




# FUNERALS

## MEMORIAL SERVICES

## CELEBRATIONS OF LIFE



*"For God so loved the world, that he gave his only Son, that whoever believes in him should not perish, but have eternal life."*

*John 3:16*

# STATEMENT OF POLICY

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The thoughts and prayers of the family of Saint Matthew's Episcopal Church go out to you in this time of loss and grief. The death of a loved one is a difficult experience. Our clergy are here to minister to your needs, bring comfort to your heart, and help you through funeral planning. A funeral service held at Saint Matthew's Episcopal Church is a service of worship celebrating your loved one's life and the promise of eternal life through Jesus Christ.



# GUIDELINES

Please call the church office, 703-430-2121, to advise the Clergy and staff of your loss and to arrange a planning meeting with the Clergy.

Even though it is difficult and stressful, the Clergy encourage members to discuss and plan in advance the options of burial, cremation, or donation for medical purposes, and options for a memorial service.

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## PLANNING

Our Clergy will meet with the family to plan the service.

Date and time for the funeral is arranged at a mutually beneficial time based on availability and the preferences of the family. Saint Matthew's does not charge for funeral services, but a donation to Saint Matthew's is welcome.

## FUNERAL & MEMORIAL SERVICES

The funeral service is conducted in accordance with the liturgy provided in the Book of Common Prayer. Funeral and memorial services are held in the church sanctuary unless other arrangements are approved by the Rector. During your meeting with the Clergy you will discuss:

### BULLETIN

A bulletin may be provided to give guests an outline of the service. Information that is needed to prepare the bulletin is listed on the form attached to the back of this brochure. If you would like to include a photograph in the program, please email the photo to [Office@stmmts.org](mailto:Office@stmmts.org).

### MUSIC

If you would like to include music in the service\*, please discuss appropriate hymns with the Clergy at the planning meeting. Musician fees are as follows and should be paid directly to the musician. (Pricing for musicians varies greatly, prices noted here are approximate costs from previous services).

- Vocalist - \$100 - \$500
- Pianist - \$300

*\*Please note, the use of any recordings of copyright music during livestream of services, will cause the livestream to be cut off by the streaming services (without our control) we recommend you request music from our pianist or vocalist to be performed live or save any copyright music selections for your reception if you wish to have the service livestreamed.*

## **FUNERAL & MEMORIAL SERVICES PLANNING (cont.)**

### **AUDIO/VISUAL SUPPORT**

Regardless of musical selections, we require an audio/visual technician present. Our Technology team assists with microphones, slides, live streaming services, and audio mixing.

- A/V Tech Fee \$50 per person\*, and should be paid directly to the participant. The office can provide the appropriate names and assist with distribution.

*\*Most services require 2 A/V techs, however, smaller services may only require 1.*

### **CLERGY HONORARIUM**

An honorarium of \$200-\$500 is typically given to the clergy member who performs the service. This should be given directly to the Clergy conducting the service.

### **SCRIPTURE READINGS**

Scripture readings may be part of the funeral service. The clergy are available to help you select appropriate readings. Typically, there is a reading from the Old Testament, a Psalm, the New Testament, and a Gospel. Some suggested readings are:

#### **From the Old Testament:**

- 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)

#### **The following Psalms are appropriate:**

42:1-7, 46, 90:1-12, 121, 130, 139:1-11.

#### **From the New Testament:**

- 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 (The imperishable body)
- 2 Corinthians 4:16--5:9 (Things that are unseen are eternal)
- 1 John 3:1-2 (We shall be like him)
- Revelation 7:9-17 (God will wipe away every tear)
- Revelation 21:2-7 (Behold, I make all things new)

#### **The following Psalms are appropriate:**

23, 27, 106:1-5, 116.

#### **The following Gospel readings are appropriate:**

- John 5:24-27 (He who believes has everlasting life)
- John 6:37-40 (All that the Father gives me will come to you)
- 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 rooms)

#### **Additional Readings:**

You may choose to include other appropriate readings, such as a poem, quotation, or reflection.

## **FUNERAL & MEMORIAL SERVICES PLANNING (cont.)**

### **FLOWERS**

If you plan to have flowers for the service, please have the florist call the office directly at 703-430-2121 to arrange a delivery time. All flowers must be removed from the altar immediately following the service unless prior arrangements have been made.

The flowers may be moved to the Parish Hall if you plan to hold a reception. Some suggested local florists:

Countryside Florist | [csfloristva.com](http://csfloristva.com) | 703-450-7227  
Herndon Florist | [herndonflorist.com](http://herndonflorist.com) | 703-437-4990

### **FAMILY MEMBERS OR FRIENDS:**

Family members and/or friends are welcome to participate in the service. Family and friends may be asked to read scripture, speak, act as ushers in seating guests, pallbearers, and/or sing. Please provide the names of all family members and guests who will be participating in the service.

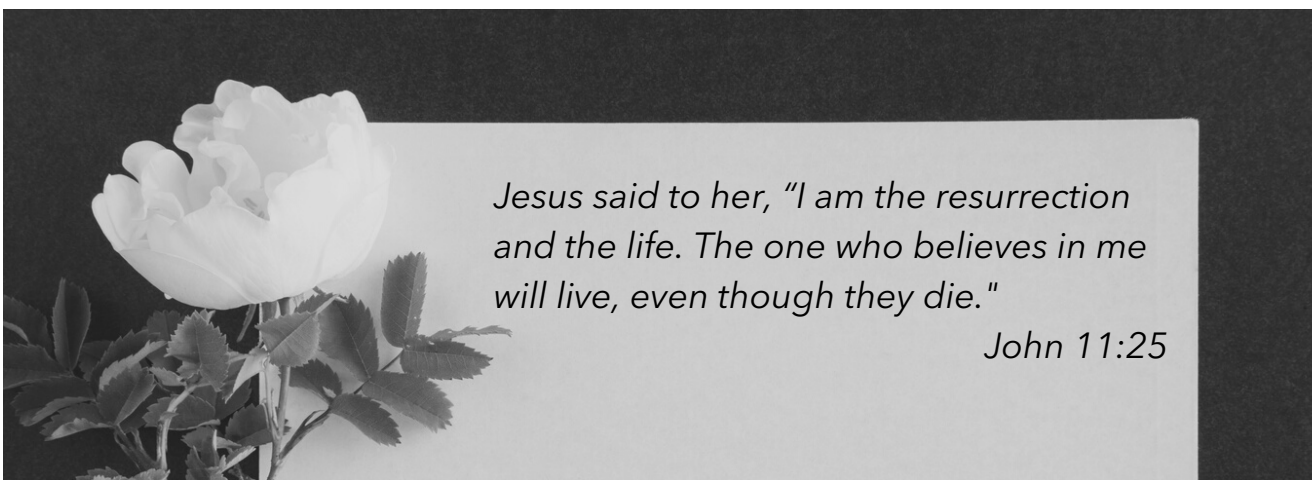
### **SLIDE SHOW**

If a presentation is to be used before, during or after the service please contact the office manager to arrange for technology requirements. All videos or slideshows must be submitted to the church no later than 24 hours prior to the service.

### **LIVESTREAM:**

You and your family may choose to livestream the service on Saint Matthew's Facebook and YouTube pages for those unable to attend in person. There are some limitations to what can be streamed (ex. Copyrighted music\*).

*\*Please note, use of any recordings of copyright music during livestream of services, will cause the livestream to be cut off by the streaming services (without our control) we recommend you request music from our pianist or vocalist to be performed live, or save any copyright music selections for your reception if you wish to have the service livestreamed.*



*Jesus said to her, "I am the resurrection and the life. The one who believes in me will live, even though they die."*

*John 11:25*

# SERVICE FORMAT

*Below is a sample service format. Our Clergy will work closely with you to coordinate a service that meets the needs of you and your family.*

Opening Anthem

Song

Collect/Opening Prayer

Lessons

    First Reading

    Psalm

    Second Reading

    Gospel

Eulogy/Tributes

Apostles' Creed

Prayers of the People

Peace

Offertory (Song)

Great Thanksgiving (Eucharistic Prayer A)

The Lord's Prayer

Breaking of the Bread - Invitation to Communion

Communion Music

    Song

    Song

Post-Communion Prayer

Commendation

Blessing

Dismissal

**To assist our Clergy in planning your service, please complete this form:  
[stmnts.org/FuneralService](http://stmnts.org/FuneralService)**

# RECEPTION

Family and friends of the deceased may gather after the service in the Parish Hall for a reception.

There is a fee of \$100.00 for use of the Parish Hall for a reception. This fee covers the custodial cost of clean-up following the reception and includes the use of tables and chairs.

## **OUTSIDE CATERERS**

You are welcome to make arrangements with the private caterer of your choice. If you wish to use an outside caterer, we request they ensure our kitchen is clean upon leaving.

*Come to me, all you who are weary and burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. For my yoke is easy and my burden is light.*

*Matthew 11:28-30*