

St. Barnabas Funeral Policies and Procedures

The Burial of the Dead is an Easter liturgy and finds all its meaning in the Resurrection. Because Christ was raised from the dead, we, too, shall be raised. 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. Jesus himself wept at the grave of his friend. So, while we rejoice that the one we love has entered into the nearer presence of God, we sorrow in sympathy with those who mourn. The liturgy is also an expression of our belief that nothing can separate us from the love of God and each other in Christ. We still love, care, and pray for those who have died, and we believe they still love, care, and pray for us.

The clergy of St. Barnabas are available to speak with you about funeral planning or any questions you may have around funerals, death, and dying.

Overall Practical Matters:

- When a Christian is nearing death, the clergy should be alerted so that the Sacraments of the Church may be administered.
 - The three sacraments commonly called Last Rites include reconciliation, eucharist, and extreme unction (anointing).
- When possible, funeral planning should be done in advance of death with one of our clergy.
 - When planning a funeral after the death of a loved one, the clergy presiding at the funeral will be available for one meeting with the family to plan the service. To make good use of that time, the provided Funeral Planning Checklist must be completed prior to that meeting.
- For those who choose cremation, St. Barnabas has a beautiful columbarium available as a final resting place (niches can be purchased by contacting the parish office).
- Please have funeral scheduling finalized with the church *prior* to publication online or in newspapers.
- Parkside Hall is available for the family to host a luncheon or reception following the service (more information below).

If you wish to have a funeral in the church:

- The Rector of St. Barnabas (or his chosen substitute) will provide an Episcopal funeral according to the Book of Common Prayer. Our church is consecrated to a specific use and our clergy take vows to uphold the doctrine, discipline, and worship of the Episcopal Church.
- The presiding clergy (or their chosen substitute) will offer a homily which reflects on the scripture lessons in the context of the Resurrection. Additionally, one or two brief eulogies may be given by friends or family of the departed. We do not allow “open mic” remembrances.
- St. Barnabas’ organist (or our chosen substitute) will provide live music by organ and/or piano. We do not play pre-recorded music in the church.
- A casket may be open for viewing before the service begins, but will be closed and covered with a funeral pall prior to the start of the service.
- Please know we do not allow slide shows or video in the church for the service. This can be provided during a reception and we have the capacity to show video on a flat-screen TV in Parkside Hall.
- The clergy presiding at the funeral will be available for one meeting with the family to plan the service. To make good use of that time, the provided Funeral Planning Checklist must be completed prior to that meeting.
- The family is responsible for flowers (which can be delivered during normal office hours or up to an hour before the service), coordinating military honors, and any reception that follows the service.
- We strongly suggest using the services of a funeral home of your choice.
- Depending on their availability, our clergy can preside at funeral home services. All services presided over by the clergy of St. Barnabas will follow the outline given in the Book of Common Prayer.
- If you would like to host a non-Episcopal funeral, memorial service, or celebration of life, Parkside Hall is available for rent. Please contact the parish office.

Fees and honorariums:

Clergy Honorarium (Suggested):	\$250 (Paid to St. Barnabas, memo: Rector's Discretionary Fund)
Organist Fee (Required)	\$200 (additional fees apply for accompanying soloists and additional rehearsal time, if required)
Funeral Coordinator Fee (Required)	\$100
Facility Fee (Required)	\$100

Note: If these fees present a financial burden to your family, please speak with the rector who will cover them by other means.

If a funeral home is *not* coordinating the funeral:

We strongly suggest using the services of a funeral home. If you choose not to do so, please know you will be responsible for the following, as the church is not able to provide these services:

- Burial (apart from internment in our Columbarium)
- Military Honors
- Procession to the cemetery
- Transporting or handling the body
- Flowers
(family must arrange the display of flowers and pick them up after the funeral/memorial service)
- Memorial Cards
(the church will provide service bulletins at no charge but does not provide memorial cards)
- Easels to display photos or memorabilia
- Obituary or Death Notice
- Guest Book
- Card Box
- Death Certificate
- Social Security Administration notification
- Pall Bearers

Reception Following the Funeral:

St. Barnabas encourages Christian fellowship and companionship especially at the time of grief and sorrow. We are called to bear one another's burdens and share in our sibling's sorrow.

Families are invited to consider having a reception after the service. Parkside Hall at St. Barnabas is a recently renovated space that can comfortably accommodate about 100 people. If you choose to use the Hall, arrangements will be made ahead of time between church staff and the family to coordinate logistics.

Families are invited to host the reception themselves or hire a caterer. The church staff is able to make caterer suggestions.

There is no additional charge to the family for the use of Parkside Hall, tables/chairs, the kitchen, etc.

It is important to note that St. Barnabas hosts numerous activities throughout the week. Dates and timing for funerals and receptions absolutely must be coordinated with church staff before finalizing and publishing obituaries.