



**SAINT MICHAEL
AND ALL ANGELS
EPISCOPAL CHURCH**

DALLAS, TEXAS

A GUIDE FOR CHRISTIAN BURIAL



Saint Michael and All Angels Episcopal Church
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Dear Friends,

Death is a reality of our living, and the thoughtful Christian acknowledges this reality and prepares for its inevitability. For the Christian, the time to prepare for one's own death is when one is sound of body and mind. Planning ahead allows family and friends to deal with their own grief at the time of death, easing the burden of the many details that often arise when we are separated from someone deeply loved. Thus, we see the study and completion of these pages as a function and responsibility of love; and we urge you to consider it in that light.

Please do not be overwhelmed by what may seem like a lot of detail in this guide. By consciously including a great deal of information here we are trying to give parishioners a single, comprehensive document that will guide both them and their loved ones.

As always, if our clergy or staff can be of any assistance to you, please do not hesitate to contact us.

Faithfully,

The Parish Clergy

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The purpose of this document is 1) to discuss Episcopal funeral liturgy, the burial at Saint Michael and All Angels, the customs and the choices available according to your wishes. 2) To offer you a place to record your funeral preferences and other information that will be important to your survivors. 3) To provide a guide for use when a loved one has not left such directions.

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Please return the completed packet to Saint Michael and All Angels.
We will put it in safekeeping for future reference.

I.
TO BE CONSIDERED AT THE TIME OF DEATH

The following is a step-by-step process that we encourage persons to consider ahead of time for their families to follow at the time of death:

1. Call one of the clergy, particularly the Priest-on-call at 214/232-7512, they can provide pastoral support, assist with scheduling issues and answer immediate questions.
2. Locate any document prepared by the deceased which indicates his or her wishes as to funeral or burial.
3. If such a document does not exist, or cannot be found, and you have not heard the deceased express any opinion in regard to the following, then examine your own position.

Do you, or did the deceased, want cremation? (The Episcopal church has no prohibition against cremation.) Do you, or did the deceased, want the body or organs donated to medical science?

Choose a funeral director and call them letting them know of the death. If the death occurs in the hospital, then the hospital can call the funeral director for you.

Think about the kind of service that is desired: Burial Office with the body or ashes present, or a Memorial Service? With or without the Holy Eucharist? What psalms, lessons, prayers and hymns?

4. Ask the following questions:
 - a. Is there a cemetery plot or columbarium space? Who owns it? Where is the recording document?
 - b. If you need to buy a plot, where will it be and how many spaces will you need? You may want to consider future burials.
 - c. Avoiding the costly, what kind of casket or urn do you desire?
 - d. If there are to be ashes, what will be their disposition?
5. Determine whether or not you will have visiting hours at the funeral home or house.
6. Closed casket or open at the funeral home? At the Church, the casket is always closed and covered with a pall.
7. Who should be notified? Who will phone or write them? (Get a pad and make a list.)
8. Who may come from a distance?

9. Decide on the designation of memorial gifts. Saint Michael and All Angels, as well as other faith based ministries, are often chosen.
10. Decide on two or three persons to meet with the funeral director to make arrangements, choose the casket or urn, and clarify clothing questions for the deceased. There are many choices of caskets and urns available, at many different price levels. At Saint Michael and All Angels we cover the casket or urn with funeral pall. Keep in mind that flowers in the church and chapel are limited to two arrangements on the altar. (It would be helpful to take this booklet with you.) The following information will also be helpful:
 - a. Full name
 - b. Legal residence / address
 - c. Date and place of birth
 - d. Date of death
 - e. Occupation / employment information
 - f. Father's full name
 - g. Mother's full name (including her maiden name)
 - h. Survivors (identify spouse and children by name, number of grandchildren, names of sisters, brothers, and significant others)
 - i. Memberships (historical societies, service organizations, clubs, church, activities in church and community, etc.)
 - j. Names of newspapers in which death notices and obituary items should appear (include local papers and also out-of-town papers, wherever there are friends to inform). NOTE: Classified death notices are paid by you, usually through the funeral director who places the notices with the newspapers. Longer obituary news items based on the above information may be prepared and submitted to newspapers; they will be published at the editor's discretion. Note that newspapers often have online and print options.
 - k. Social Security number
 - l. Military serial or service number
11. While the two or three designated persons are deciding upon the above with the funeral director, others should start notifying family and friends.
12. Fill out the following form. Give one copy to the Church and other copies to those who may survive you. Be sure that it is easily accessible at time of death.

II.

YOUR PARISH CHURCH AND CHRISTIAN BURIAL

General Remarks At the Time of Death

Call Saint Michael and All Angels Church at 214/ 363-5471 to report a death. One of the clergy will make preliminary arrangements and contact the staff. Should you be making this call when the parish office is closed, please call the priest-on-call number at 214/ 232-7512. The clergy are happy to come to the home or hospital to talk and pray with those who are bereaved. The parish staff, in turn, handles many of the specific arrangements which will need to be made in the following days. If death is not sudden and unexpected, we hope that the family will have been in touch with a priest prior to death. Initial decisions may be made in regard to disposition of the body (autopsy, donation, cremation, body burial) and type of service. Hopefully, the person who dies has left directives for such. If not, refer to the guidelines at the back of this document.

About Grief

All funerals are services in thankful memory for the life of the deceased. The Book of Common Prayer states that the body (casket or ashes) will be present for this thanksgiving. Saint Michael's clergy and those who have accomplished serious training on the reality of grief agree that this not only provides a way to honor the dead, but also begins the process of accepting the reality of death and a movement toward the healing of grief. Nonetheless, please know that a Memorial Service, the Burial Office without casket or ashes, is also acceptable.

Flowers

After the time of the service has been set by the family and the priest, the Flower Guild Chair will contact the family regarding their wishes about the service flowers.

If the service is to be on a Monday or Tuesday and there are Altar flowers or greenery from Sunday, the family is welcome to use them.

However, if that is not the case, then the family may choose to use any florist they wish and are responsible for the cost. The Flower Guild will contact the florist, make our altar containers available, and see that the flowers are delivered. Other flowers, not specifically arranged for use on the altar, are not permitted. No extra adornment of flowers, pictures or mementoes are allowed in the Narthex or any worship space of the church/chapel. They may be placed in the area of the reception.

If the family wishes the altar to be bare with no flowers at all, that is also an option.

Funeral flowers remain in the church after the service.

The Pall

The Book of Common Prayer prescribes that the coffin or urn be covered with a pall (an embroidered cloth provided by the parish) during the service. The use of the pall symbolizes a great truth at the heart of the church's ministry: that we are all equal in God's sight. Over the years, a pall has covered the remains of the celebrated and the unknown, each of whom is loved by God. If flowers or a flag is covering the casket when it arrives in the Narthex, the Altar Guild respectfully removes the covering for the service and replaces it as the casket is taken from the Church/Chapel.

Music

Music makes a vast contribution to the richness and meaning of the service. The Parish Organist is available to play for funerals and is available to make any other music arrangements. If desired, a soloist, a choir, and/or instrumentalists are available for an extra fee. Soloist and instrumentalists are invited to sing or play as preludes (before the service) or during the administration of Communion only. Hymns are strongly encouraged (from the Episcopal Hymnal and other regularly printed music books of Saint Michael and All Angels) in the design of the service for the beauty and joy they bring. Listed in this document are suitable hymns which may be sung at appropriate points in the service. Only sacred music (music written for Christian worship) is allowed.

Scripture

The Burial Office generally includes three lessons, one from the Old Testament, one from the Epistles, and one from the Gospels. Non-scriptural readings are generally discouraged. However, readings which relate to the sacred may be used, but only after consultation with and permission from the officiating clergy. One or two Psalms may be used after one or more of the lessons. They may be said by the whole congregation in unison or read by the officiating clergy. Scriptural suggestions are included with this document.

Homily

Following the reading of the Gospel lesson, a homily (a brief sermon) is preached by one of the officiating clergy in consultation with the family. The homily in Christian traditions grows both out of the lessons chosen for the service and the life of the deceased. In the service, we come together before God with our grief, our questions, our hopes and our most valued feelings as Christians. Thus, to bring together the life of the deceased with the hope of the church, it is especially important for family members and friends to share with the officiating clergy those aspects of the deceased's life for which we are giving thanks. This allows the officiating clergy to weave into the service a strong sense of the person being remembered.

"Eulogies" are not allowed at Saint Michael's and All Angels. Nonetheless, brief reflections about the deceased as a Christian pilgrim are permitted. If someone other than the clergy person is permitted to provide a reflection, this must be approved by the officiating priest and is limited to one person.

Episcopal clergy and clergy from other denominations are welcome to assist at funerals at Saint Michael's and All Angels. The officiating clergy will extend the proper invitation and make the visiting clergy welcome and comfortable.

Attending the Family

Approximately a half hour prior to the service, family and close friends are asked to gather in the Parlor. After being greeted by the officiating clergy, they will be conducted to the front seats of the Chapel or Church by the officiating clergy or a Parish Verger. At the conclusion of the service, family and friends in the front of the Church are escorted out, in advance of the congregation's departure. On occasion, a family may choose to process down the middle aisle behind the casket or cremains.

Fees

There are no fees for funerals at Saint Michael and All Angels, although a gift to the parish is appreciated. Fees for additional singers or musicians are customary; amounts and payment is to be worked out with our Director of Music.

Receptions

Arrangements may be made with the Parish Staff to provide a modest reception immediately following the service in the Parlor or some other suitable space.

Internment

A Columbarium (a space for ashes) is available here at Saint Michael's. Details related to acquiring a space in the columbarium may be obtained through the Business Office.

III.

TO BE HANDLED SOON AFTER DEATH

Name of Executor: _____

Contact information: _____

Location of will: _____

1. Locate important papers
 - Bank statements
 - Bills and credit cards
 - Property deeds
 - Insurance policies
 - Tax records from previous year
 - Stock and bond statements
 - Family trust documents
2. Check pension and retirement plans.
3. Contact the Social Security Administration at 1-800-772-1213 or www.ssa.gov
4. Obtain at least ten (10) copies of the death certificate. (You will need them to close bank accounts and settle debts).
5. Notify banks and stockbrokers.
6. Remove deceased's name from any joint accounts.
7. Close credit card accounts in the deceased's name and shred cards.
8. Meet with a lawyer to begin probate.
9. Arrange for an inventory and appraisal of the deceased's personal effects. This information must be filed with the probate court, usually within ninety (90) days.

IV.

PLANS FOR MY FUNERAL AT SAINT MICHAEL AND ALL ANGELS CHURCH

In order to make your funeral plans known, please fill out the following form. Give one copy to the Church business office other copies to those who may survive you.

Name: _____

Date: _____

The Book of Common Prayer is used for services.

I would like the service to be:

- | | |
|---------------------------------|--|
| Rite I (traditional language) | Burial service (with body/cremains) |
| Rite II (contemporary language) | Memorial service (without body/cremains) |
| With Holy Eucharist | Grave side service only |
| Without Holy Eucharist | Interment |

Hymn(s) I would like included (generally three):

Other music: (must be sacred, written for Christian worship, and known to our Organist)

Possible hymns to consider:

The following are offered simply as suggestions. Please know that family hymns, children's hymns and service hymns are also appropriate. If texts are unavailable for congregational singing, then a hymn may be played by the organist as a prelude or postlude.

- | | |
|---|------------------------------|
| 180 He is risen | 482 Lord of all hopefulness |
| 199 Come, ye faithful | 516 Come down, O love divine |
| 208 The strife is o'er, the battle done | 541 Come, labor on |

- | | |
|---|--------------------------------------|
| 287 For all the saints | 555 Lead on, O King eternal |
| 293 I sing a song of the saints of God | 618 Ye watchers and ye holy ones |
| 362 Holy, holy, holy | 645 The King of love |
| 383 Fairest Lord Jesus | 657 Love divine, all loves excelling |
| 390 Praise to the Lord | 662 Abide with me |
| 410 Praise, my soul, the King of heaven | 671 Amazing grace |
| 439 What wondrous love | 680 O God, our help in ages past |
| 460 Alleluia! Sing to Jesus | 688 A mighty fortress is our God |
| 473 Lift high the cross | 690 Guide me, O thou great Jehovah |
| | 691 My faith looks up to thee |

Scripture readings I would like included: (One or more passages from Holy Scripture is read if the service includes Holy Eucharist.) A passage from the Gospel always concludes the Readings.

Lessons and Psalms to consider:

Old Testament:

- Job 19:21-27a (I know that my Redeemer liveth)
- 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 unto them that wait for him)
- Wisdom 3:1-5, 9 (The souls of the righteous are in the hand of God)
- Ecclesiastes 3:1-9 (For everything there is a season)

Psalms

- 23, 42, 46, 90, 106, 116, 121, 139

Epistles:

- 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)
- II Corinthians 4:16-5:9 (Things which are not seen are eternal)
- 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)

Gospel Readings:

- John 5:24-27 (He that believeth have 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)

V.

INFORMATION TO HELP MY FAMILY AND FRIENDS
ON THE OCCASION OF MY DEATH

This information should be compiled by each individual and left with two family members and/or friends. A copy may also be left on file Saint Michael and All Angels Church, if desired by the individual.

I. List of vital statistics needed for funeral home:

My full name _____

Date and place of birth _____

Father's name and birthplace _____

Mother's name and birthplace _____

Length of residence in the state _____

Social Security Number _____

Military serial or service number (if applicable branches and time of service)

Location and deed to cemetery plot or columbarium _____

2. My survivors (identify spouse and children by names; number of grandchildren; name of parents, sisters, brothers and significant others)

3. Name, telephone number and relationship of my executor or personal representative _____

4. Name and telephone number of attorney to contact _____

5. Name and telephone number of funeral home to contact _____

6. Contact for death benefits _____

7. Location of health information:

Primary Physicians

8. Location of personal papers:

Will _____

Birth Certificate _____

School and College Diplomas _____

Marriage Certificate _____

Other (i.e., legal papers, safe deposit box and keys) _____

9. Location of information for all assets:

Bank Accounts:

Savings _____

Checking _____

Canceled checks _____

Bank Books _____

Investment Information:

Name and telephone number of broker (s) _____

Treasury Bonds/Notes/Bills _____

Money Market Account(s) _____

Stock Information _____

Other _____

10. Information about home:

Location of Deed/Lease/Mortgage _____

Insurance Information _____

Warranty Information _____

Information regarding other property (ies) _____

11. Location of information about automobile(s)

Registration _____

Insurance _____

Title _____

Maintenance records _____

Warranty _____

12. Income Tax information:

Location of previous and current year's records _____

Name and telephone number of accountant _____

13. Information regarding organ donation, a "Living Will," Health Care Proxy, Power of Attorney or similar documents:

14. Other information that may be helpful to my survivors:

If the above, particularly special requests regarding my burial service, prove to be too burdensome to those who survive me, I affirm that these are guidelines only, to be followed as closely and as reasonably as possible.

Date

Signature

Date of Revision

Signature

VI.

The Saint Michael and All Angels Foundation of Dallas

The Saint Michael and All Angels Foundation was incorporated by people of vision early in the life of our parish, and represents an extraordinary means for us to minister creatively and effectively into the twenty-first century. Our Foundation exists solely to encourage and assist our parish church in its mission.

The Saint Michael and All Angels Foundation offers you a well managed and clearly focused vehicle for directing your gift of a portion of your accumulated assets during life, or by means of a bequest, to support one of the following areas of parish life:

- Buildings and Grounds
- Outreach/Mission
- Education
- Worship/Music

Income from gifts to the Foundation may be designated in one of two ways. Designated gifts are specified by the donor in support of one or more of the areas listed above and are restricted to that use. Undesignated gifts may be distributed to any of these areas at the discretion of the Foundation's Board of Trustees, working in close harmony with the Rector and Vestry.

Your gift to the Foundation may reduce current income taxes or minimize estate taxes. Your accountant or attorney, as well as Foundation trustees with expertise in these areas, may be helpful in directing you to one of these forms of giving:

Bequests or gifts of assets such as cash, securities, and real estate

Trusts and life income plans: There are many options which can benefit both the donor and the Foundation, including Charitable Remainder Trusts and Charitable Lead Trusts.

Retirement Plans: Donors may name the Foundation as the ultimate beneficiary of 401(k), IRA, or other retirement plan proceeds.

Life Insurance: The Foundation can be named as the beneficiary, creating a way to make a significant gift through contributions in yearly fixed amounts or a one-time premium payment.

By making a gift to the Foundation, you identify yourself and your philanthropy with Christian values, and your generosity will be reflected in our parish's capacity to minister effectively for future generations. If you have questions or desire more information, please contact the Rector or any Foundation Trustee.

