



Saint Luke's ANGLICAN

Updated January 12, 2024

The clergy or the Parish Administrator are glad to assist you during this difficult time. To help streamline the process, we've developed a form and check list to make sure that we're providing the best service we can to you and your loved ones.

Please fill out the information below, which will be used by the Clergy of Saint Luke's Anglican ("SLA") to assist them in the planning of your funeral service. Please return the requested information via email to our Parish Administrator, Jessica Maples, jessicamaples@stlukeshhi.org.

The Clergy will make every reasonable effort to honor your wishes. However, this form is a guide for the purpose of identifying preferences only and will be subject to the decisions of the Clergy of SLA, who will use the canons of the Church, the rubrics of the Anglican 2019 Book of Common Prayer (ABCP), the liturgical and funeral policies of the Parish, and their own pastoral judgment as to the service's final form and content. Family members and friends are welcome to offer remembrances at a memorial service reception following the Committal.

Name of Deceased: _____ Date of Birth: _____

Date of Death: _____ Cause of Death: _____

Family Member to Contact: _____ Contact's Phone _____

Contact Email: _____

Family Contact US Mailing Address: _____

Date of Service: _____ Time: _____ Approximate Number Attending? _____

YES	NO	
		Will the Sanctuary at the Church be used? Y/N If not, please name graveside service location: _____
		Will the Columbarium be requested? (Church Members and their family, only) Y/N
		Will there be Holy Communion? Y/N
		Will there be an urn_____ or casket_____? (pls. check one)

Officiant (Clergy):
Rev. Dr. Jady Koch
Other:

Saint Luke's Anglican Church, 50 Pope Avenue, Hilton Head Island, SC 29928

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	Which funeral home will be providing services on behalf of the deceased? Name: _____ Phone: _____ Contact: _____
	Will pews need to be roped off for family? Y/N How many? _____
	Lay Readers needed from Church? Y/N? If no, Please list names and order of family/friend lay readers.
	Chalice Bearers needed? Y/N
	Ushers needed from Church? Y/N If no, Please list names of family/friend usherse. _____
	Do you request a Memorial Service reception following in the Kronz Fellowship Hall? (Y/N)
	Will you want special flowers (Y/N) (Family will need to speak with Leigh Anne Hoppe)
	Do you want Audio-Visual support: <ul style="list-style-type: none"> ▪ Audio Only Recording of the Service (Y/N)_____ ▪ Live Streaming and/or Video Recording of the Service (Y/N)_____ ▪ Microphones for Reception (Y/N)_____ ▪ Reception Power Point Presentation and/or music playlist (family must provide PPT, PDF or other suitable link or file at least 48 hrs in advance of the service. (Y/N)_____

Anglican Book of Common Prayer (2019) Order of Service:

It is the policy of Saint Luke’s Anglican (SLA) Church that only SLA Clergy, or other Clergy at the invitation of the Rector of SLA, will serve as Homilist. If you have a preference among the Clergy of SLA, please list here: _____

Please note that in addition to the Clergy homilist at the service, family and friends may offer a eulogy/remembrances and other comments at a reception in the Kronz Fellowship Hall following the service (p. 249, ABCP 2019). According to the If there is someone specific you would want to speak or to offer a eulogy at that time, please list their name(s) here:

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For the service, in terms of Scripture Readings (from the English Standard Version Bible , ESV):

- You can do both a 1st and 2nd reading, or, simply pick just one out of the two sets of readings, and/or a Psalm.
- A Gospel reading will be required if you decide to do Holy Communion (please let us know).

Here are the Scripture options:

First Reading: (please check one)

- Isaiah 25:6-9 (He will swallow up death for ever)
- Isaiah 61:1-3 (To comfort all who mourn)
- Lamentations 3:22-26,31-33 (The Lord is good to those who wait)
- Job 19:21-27a (I know that my Redeemer lives)

1st Psalm (please check one)

A suitable Psalm, Hymn, or canticle. The following Psalms are options:

- Psalm 39
- Psalm 42:1-7
- Psalm 46
- Psalm 90:1-12
- Psalm 121
- Psalm 130
- Psalm 139:1-11

Second Reading: (please check one)

- Romans 8:14-19,34-39 (The glory that is to 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 am making all things new)

2nd Psalm (optional) (please check one)

A suitable Psalm, Hymn, or canticle. The following Psalms are options:

- Psalm 23
- Psalm 27
- Psalm 106:1-5
- Psalm 116

Gospel Reading: (required with Holy Communion; please check one)

- John 5:24-27 (Whoever believes has eternal life)
- John 6:37-40 (All that the Father gives Me will 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 rooms)

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Music:

Would you prefer music played/sung: (Y/N)_____

If yes,

Would you like an organist? Or Pianist? Please indicate here: _____.

Would you prefer a Soloist? If so, please name preference here: _____.

Are there any particular Hymns or Songs you'd like to have played?

Please check any hymns or songs below, or please write in other proposed selections. This list below is not exhaustive but meant as helpful ideas.

Your selections can be used in the order of service for Opening Hymns, Closing Hymns, and/or Songs played during Communion:

- | | |
|---|---|
| <input type="checkbox"/> JOYFUL, JOYFUL WE ADORE THEE | <input type="checkbox"/> HOW GREAT THOU ART |
| <input type="checkbox"/> BE THOU MY VISION | <input type="checkbox"/> ON EAGLE'S WINGS |
| <input type="checkbox"/> HOW FIRM A FOUNDATION | <input type="checkbox"/> AS THE DEER |
| <input type="checkbox"/> AMAZING GRACE (TRADITIONAL TUNE) | <input type="checkbox"/> IT IS WELL WITH MY SOUL |
| <input type="checkbox"/> ROCK OF AGES | <input type="checkbox"/> IN CHRIST ALONE |
| <input type="checkbox"/> A MIGHTY FORTRESS IS OUR GOD | <input type="checkbox"/> AMAZING GRACE/MY CHAINS ARE GONE |
| <input type="checkbox"/> JUST AS I AM | <input type="checkbox"/> 10,000 REASONS |
| <input type="checkbox"/> LIFT HIGH THE CROSS | <input type="checkbox"/> ONWARD CHRISTIAN SOLDIERS |
| <input type="checkbox"/> IT IS WELL WITH MY SOUL | <input type="checkbox"/> IN CHRIST ALONE |
| <input type="checkbox"/> GREAT IS THY FAITHFULNESS | <input type="checkbox"/> BECAUSE HE LIVES |
| <input type="checkbox"/> GIVE THANKS | <input type="checkbox"/> I CAN ONLY IMAGINE |
| <input type="checkbox"/> HOLY, HOLY, HOLY | <input type="checkbox"/> O MASTER LET ME WALK WITH THEE |
| <input type="checkbox"/> OTHER _____ | |

Funeral/Memorial Service Fees:

I. Depending on who the clergy is, Staff will indicate who and where to send the appropriate Clergy Fee check.

- o Clergy Fee: \$300 Clergy Name: _____
- o Celebrant Only Fee: \$100 Clergy Name: _____
- o Clergy Fee (Columbarium Interment Only): \$150 Clergy Name: _____

II. Please make one check out for the total of the applicable fees below to: Saint Luke's Anglican, 50 Pope Avenue, Hilton Head Island, SC 29928.

- o Organist/Pianist: \$200
- o Custodian/Sexton Fee: \$150

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- Audio Only for Sanctuary: \$100
 - Livestream and/or Video Recording Fee in Sanctuary: \$100
 - Reception/Hospitality Team Fee if Caterer is Used: \$100
 - Reception Fee for Food/Beverages (if applicable): \$250
 - Audio/Visual for Reception: \$150
 - Administration Fee: \$100
- III. Soloist – If there is a separate soloist, the extra fee is \$200, and please make check directly out to that musician.
- IV. Please make one check out separately for Flowers to: Saint Luke’s Flower Fund, 50 Pope Avenue, Hilton Head Island, SC 29928.
- Flowers: \$125
- V. Columbarium Plot Fee (if needed/if available): \$600, paid to Saint Luke’s Foundation, 50 Pope Avenue, Hilton Head Island, SC 29928. Please contact Jan Hunter for more information, 843-816-7671.

Finally, you have the Church’s deepest sympathy and loving support during this challenging time. We’re hoping and praying for your peace, comfort, courage, and healing during your time of grief and loss.

The hope found in Christ alone is our anchor. As believers in Christ, we hold onto Jesus’ promise that in the end, “He will wipe every tear from their eyes. There will be no more death or mourning or crying or pain, for the old order of things has passed away”(Revelation 21:4).

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The following is a checklist for Church Staff Only:

Notified	Complete	
		<u>ALTAR GUILD</u> : Contact Elizabeth Glick. Will there be communion and/or reception?
		<u>FLOWER GUILD</u> : Leigh Ann Hoppe - Contact family for choice of flowers. Funeral flowers take precedence over scheduled flowers.
		<u>COLUMBARIUM</u> : Jan Hunter - If columbarium is needed, have family contact Jan Hunter.
		<u>ORGANIST/PIANIST</u> : Nina Rodman/Dallas Reese
		<u>OTHER MUSICIANS</u> : Contact as needed.
		<u>MEMORIAL USHER CHAIRMAN</u> : Gary Queck - How many people will attend and communion?
		<u>RECEPTION</u> : Contact Hospitality Team - how many people expected?
		<u>PRE-SCHOOL</u> : Alert Janice Ring if there is a reception,
		<u>LAY READERS</u> : If a Lay Reader is needed, please email Judy Pugatch (pugatch@twc.com).
		<u>SEXTON</u> :
		<u>AUDIO-VISUAL for RECEPTION</u> :
		<u>SERVICE VIDEO RECORDING</u> :
		<u>LIVE STREAMING SERVICE</u> :
		Place name on prayer list to be read the following Sunday
		Place funeral on church calendar.
		Record Funeral in church record book.
		Make adjustments in Realm as applicable.
		Place name on "All Saints Day" file list