

## The Parish Church of Saint Luke's

939 Hinman Avenue • Evanston, IL 60202

847-475-3630 • office@stlukesevanston.org

The time immediately after the death of a loved one is charged with many emotions and the conflicting demands of one's individual grieving, caring for loved ones, and discharging the tasks related to others' grieving, legal issues, funeral arrangements and sometimes travel as well. This small publication is intended to provide some guidance in a task that seldom confronts us – arranging for a funeral service. St. Luke's can provide a variety of ways to have a meaningful ceremony for those who mourn – from an intimate gathering of stories and psalms in a small chapel to a full funeral with a casket and a burial. This guide is intended to help capture things that are important to you in the consideration of a service. As you work through planning, there may be elements of art, text, music, or remembrances that are more appropriate for a reception, but the officiant at the time will work with your loved ones to try to identify what makes the most sense.

Please keep in mind that what is listed here are requests and intentions, not legally binding agreements. We will do our best to honor requests but may not be able to do so.

In general, the Episcopal Liturgy of the dead is an Easter liturgy. It finds all its meaning in the Resurrection. Because Jesus was raised from the dead, we, too, shall be raised. The liturgy, therefore, is characterized by joy, in the certainty that nothing can separate us from the love of God in Christ Jesus. This joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.

### LOGISTICS:

Name (as complete as possible, including all last names and nick-names)

Date of birth:

Who is the executor of the estate or other primary point of contact for the church?

Funeral home/crematorium if known:

Do you anticipate a casket, ashes, or no physical symbol of the body?

- If a body, will you want a graveside service?
- If ashes, would you like to have the ashes stay in a St. Luke's columbarium?
- If there is no symbol of the body, would you like to provide a photograph?

Do you prefer more formal or less formal language?

It's always difficult to anticipate the number of people who might show up at a service, but a general estimate will help staff to recommend the space that will feel warmest for the day of. Do you anticipate

- Up to 35 people?
- 35-65?

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- More than 65?

Would you like to have Eucharist/Communion at the service? This is generally a question of whether it would be welcome and of comfort to the attendees.

Generally, what style of service would you like?

### PEOPLE:

There are several ways that loved ones can be involved and honored in a service either as readers, intercessors for prayers, or offering a pre-written short remembrance.

Are there specific people that you would like to have a speaking role in the service? You might think about whether speaking in front of people is comfortable or upsetting to the person as well as other factors.

Are there any particularly family dynamics that the church should be aware of?

### SCRIPTURE AND OTHER TEXTS:

In most services there is space for between one and three texts to be read or sung with additional texts possible for opening and closing statements. At least one reading in the service should be biblical, and if there is going to be communion there will need to be at least one reading from one of the gospels. While there are customary texts, we find that the most meaningful services are drawn from favorite or emblematic passages of the person. If you're struggling to come up with passages, please speak with one of our clergy and tell them a bit about the person in question.

Are there specific pieces/lines of scripture you'd like to include?

Are there non-biblical texts you'd like to think about including, such as a poem or literature excerpt?

### MUSIC:

It is our policy that the St. Luke's Organist plays for all liturgies at St. Luke's when organ music is desired. Another organist may be used, but must be approved by the Organist. In accordance with the guidelines developed by the American Guild of Organists (AGO), the standard fee (see Fees and Charges) is expected to be paid to the St. Luke's Organist, even if another organist will play. The family will be responsible for all fees for guest musicians.

Other musicians may be a part of the ceremony. Soloists and instrumentalists are all appropriate to a beautiful liturgy. St. Luke's can arrange for a soloist (there will be an additional fee). Guest singers, instrumentalists, or pre-recorded music are subject to the approval of the clergy and the Organist of this parish (whether or not the parish musician will actually take part in the service.)

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The Choir of St. Luke's is an all-volunteer ensemble and, as such, is not routinely available for weddings and funerals. However, on occasion and at the discretion of the rector and choirmaster, the Choir may indeed be summoned for service. The Choir can be prepared to offer a choral introit, the singing of hymns & mass settings, 1 hymn descant, an Anglican Chant psalm, and up to 2 anthems.

Are there specific pieces of music that you'd like to have in the service (either hymns or instrumental)?

In general, what kind(s) of music do you like?

Please list any preferences you have for musicians:

OTHER:

Do you have any other requests we can try to honor?

RECEPTION:

If you wish to have a reception at St. Luke's, please see the Reception Rental Agreement

FLOWERS:

St. Luke's can recommend a florist if you would like two bouquets for the high altar, or you can place a small vase on the resurrection altar.

### FEES AND CHARGES

*No one will be turned away for inability to pay, but we may need to adjust the service. Please note that these fees are accurate as of time in which this document is filled out but may be different by the time a person passes away. Please ensure providing for payment with the executor of your estate or other representative. Payment for all fees is due prior to the liturgy. Once the service is finalized with the officiant at the time, the executor or other representative will be provided with an itemized final invoice.*

#### *Ceremony*

#### *Pledging Members of St. Luke's*

#### *Others*

<i>Use of Nave (capacity 350)</i>	<i>\$625<sup>1</sup></i>	<i>\$1,125</i>
<i>Use of Lady Chapel (capacity 50)</i>	<i>\$300<sup>2</sup></i>	<i>\$350</i>
<i>Officiant</i>	<i>Honorarium</i>	<i>\$500</i>
<i>Organist</i>	<i>\$450</i>	<i>\$450</i>
<i>Choir/Choirmaster</i>	<i>\$1,450</i>	<i>\$1,450</i>

<i>Program Leaflet</i>	<i>\$150</i>	<i>\$150</i>
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<i>Live Stream</i>	<i>\$150</i>	<i>\$150</i>
<i>Columbarium<sup>3</sup></i>	<i>\$300</i>	<i>\$300</i>

<sup>1</sup> Includes \$275 fee each for sexton and administrator and \$75 fee for audio technician

<sup>2</sup> Includes \$150 fee each for sexton and parish administrator

<sup>3</sup> Please note that specific placement in St. Luke's columbaria is subject to change and availability. While we will try to honor placement and family groupings over time, we cannot promise that remains will not be relocated as needed to different columbaria locations on the church property.

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*For reception options, please see "Meeting and Reception Rental Agreement" document*