

ADDITIONAL NOTES OR INSTRUCTIONS



FUNERAL PLANNING INFORMATION

FOR OFFICE USE	
Date of Service:	_____
VisitingTime-Parlor:	_____ ServiceTime: _____
Altar Guild Contact:	_____
St. Martha's Guild Contact:	_____
St. James Columbarium No.	_____
Plaque Ordered:	_____

Full Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of death: \_\_\_\_\_

Baptized (date): \_\_\_\_\_ Confirmed: \_\_\_\_\_

CONTACT INFORMATION:

Family Contact: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (other) \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address for memorials: \_\_\_\_\_

With what funeral home will arrangements be made? \_\_\_\_\_

Visitation at funeral home: Yes \_\_\_\_\_ No \_\_\_\_\_ Viewing (at funeral home only): Yes \_\_\_\_\_ No \_\_\_\_\_

SERVICE INFORMATION:

Officiant: \_\_\_\_\_ Assisting Clergy: \_\_\_\_\_

Burial of the Dead: Rite II (Modern English, BCP 481) \_\_\_\_\_ Rite I (traditional English, BCP 469) \_\_\_\_\_

This will be a Memorial Service (body or urn not present, scheduled some time after the death): \_\_\_\_\_

Holy Eucharist: Yes \_\_\_\_\_ No \_\_\_\_\_ Soloist engaged/requested: \_\_\_\_\_

Music: Yes \_\_\_\_\_ No \_\_\_\_\_ Organist: \_\_\_\_\_

Please note: The organist fee for funerals is \$150. Checks should be made payable to St. James Episcopal Church.

Casket pall needed \_\_\_\_\_ Cremains pall needed \_\_\_\_\_

Visitation at St. James before service: Yes \_\_\_\_\_ No \_\_\_\_\_ How long/hours? \_\_\_\_\_

Florist: \_\_\_\_\_

Please note: If desired, altar flowers (and/or arrangements in the Parlor or foyer during visitation or reception) are appropriate. No other arrangements are brought into the church. Casket sprays are not used.

PLEASE RETURN THE COMPLETED FORM TO:

Sylvia Rabalais, Administrative Secretary  
St. James Episcopal Church, PO Box 126, Baton Rouge LA 70821  
225-387-5141 Fax 225-387-1443 email: [srabalais@stjamesbr.org](mailto:srabalais@stjamesbr.org)

Reviewed and approved: \_\_\_\_\_ Date \_\_\_\_\_

ST. JAMES  
EPISCOPAL CHURCH



205 North Fourth Street  
Post Office Box 126  
Baton Rouge, Louisiana 70821

225 387 5141  
225 387 1443 fax

[www.stjamesbr.org](http://www.stjamesbr.org)



**MUSIC: Any music, hymn or readings other than those listed here, must be approved in advance by the rector.**

Within the service there are opportunities for the singing of two to four hymns. Please indicate your preferences. Hymns that are particularly appropriate for a funeral service include:

- \_\_\_\_\_ 208 The strife is o'er Hymnal 1982
- \_\_\_\_\_ 287 For all the saints Hymnal 1982
- \_\_\_\_\_ 314 Humbly I adore Thee Hymnal 1982
- \_\_\_\_\_ 324 Let all mortal flesh keep silence Hymnal 1982
- \_\_\_\_\_ 383 Fairest Lord Jesus Hymnal 1982
- \_\_\_\_\_ 473 Lift High the Cross Hymnal 1982
- \_\_\_\_\_ 474 When I survey the wondrous cross Hymnal 1982
- \_\_\_\_\_ 608 Eternal Father, strong to save Hymnal 1982
- \_\_\_\_\_ 635 If thou but trust in God to guide thee Hymnal 1982
- \_\_\_\_\_ 645 The King of love Hymnal 1982
- \_\_\_\_\_ 662 Abide with me Hymnal 1982
- \_\_\_\_\_ 671 Amazing grace! Hymnal 1982
- \_\_\_\_\_ 680 O God, our help in ages past Hymnal 1982
- \_\_\_\_\_ 687 A mighty fortress is our God Hymnal 1982
- \_\_\_\_\_ 690 Guide me, O thou great Jehovah Hymnal 1982
- \_\_\_\_\_ 691 My faith looks up to thee Hymnal 1982
- \_\_\_\_\_ 693 Just as I am Hymnal 1982
- \_\_\_\_\_ 694 God be in my head Hymnal 1982
- \_\_\_\_\_ 707 Take my life Hymnal 1982
- \_\_\_\_\_ 708 Savior, like a shepherd lead us Hymnal 1982
- \_\_\_\_\_ 42 He Lives Lift Every Voice and Sing II
- \_\_\_\_\_ 69 In the Garden Lift Every Voice and Sing II

**READINGS: Any music, hymn or readings other than those listed here, must be approved in advance by the rector.**

*One or two readings precede the Gospel, interspersed with Psalms.*

*When only one reading is desired, it is selected from the New Testament options below.*

The first reading is from the Old Testament or the Apocrypha. Choose one of the following:

- \_\_\_\_\_ Isaiah 25:6-9 (He will swallow up death for ever)
- \_\_\_\_\_ Isaiah 61:1-3 (To comfort those who mourn)
- \_\_\_\_\_ Lamentations 3:22-26; 31-33 (The Lord is good to those who wait for him)
- \_\_\_\_\_ Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)
- \_\_\_\_\_ Job 19:21-27a (I know that my Redeemer lives)

Psalm or hymn to follow the first reading: 42:1-7 \_\_\_\_\_; or 46 \_\_\_\_\_; or 90:1-12 \_\_\_\_\_; or 121 \_\_\_\_\_; or 130 \_\_\_\_\_; or 139:1-11 \_\_\_\_\_. *You may read through these psalms, [here](#).*

The second (*or, only, if just one is used*) reading is from the New Testament. Please choose one:

- \_\_\_\_\_ Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- \_\_\_\_\_ 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (Raised in incorruption)
- \_\_\_\_\_ 2 Corinthians 4:16-5:9 (Things which are not seen are eternal)
- \_\_\_\_\_ 1 John 3:1-2 (We shall be like him)
- \_\_\_\_\_ Revelation 7:9-17 (God shall wipe away all tears)
- \_\_\_\_\_ Revelation 21:2-7 (Behold, I make all things new)

Choose a second Psalm: 23 (**King James Version**) \_\_\_\_\_; or 23 (Prayer Book Version) \_\_\_\_\_; or 27 \_\_\_\_\_; or 106:1-5 \_\_\_\_\_; or 116 \_\_\_\_\_. *You may read through these psalms, [here](#).*

The Gospel (often left to the discretion of the officiant or guest preacher):

- \_\_\_\_\_ John 5:24-27 (He that believes has everlasting life)
- \_\_\_\_\_ John 6:37-40 (All that the Father gives me shall 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 mansions)

**ADDITIONAL REQUESTS OR COMMENTS:**

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**PARTICIPANTS:**

Reader 1: \_\_\_\_\_

Reader 2: \_\_\_\_\_

Intercessor (Prayers): \_\_\_\_\_

Acolytes: \_\_\_\_\_

Oblation Bearers: \_\_\_\_\_

Eucharistic Ministers: \_\_\_\_\_

Names of Ushers and/or Pall Bearers: \_\_\_\_\_

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**INTERMENT:** Burial \_\_\_\_\_ Cremation \_\_\_\_\_ Other \_\_\_\_\_

Location: \_\_\_\_\_

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