



11575 Belleville Road, Belleville, MI 48111  
(734) 699-3361 ~ www.trinitybell.org

# Funerals and Memorial Services

## Introduction

Loss of a loved-one is among the hardest things we go through in life, so please accept the condolences of everyone here at the church as you begin this time of grieving.

This manual has been put together to make the process of planning a funeral or memorial as simple and easy as possible.

The deceased does not have to have been a member of Trinity to have a funeral or memorial at the church. However, if the family desires for the ashes of the deceased to be buried in our Memorial Garden, there are some forms to fill out and associated costs.

To hold a funeral or memorial at Trinity, the first step is to be in touch with the pastor to establish a date and set up a time to plan the service.

## Logistics

**Visitation:** A visitation or family hour may be arranged in the church prior to the service if you wish. Please discuss this with the clergy.

**Service:** The Episcopal funeral/memorial service is found in the Book of Common Prayer on page 491. There is some flexibility to make additions and other decisions. The clergy will walk you through the planning process for this service and tailor it as needed. During the service, caskets and containers of ashes are covered in a white cloth, called a "pall," which is provided by the church.

**Communion:** Communion is not required in the funeral service. Whether or not to have communion depends on your sense of what the deceased would have liked and what works best for the mourners. If you would like to have communion we will make it a welcoming experience for everybody.

**Decorations/Photos/Mementos:** If so desired, a small table may be placed in front of the altar for a photo or memento and for ashes if the deceased has been cremated. It is possible for one or two arrangements of flowers to be placed on or near this table as well, subject to the Celebrant's approval. (Simplicity is best at the altar area so as to keep it uncluttered and easy to navigate.)

Photo boards or other displays, images larger than approximately 10" x 12", and large flower arrangements may be set up in the Foyer area or in the Parish Hall where people can approach and look at them. We have some easels and tables that may be used.

## **Flowers**

The best placement for flowers is one bouquet each on the 2 flower shelves (behind and to each side of the altar) and/or a small arrangement on the table in front of the altar. Please be sure to let your florist know that flower vases should fit comfortably in these spaces. Please use only real flowers in the altar area. If you have no use for these flowers after the service, you may at your discretion leave them to be enjoyed on Sunday morning, but this is not a requirement. Additional flower arrangements may be placed in the front Foyer or Parish Hall.

**Caskets:** A casket may be open for visitation if desired. It is closed for the service. It may be placed or processed in to the front of the church, and then out again at the end of the service. The only way to get a casket into the sanctuary is up the internal stairs. This can be awkward, so please make sure you have enough pallbearers equal to the task.

**Military Honors:** Trinity is happy to accommodate Military Honors for service members who have died, and the clergy can coordinate with those presenting the honors. Typically a flag presentation is performed after the service in the foyer or a suitable location outside.

**Size of the Funeral:** Trinity can comfortably hold up to 250 people in the sanctuary, and slightly more than 300 have been accommodated on occasion.

**Music:** Please discuss all music choices with the clergy before the funeral. The fee for our musician is in the back of this manual. Trinity's musician must be consulted if you would like to bring in your own keyboard musician instead. The church also has an excellent sound system that is available to all and on which CDs may be played.

**Bulletins:** The church typically designs and prints bulletins for the service at no charge. Some prefer to have another party print them, which is fine too. Either way, please consult with the clergy on what should be included in the bulletin.

**Ushers:** We strongly recommend that you appoint an usher or two to hand out bulletins at the service. They should be present at the church at least 20 minutes prior to the service.

**The Parish Hall:** If the parish hall is desired, it may be used for a reception or meal after the service. Arrangements, especially set-up, decorations, and clean up, are the responsibility of the family. A fee arrangement should be made with the church.

## **Fees**

**Musician:** The fee for the church musician is \$150 or as negotiated. The check should be made out to the musician.

**Parish Hall:** If the parish hall is used, a fee arrangement should be made with the church. Clean up should also be arranged.

**Clergy:** If the deceased were not church members, the clergy fee is \$150 or as negotiated. For church members, there is no fee, but if the family wishes to make a financial gift to thank the clergy, please make the check out to Trinity Episcopal Church and write "Rector's Discretionary Fund" in the memo line.