

# St. Matthew's Funeral Planning Form

Revised 2024-10-01



Please review this form and complete it to the best of your ability. If you are uncertain about a detail, please make your best guess for now (we can always change it). When done, bring it to the church office or email it to the Rev. Katie Leuba, Rector ([katie@stmattsaustrin.org](mailto:katie@stmattsaustrin.org)). Questions? Please email or call Katie (440-985-8982) or her Assistant, Lena Carson (512-345-8314 or [lena@stmattsaustrin.org](mailto:lena@stmattsaustrin.org)).

|   |  |
|---|--|
| Today's Date:   |  |
| Deceased Full Name for program:<br>(ex. Elizabeth "Lizzy" Jane Smith)   |  |
| Date of Birth:  |  |
| Date of Death:  |  |
| Family Contact Name:<br>Email:<br>Phone:  |  |
| Funeral Home involved? Name:<br>Contact Name:<br>Email, Phone:  |  |
| Military Honors? Details?<br>(Funeral Home must contact VA soon)  |  |
| Ashes/ Casket/ Neither present?<br>If ashes, who will bring to church?  |  |
| Interment at St. Matthew's?<br>Already have a contract?<br>Common Urn? If Niche, Location?  |  |
| Reception after at St. Matthew's?<br>Standard setup or Custom requests?<br>(\$150 fee. Please contact Hospitality Guild soon to discuss, info below.) |  |
| Custom Flowers by Flower Guild?<br>If so, favorite colors and types?<br>(\$100 fee. Otherwise, flowers planned for Sunday service may be present.)    |  |
| Send "Grief in the Parish" email?   |  |
| Invite congregation to service?   |  |
| Obituary and Photo in Program?<br>If yes, who will provide?   |  |
| YouTube Live Stream desired?<br>(\$50 fee. May not be possible if AV Operator unavailable for date/time.)   |  |

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**ST. MATTHEW'S**  
EPISCOPAL CHURCH

|   |  |
|---|--|
| Priest in Charge:<br>Homily by Other? Other Clergy?                           |  |
| Service Date:<br>Time:  |  |
| Est # of seats to reserve for family:<br>(usually first 1-2 rows near podium) |  |
| Estimated # of attendees:<br>(a range is fine, needed for printing)           |  |

**\*See pages 4-12 for Suggested Readings, Psalms & Hymns and Reception info\***

**When designing the service, key considerations include:**

- Will the language be the typical Burial Rite II (BCP 491) or the Elizabethan era Burial Rite I (BCP 469)?
- Will Holy Communion be offered?
- Which Readings, Psalm, and Hymns were favorites of the deceased or feel appropriate to celebrate their life?  
Note: A full service with communion typically includes an Old Testament reading, a Psalm reading, a New Testament reading, a Gospel reading, 4 Hymns (Opening, at Gospel, at Communion, Closing) and a Prelude and Postlude. If there is no communion, less readings and hymns may be appropriate.

|   |  |
|---|--|
| With Holy Communion, Rite II?   |  |
| First Reading:<br>(from suggested or other)<br>Reader Name:   |  |
| Psalm:<br>(from suggested or other)<br>Reader Name:   |  |
| Second Reading:<br>(from suggested or other)<br>Reader Name:  |  |
| Gospel Reading:<br>(from suggested or other)  |  |
| Prayers of the People Reader<br>Name:   |  |
| Family Remembrances?<br>Names, Relationships:<br>(typically 1 or 2, about 5 min each)   |  |
| Selections for Hymns/Songs<br>(order can be changed later)<br>Prelude:<br>Opening Hymn:<br>Before Gospel:<br>Communion:<br>Closing Hymn:<br>Postlude: |  |

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**Fee & Honorarium Guidance:**

- Clergy:** No fee. If you wish to give an honorarium, customary amounts range from \$100 to \$300.
- Organist:** Fees range from \$200 to \$300. Once the exact organist is known, the fee will be set.
- Cantor:** Fees range from \$100 to \$250. Once the exact cantor is known, the fee will be set.
- <<**Checks:** Should be payable to the person by name and given on the day of the service.>>

-**Church Fees:** For fees for Reception (\$150), Flowers (\$100), or AV Guild (\$50) please make check out to St. Matthew's Episcopal Church and bring/send to the church no later than the day of the service.

- <<**Checks:** Should be payable to St. Matthew's Episcopal Church and given on the day of the service.>>

| <b><i>**This page for Priest-in-Charge Directions to Worship Council Ministry Leaders**</i></b> |  |
|---|--|
| <i># of chalices, including jeweled</i>   |  |
| <i># of porridges/patens</i>  |  |
| <i>Elements set on Credence Table?</i>  |  |
|   |  |
| Crucifer preferred or required?   |  |
| Ushers needed? How many?  |  |
| Lay Readers needed? How many?   |  |
| If Rite II w/ Communion, Prayer?  |  |
| Other Notes:  |  |