



**HOLY FAMILY EPISCOPAL CHURCH**  
**MILLS RIVER, NC**

**Funeral Planning Worksheet**

Full name of deceased \_\_\_\_\_

Date of birth \_\_\_\_\_

Date of death \_\_\_\_\_

Date and time of funeral \_\_\_\_\_

Estimated number of people to attend service \_\_\_\_\_

Full name of primary family contact \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email address \_\_\_\_\_

Names of other key family members \_\_\_\_\_

Funeral home (name and number) \_\_\_\_\_

Funeral with body or ashes present \_\_\_\_\_ or memorial service? (no body present) \_\_\_\_\_

Public or private service? \_\_\_\_\_

Will the burial (the Committal) immediately follow church service? \_\_\_\_\_

Where? \_\_\_\_\_

Presiding clergy \_\_\_\_\_

Assisting clergy (note preacher and presider): \_\_\_\_\_

**Liturgy**

Rite I or Rite II? \_\_\_\_\_ Eucharist? \_\_\_\_\_ Which eucharistic prayer? \_\_\_\_\_

Opening anthem (BCP p. 469, 491) \_\_\_\_\_

Opening collect (BCP p. 470, 493-494) \_\_\_\_\_

Readings and Readers (if Eucharist, must include Gospel passage):

First lesson \_\_\_\_\_

Name of reader \_\_\_\_\_

Psalm or hymn \_\_\_\_\_

Name of reader \_\_\_\_\_

Second lesson \_\_\_\_\_

Name of reader \_\_\_\_\_

Psalm or hymn \_\_\_\_\_

Name of reader \_\_\_\_\_

Gospel \_\_\_\_\_ (read by clergy)

Homily \_\_\_\_\_

Prayers of the people (BCP p. 465, 497, or 480) \_\_\_\_\_ Name of reader \_\_\_\_\_

Lord's Prayer (if no communion)? \_\_\_ Commendation? \_\_\_\_\_ Committal? \_\_\_\_\_

Choice of bulletin cover \_\_\_\_\_

## **Servers**

Ushers \_\_\_\_\_

Acolyte \_\_\_\_\_

Chalicer \_\_\_\_\_

Pall Bearers \_\_\_\_\_

## **Music**

Name of pianist \_\_\_\_\_

Other musicians in addition to pianist \_\_\_\_\_

Prelude \_\_\_\_\_

Sung psalm settings \_\_\_\_\_

Offertory \_\_\_\_\_

Service music (e.g., Sanctus, Fraction Anthem) \_\_\_\_\_

Communion hymns \_\_\_\_\_

Post-communion hymn \_\_\_\_\_

Other music \_\_\_\_\_

Recessional \_\_\_\_\_

**Other special ceremonies (i.e. Color Guard, Military Honors, etc.)**

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**Flowers/charitable donations**

*The Holy Family Altar Guild can order an arrangement that will be near the altar and may remain at Holy Family for the next Sunday service.*

Altar flowers ordered by family or flowers selected by Altar Guild: \_\_\_\_\_

Color preference? \_\_\_\_\_

If family is ordering flowers, please provide contact information for the florist:

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When will they be delivered to the church? \_\_\_\_\_

In lieu of flowers, does the family request that donations to be given to a specific charity? \_\_\_\_\_

Name and address of charity \_\_\_\_\_

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**Special Instructions for sanctuary set-up**

How many seats to be reserved for family? \_\_\_\_\_

Will the service be streamed over YouTube? \_\_\_\_\_

Will a memory table to be set up? \_\_\_\_\_

Will the family bring a guest book? \_\_\_\_\_

Other

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**Reception**

Reception at the church after the service? \_\_\_\_\_

Name, address, and contact information for caterer \_\_\_\_\_

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Additional notes for reception

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## Fees for Services Associated with Holding a Funeral at the Church

*Donations and fees should be submitted to the parish office one week before the service. Thank you.*

### Donations\*

Requested donation for cost of altar flower arrangement (1)	\$150.00
Donation at your discretion to the general fund of the church	\$ _____
Donation at your discretion to the discretionary fund of the officiating clergy <i>(Clergy discretionary funds are used for charitable purposes.)</i>	\$ _____

### Fees for Professional Services and Facility

Pianist/musician (base fee)	\$150.00
Pianist/musician (extra fee for rehearsal or special music)	\$100.00
For officiating clergy services <i>(Fee disbursed directly to clergy member and not to a discretionary fund. Applies to non-members only. Members** are encouraged to donate to the priest's discretionary fund as an acknowledgment of her time and care.)</i>	\$250.00

### Additional Fees

Use of kitchen for reception which <i>immediately</i> follows service <i>(Hospitality to include simple drinks, setup, service, and cleanup is a gift from congregants. Family agrees to provide all food and additional beverages.)</i>	\$0.00
Fee to offset professional cleaning service	\$85.00
Fee to offset printing costs for service bulletins	\$60.00

### Memorial Garden Fees

*arranged through Linda Bregartner - lindabregartner@bellsouth.net*

Ground interment in the garden	\$400.00
Wall interment	\$800.00
Bronze plaque with wall interment	<i>market cost</i>

Total Amount to Church of the Holy Family ..... \$ \_\_\_\_\_

*\*Donations to the church and to the clergy discretionary fund are tax-deductible gifts; fees are not.*

*\*\* Members are defined as regularly attending worshipers known to the clergy and contributors of record for at least one year before inquiry about a date for an event. Additionally:*

- *Member contact info has been received.*
- *Member is currently supporting the mission of the parish by check or pledge.*
- *Member is known to clergy by contribution of time and talent.*