

St John's Episcopal Church

11201 Parkfield Drive

Austin, TX 78758

PRE- FUNERAL PLANNING GUIDE FOR: _____

DATE AND TIME FOR FUNERAL OR MEMORIAL SERVICE _____

DATE THIS FORM WAS COMPLETED: _____

NAME OF FAMILY MEMBER IS WHO AWARE OF THIS PRE- PLANNING: _____

ST. JOHN'S CLERGY OR STAFF MEMBER WHO ASSISTED WITH THIS PLANNING: _____

About the Deceased:

Full Name: _____

Preferred name or nickname to be used during service: _____

Date of Birth: _____ Date of Death: _____

Cause of Death: _____ (for church records)

Was the person baptized? (it doesn't matter, this is only for our records): Yes _____ No _____

Was the person confirmed? (it doesn't matter, this is only for our records): Yes _____ No _____

Did the person receive communion, ever? (it doesn't matter, this is only for our records): Y___ N___

Full Name of Spouse/Partner: _____

Names of Children: _____

Contact Person: _____

Family Address: _____

Phone Numbers: (1) _____ Can receive texts - Yes _____ No _____

(2) _____ Can receive texts - Yes _____ No _____

Name and telephone number of Funeral Home (if known): _____

Location of burial plot or interment of cremains: _____

About the Service (General):

Will Remains be present? Yes _____ No _____

If so, will this be a cremation or casket service: _____

If there are pall bearers, who will they be: (Or, no pall bearers _____)

Will there be a Graveside service following the Service? Yes _____ No _____

Graveside service at a later date? Yes _____ No _____

Approximate number of people expected to attend the Church service: _____

How many immediate family members for reserved seating section? _____

Do you wish to have a table prepared in the narthex for pictures or other items? _____

Do you wish to hold a Visitation the night before the service? _____

Will it be at the Church _____ or at the Funeral Home _____

Do you wish to have Clergy present at the Visitation? Yes _____ No _____

Do you wish to have Open Casket viewing during the visitation? Yes _____ No _____

Do you wish to hold a Vigil (see p 465 of the Book of Common Prayer) the night before the service? _____

Will it be at the Church _____ or at the Funeral Home _____

Do you wish to have Clergy present at the Vigil? Yes _____ No _____

How would you like to be seated prior to the service (we will reserve pews)

As soon as you arrive in the reserved pews _____

Given an area for the family to gather prior to the service _____

Given an opportunity to greet people as they arrive _____

Other _____

If remains are present, do you wish to process in with the remains? Yes ___ No ___

Do you wish to have a slide show or other presentation in the Narthex or Parish Hall before and after the actual service?

Yes ___ No ___

Please note that we cannot create such a slide show or presentation, but we will provide the necessary equipment to display such a show on a video screen in the Narthex or Parish Hall.

Do you wish to have the service recorded for later replay? Yes ___ No ___

Do you wish to have the service transmitted live online over our Zoom meeting channel so that family or friends may view the service remotely? (we will provide you with a Zoom link that you can share) Yes ___ No ___

Flowers

Ordinarily, Episcopal funerals don't have many flowers and many priests will not allow extra flowers in the Church itself. At St. John's, the family is invited to provide flowers for the altar vase. Additional flowers may be displayed in the Narthex or Parish Hall.

Do you wish to have St. John's order flowers for the service? Yes ___ No ___

If yes, the church will order a white arrangement in your name at a cost of _____.

If you would prefer more or different flowers, wish to seek guidance in flower choice, or would prefer to do your own ordering, the church's Altar Guild director would like to discuss your flower preferences.

Whom may we contact regarding flowers?

Name: _____ Phone Number _____

Memorial Gifts

Do you wish Memorials to be given in honor of the Deceased? Yes ___ No ___

If so, our Treasurer would like to contact you to discuss the procedures for handling memorial gifts.

Whom may we contact regarding memorial gifts?

Name: _____ Phone Number _____

If Memorials are to be given to St. John's, do you want to designate specific uses for the gifts?

Yes ___ No ___

If so, select the requested usage for the gifts (circle below):

- The General Fund,
- The Maintenance Fund,
- The Rector's Discretionary Fund,
- The Flower Fund,
- The Altar Guild,
- Daughters of the King,
- Other _____.

Other Memorial Requests: _____

Reception

Will there be a Reception following service: Yes ___ No ___

If so, where: Parish hall _____, home _____, other _____

If you wish to have St. John's host a reception, the St John's Reception Director will contact you about details for the reception. Whom may we contact?

Name: _____ Phone Number _____

Funeral or Memorial Service Liturgy

The Church is happy to make all the decisions. If you have any preferences, please indicate below:

Rite II (Contemporary English) _____

Rite I (Old English) _____

Rite II en Español _____

Holy Communion: Yes _____ No _____

Would you like to choose a clergy person other than the Rector? Yes ___ No ___

If yes, please list their name (s): _____

Would you like to choose a homilist other than the Rector (Clergy to preach)? Yes ___ No ___

If yes, who? _____

Old Testament Reading _____ or please choose for me _____

Recommended selections are listed on Page 470 (Rite I) or page 494 (Rite II) in the Book of Common Prayer.

Would you like to choose a reader for the Old Testament? Yes ___ No ___

If yes, who? _____

Psalm _____ or please choose for me _____

Recommended selections are listed on Page 471 (Rite I) or page 494 (Rite II) in the Book of Common Prayer.

Epistle _____ or please choose for me _____

Recommended selections are listed on Page 480 (Rite I) or page 495 (Rite II) in the Book of Common Prayer.

Would you like to choose a reader for the Epistle? Yes ___ No ___

If yes, who? _____

Psalm _____ or please choose for me _____

Recommended selections are listed on Page 476 (Rite I) or page 495 (Rite II) in the Book of Common Prayer.

Gospel _____ or please choose for me _____

Recommended selections are listed on Page 475 (Rite I) or page 495 (Rite II) in the Book of Common Prayer.

Are there any other NON Biblical Readings such as poems or quotes you would like to have read?

If so, please list AND FURNISH by attaching to this document. _____

Do you wish to have up to two speakers other than the priest's homily? Yes ___ No ___

If yes, who: _____

We respectfully ask that the remarks from these speakers be no longer than 3-5 minutes.

Would you like to choose an acolyte? Yes ___ No ___

If yes, who? _____

Would you like to choose the person to read the intercessory prayers? Yes___ No___

If yes, who? _____

Would you like to choose oblation bearer's (offering, bread/wine) Yes___ No___

If yes, who? _____

PRAYER AND READINGS SELECTIONS:

There are several choices of prayers that you will find in the Book of Common Prayer, pages 503-505. Usually the clergy selects these. If you have a strong preference, please list them below.

NOTES and SPECIAL REQUESTS THAT YOU HAVE Use separate sheet if needed:

Funeral or Memorial Service Music

Do you wish to have music at the service? Yes _____ No _____

If so, please contact Philip Riley, our Organist and Music Director, to discuss music options.

Philip Riley: 512-300-7397 philip.riley@earthlink.net

Do you have any special requests like soloists or special instruments?

If so, who or what? _____

Prelude: _____ or please choose for me _____

Opening Hymn _____ or please choose for me _____

Sequence Hymn or Canticle _____ or please choose for me _____

Offertory Music _____ or please choose for me _____

Communion Music _____ or please choose for me _____

Recessional Hymn _____ or please choose for me _____

Postlude: _____ or please choose for me _____

PLEASE ATTACH AN OBITUARY (OR LIFE'S SKETCH) AND ANY STORIES, MEMORIES, SPECIAL WORDS, THAT MAY HELP THE HOMILIST PREPARE THE SERMON.

Signed: _____ Date: _____