

Hymn/Soloist

The Gospel

Words of Remembrance

Homily

Prayers BCP 480

The Peace

Holy Communion

Eucharistic Prayer II BCP 340

Sanctus BCP 341

Lord's Prayer BCP 336

Communion of the People

Post-Communion Prayer BCP 482

Prayers of Commendation BCP 482

Blessing

Dismissal

Processional Hymn _____

Burial of the Dead, Rite II—With Communion

A Celebration of the Life of _____

Celebrant: _____ Organist: _____ Date: _____

Prelude

Processional Hymn _____

Opening Anthems BCP 491

Words from Scripture Regarding Eternal Life

Prayer BCP 493, 494

First Reading

Psalm

Second Reading

Hymn/Soloist

The Gospel

Words of Remembrance

Homily

Apostles' Creed BCP 496

Prayers BCP 497

The Peace

Holy Communion

Eucharistic Prayer A 361

Sanctus BCP 362

Lord's Prayer BCP 364

Communion of the People

Post-Communion Prayer BCP 498

Prayers of Commendation BCP 499

Blessing

Dismissal

Processional Hymn _____

Postlude

Burial of the Dead, Rite II—No Communion

A Celebration of the life of _____

Celebrant: _____ Organist: _____ Date: _____

Prelude

Processional Hymn

Opening Anthems BCP, 491
(Words from Scripture Regarding Eternal Life)

Collect BCP, 493, 494

First Reading

Psalm

Second Reading

Hymn

The Gospel

Remembrances

Homily

Apostles' Creed BCP 496

The Lord's Prayer BCP 502

Prayers BCP 497

Prayers of Commendation BCP 499

Blessing

Dismissal

Closing Hymn

Postlude