



# ST. MARK'S END OF LIFE RESOURCES

## *Planning Guide*

End of life resources are offered to all St. Mark's parishioners and loved ones as an opportunity to secure their preferences for funeral and planned giving arrangements before their passing. Many of our parishioners do not make these arrangements and their wishes regarding their funeral services, use of the columbarium, and intentions to leave funds for the church at the time of their passing is unknown.

### *Within this Packet:*

This packet contains background information, forms, and policies regarding:

- Funeral Planning
- Burial Arrangements
- Columbarium Provisions
- Planned Giving



### **WE ARE HERE TO HELP.**

The forms are intended to assist you in your planning. If you are inclined, they can be reviewed and stored at St. Mark's.

St. Mark's has a Legacy Planning Group. If you need assistance with any of these choices or forms, please contact the office for more information.



# FUNERAL PLANNING

The loss of one we love can be an emotional and confusing time for those grieving and planning a service can be stressful. Be assured that the Clergy and Staff of St. Mark's are here to help you, support you, and comfort you, from initial planning, throughout the service, and beyond.

One way to ease the burden on those who mourn is to pre-plan your burial service. By doing so, your wishes will be known and respected and a weight will be lifted from those who mourn your passing. St. Mark's Clergy and Staff are prepared to assist you in this process with materials for, and aid in, planning your service.

*There are three types of services for the departed:*

1. A funeral is a service for the Burial of the Dead where the body is presented in a closed casket, or the ashes are in an urn.
2. A memorial service is a liturgy without the body or ashes.
3. A committal is a brief liturgy that usually takes place after the funeral and is held where the body or ashes are to be interred. It can also be done without the funeral service.

## *Concerning the Service*

- 1 The death of a member of the Church should be reported as soon as possible to, and arrangements for the funeral should be made in consultation with, the Minister of the Congregation.
- 2 Baptized Christians are properly buried from the church. The service should be held at a time when the congregation has an opportunity to be present.
- 3 The coffin is to be closed before the service, and it remains closed thereafter. It is appropriate that it be covered with a pall or other suitable covering.
- 4 If necessary, or if desired, all or part of the service of Committal may be said in the church. If preferred, the Committal service may take place before the service in the church. It may also be used prior to or following cremation.
- 5 A priest normally presides at the service.
- 6 It is desirable that the Lesson from the Old Testament and the Epistle be read by lay persons.
- 7 At the burial of a child, the passages from Lamentations, 1 John, and John 6, together with Psalm 23, are recommended.
- 8 It is customary that the celebrant meet the body and go before it into the church or towards the grave or columbarium.
- 9 The anthems at the beginning of the service are sung or said as the body is borne into the church, or during the entrance of the ministers, or by the celebrant standing in the accustomed place.

*Determinations*

- 1 The liturgy offers thanksgiving for the life of \_\_\_\_\_, who was born on \_\_\_\_\_, \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_.
- 2 The location for the liturgy will be \_\_\_\_\_.
- 3 The liturgy should be Rite I / Rite II.
- 4 The liturgy will / will not include the Eucharist.
- 5 The celebrant/officiant(s): \_\_\_\_\_ (If not the rector of St. Mark's at the time of the service, the rector must approve the celebrant/officiant).  
The homilist: \_\_\_\_\_ (If not the rector of St. Mark's at the time of the service, the rector must approve the celebrant/officiant).
- 6 Lay Eucharist Minister(s) \_\_\_\_\_
- 7 Crucifer, acolyte(s) \_\_\_\_\_  
\_\_\_\_\_
- 8 Ushers \_\_\_\_\_  
\_\_\_\_\_
- 7 Other participants \_\_\_\_\_
- 8 There will / will not be music. (If there is to be music, preferences may be indicated on the form on reverse.)  
Musicians \_\_\_\_\_  
\_\_\_\_\_

*The Order of Service*

Preliminary music

Anthems spoken/sung

Opening hymn \_\_\_\_\_

Collect

From the Old Testament

- 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)

Hymn, Psalm, Canticle \_\_\_\_\_

From the New Testament

- 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 (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 make all things new)

Hymn, Psalm, Canticle \_\_\_\_\_

The Gospel

- John 5:24-27 (He who believes has everlasting life)
- John 6:37-40 (All that the Father gives me will come to you)
  
- 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)

Homily

Apostle's Creed

Prayers of the People

The Peace & The Offertory

Hymn, Anthem, Canticle \_\_\_\_\_

The Eucharist (Circle one)

Rite I: Eucharistic Prayer I II / Rite II: Eucharistic Prayer A B C D

Communion hymns \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

Postcommunion prayer

The Commendation

The Blessing

The Dismissal

Hymn, Anthem, Canticle \_\_\_\_\_

The Committal  yes  no

The Dismissal

Additional Prayers

# BURIAL ARRANGEMENTS

Choosing between cremation, a cemetery burial, or other options can be difficult. St. Mark's can provide spiritual guidance on which option may be right for you and make sure they are documented as part of your funeral plan.

## FUNERAL AND BURIAL WISHES

I have reviewed and completed this document in order to give instruction and requests for my funeral and burial.

I do not wish to make funeral/burial arrangements. I request all arrangements to be made by \_\_\_\_\_

I have already made funeral/burial arrangements with: \_\_\_\_\_  
Location of the document: \_\_\_\_\_

### I will have a funeral

1. The following person(s) will be involved in arrangements:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. The funeral will be held at: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

3. The viewing or wake will be held at: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

4. I would like the following to be pallbearers:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### I would like to have a burial service

1. The following person(s) will be involved in arrangements:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. I will be buried at: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

**[ ] I would like to be cremated**

1. The following person(s) will be involved in arrangements:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. My cremated remains will be:

Placed in a columbarium or mausoleum at: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Buried in a cemetery plot at: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

Retained at the home/location of: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

My ashes are to be scattered (in accordance with local laws):  
Location: \_\_\_\_\_

**I wish that the following service(s) take place:**

Service at Casket Burial  Memorial Service  Service for cremated remains

1. The following person(s) will be involved in arrangements:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. I would like the following flowers: \_\_\_\_\_

3. Instead of flowers I would like the proceeds to be donated to: \_\_\_\_\_

# COLUMBARIUM

If cremation is the path you are pursuing, St. Mark's Columbarium is one of the most peaceful and affordable resting places in the area. It is an excellent choice for any of St. Mark's parishioners and we can reserve a space for you and your loved ones.

Throughout history it has been the function of the church to baptize us when we are born and to bury us when we die, but as the cemeteries of churches filled up and as land everywhere became more expensive, churches largely abandoned the accustomed role of providing a place for burial. Commercial cemeteries began to fill this void and soon even the sacrament of burial began to be conducted in funeral parlors, totally removed from the context of the church. As burial of the dead became more and more commercialized, it also became more and more expensive until it was in danger of losing all religious meanings.

Concerned with its ministry to our community and wishing to provide dignified Christian burial at a reasonable cost, St. Mark's decided to offer the privilege of a burial within a parish chapel/columbarium for members of the parish family and members of their families who qualify.

The practice of cremation is totally consistent with our understanding of the Christian faith, and the beauty of this facility will be a proclamation of our faith in the resurrection of the dead.

The columbarium is connected to St. Mark's Church and is comprised of niches set into masonry walls. Simple and dignified in concept, the structure expresses the ideal of Christian burial that the church has always upheld.

The structure was dedicated and consecrated by Suffragan Bishop Arthur Williams on Sunday, June 25, 1989. This allowed the structure to be set aside as a holy and consecrated part of the church and thus required us to make due consideration of this special aspect of the chapel/columbarium use.

## **Terms and regulations relating to the allotment of the columbarium niches:**

- a. The use of the columbarium, its coverings and doors, and any and all other parts of the chapel/columbarium itself, is subject to the control of the "Lazarus Committee". This committee operates under the charge of the parish Vestry and Trustees of St. Mark's. The Vestry reserves the right without notice from time to time to make, amend, and repeal such terms, conditions, rules and regulations as are in the best interest of St. Mark's Episcopal Church.
- b. St. Mark's will provide, at no additional cost, the engraving on the stone facing of the name of the person whose ashes are committed to its care on the columbarium niche where such ashes rest. The engraving will be done on a standard basis to make the chapel uniform in appearance.
- c. All ashes will be contained in a container (usually called urns). These will be purchased separately from the columbarium niche. Ashes of more than one individual may not be placed in a single urn, vessel, or container. The one exception to this rule is to allow a husband and wife to be placed in a double urn designed for this purpose. Please note that the cost of the urn is not part of the contract.
- d. The columbarium niche is an eleven (11) inch cube. Care should be taken in selecting urns that fit the columbarium niche. The "Lazarus Committee" will be happy to make recommendations and provide specifications as to the size and availability of urns from reputable funeral homes within the community.
- e. The use of the columbarium niche may not be assigned by anyone other than the "Lazarus Committee" working under the authority of the Vestry of the parish. Columbarium niches remain the property of St. Mark's Episcopal Church. The cost of reserving a columbarium niche entitles one the privilege of use, not the right of ownership. Niche ownership is always retained by St. Mark's.
- f. If a person moves from the area, the use privilege of an unused niche can be returned to the church at the original reservation cost and the money will be refunded only if engraving has not taken place.
- g. Any niche containing ashes under an agreement for their permanent disposition shall be appropriately sealed and the stone facing engraved.
- h. While St. Mark's endeavors to protect ashes deposited in the columbarium, it assumes no responsibility with respect to such ashes other than to afford them such protection as it affords its own property. Such ashes and the receptacles in which they are placed are not covered by the church's insurance.
- i. The columbarium is available for the cremated remains of any member of St. Mark's Episcopal Church and relations of the first degree (spouse, mother, father, sister, brother, children and grandchildren). Others desiring a niche may be referred to and be considered by the "Lazarus Committee" for its judgment. This determination shall be final.
- j. No ashes will be interred without a Christian burial service.
- k. Any questions may be referred to the church office.
- l. The present cost of each niche is \$1,200.00. Monies from the purchase of columbarium niches are placed in the St. Mark's Endowment Funds and a portion shall be set aside for the perpetual upkeep of this structure.



## COLUMBARIUM CONTRACT

Whereas, the undersigned has purchased from St. Mark's Episcopal Church at the cost of \$1,200.00 the privilege of use of one Columbarium Niche, the following information is given for inscription or otherwise printed upon the face of the covering of such niche:

Surname Name: \_\_\_\_\_

Christian Name : \_\_\_\_\_ Year of Birth: \_\_\_\_\_

Christian Name : \_\_\_\_\_ Year of Birth: \_\_\_\_\_

The date of death will be placed on the niche at time of use.

AND, FURTHER, THE UNDERSIGNED does agree with the following Rules, Regulations, Terms and Conditions governing the use there-of:

1. No interest in property, real or otherwise, is conveyed by the church nor is acquired by the undersigned, except that the undersigned does acquire the privilege of use of the columbarium niche only for the purpose of burial of the cremated remains of such person in the niche. The Church will provide at its own expense the engraving with the name, year of birth and year of death. Engraving will be done on a standard basis as the "Lazarus Committee" shall direct.
2. The use of the columbarium niche shall not be sold, conveyed, transferred, or otherwise assigned in any manner except by the "Lazarus Committee" of St. Mark's Episcopal Church. Upon violation of this provision, the undersigned's privilege of use shall terminate and shall revert to the church. The niches shall at all time remain the sole property of the church.
3. No ashes shall be placed in the niches of the columbarium without a suitable container, urn or receptacle. (The purchase of which shall be the responsibility of the user and not the church.)

IN WITNESS WHEREOF, I do affix my hand this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_

\_\_\_\_\_  
Address

Telephone Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed By \_\_\_\_\_

# PLANNED GIVING

Planned giving can be a difficult conversation for any parish to have with their parishioners, but the long-term financial security of the church depends on this type of giving. We would be remiss if we failed to make parishioners aware of this opportunity. We warmly welcome your contribution of any size or level for consideration. These gifts shall be submitted to the St. Mark's Trustees for review, recommendation, and approval by the Vestry.

## **St. Mark's Episcopal Church Endowment Trust.**

In 1983 in response to parishioner request, St. Mark's Vestry established an Endowment Committee to craft an instrument to handle wills, bequests, and memorials that had been left to the parish or would be left to the parish in the future by devoted members and friends.

On June 1, 1983, the Vestry approved the establishment of an Endowment Fund, and on July 13, 1983, the Agreement and Declaration of Trust was officially signed. In September 1983, \$35,000 was presented to the Trust by the Helen McInnes Foundation. These funds, plus \$5,300 already in hand, represent the original seed money for the Trust. Over the years, various cash donations and bequests have been received. Trust funds have been used for many projects that have improved our facilities, structure, the quality of our worship, and the services St. Mark's offers to our parishioners and the community.

### Purpose:

- Provide a useful and significant financial tool for the benefit of God's work in the parish.
- Create an instrument to provide funds for projects and needs beyond normal operating requirements.
- Provide benefactors with a way to specify what they would like to do to assist the parish.
- To be a source of extraordinary and beneficial improvements for the life of the parish and its Christian mission in the world.

## Structure:

The St. Mark's Endowment Trust is administrated, controlled and managed by a Board of Trustees, consisting of 7 members including the Rector, Senior Warden and five (5) appointed members. To aid donors in deciding how they would like to benefit St. Mark's, the St. Mark's Endowment Trust is divided into four funds:

- Fund A – Assets transferred to the St. Mark's Endowment Trust wherein the donor has not restricted the use of principle or income. The use is subject to sole discretion of the Vestry.
- Fund B – Assets transferred to the St. Mark's Endowment Trust wherein the donor has specified that the assets be restricted as to the use of the principle, but unrestricted as to the use of the income. The use of the income is subject to the sole discretion of the Vestry.
- Fund C – Assets transferred to the St. Mark's Endowment Trust wherein the donor has specified that both the principle and the incomes are restricted for a specific purpose.
- Fund D – Assets transferred to the St. Mark's Endowment Trust wherein the donor grants to the Trustees the sole responsibility to use the funds as long as the funds are used with the purpose and regulations of the St. Mark's Endowment Trust.

## **A FEW EXAMPLES OF PLANNED GIVING FOR YOUR CONSIDERATION:**

- Stock / Securities Donation
- Life Insurance Beneficiary
- Personal Property Donation
- Annuities
- Cash Donations
- Charitable Trust

*These options and others should be reviewed with your personal estate planning attorney prior to assisting St. Mark's or remembering us in your will.*