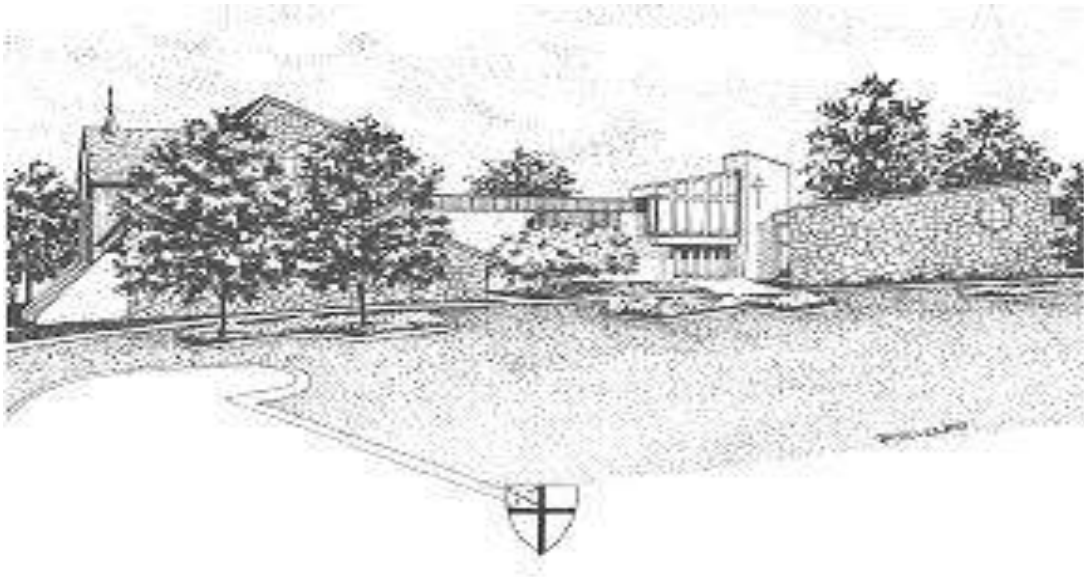


# St. Martin's Episcopal Church

*A Beacon of Christ's Love, Spirit Fed, Serving Others*



## FUNERAL INFORMATION FORM

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ DOD: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_ M / F

Cause of Death: \_\_\_\_\_ Type of Service: \_\_\_\_\_  
(Record Book) (Record Book)

Celebrant: \_\_\_\_\_ Preacher: \_\_\_\_\_

Date of Service: \_\_\_/\_\_\_/\_\_\_ Place of Service: \_\_\_\_\_

Place of Interment: \_\_\_\_\_ Date of Burial: \_\_\_/\_\_\_/\_\_\_

Arrangements under the care of: \_\_\_\_\_  
(Name of Funeral Home)

Visitation on \_\_\_\_\_ from: \_\_\_\_\_ to: \_\_\_\_\_

Memorial donations to: \_\_\_\_\_

Reception place: \_\_\_\_\_

Reception time: \_\_\_\_\_

Name of Caterer: \_\_\_\_\_ Food Drink by SM  
(If yes, please provide details)

Clergy Stipend: \$ \_\_\_\_\_ Organist: \$150-\$175 Soloist: \$125 Florist: \$50 - 2 vases  
(Soloist Beverly Kinkade's fee- includes rehearsal- proceeds are donated to Legacy Fund)

Other Details \_\_\_\_\_

St. Martin's Episcopal Church  
15764 Clayton Road  
Ellisville, MO 63011  
Telephone: (636) 227-1484  
[www.stmartinschurch.org](http://www.stmartinschurch.org)    [stmartin@stmartinschurch.org](mailto:stmartin@stmartinschurch.org)

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

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_ Place of Death \_\_\_\_\_

(Parish Register Question)

Funeral Home Name / Address / phone \_\_\_\_\_

Visitation? Y N If yes, Day & Time: \_\_\_\_\_

Date and time of the Funeral Rite: \_\_\_\_\_

Eucharist    Non-Eucharist    Rite I (BCP 469)    Rite II (BCP 491)

Casket    Ashes    Memorial Service (without casket or ashes)

Pall Bearers (names) \_\_\_\_\_

\_\_\_\_\_ Military? Y N

Interment: To follow service Y N Date/time if other \_\_\_\_\_

Columbarium Y N Niche needed? Y N Ash box needed? Y N

Cemetery \_\_\_\_\_

Estimated size of congregation \_\_\_\_\_ Number of pews reserved for family \_\_\_\_\_

**Altar flowers** Y N Will be ordered by the Altar Guild. The usual fee for flowers is \$50 for an arrangement either side of the altar.

**Memorial gifts to:** St. Martin's Episcopal Church and/or St. Martin's Legacy Fund

and/or St. Martin's Investment Fund

And/or \_\_\_\_\_

Notes: \_\_\_\_\_

Prelude: Organist may choose Request: \_\_\_\_\_

Postlude: Organist may choose Request: \_\_\_\_\_

**Biographical Information** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The Liturgy of the Word:** (Rt. I: BCP 470. Rt. II: BCP 495.)

**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)*

*A suitable psalm, hymn, or canticle may follow. The following Psalms are appropriate: 42:1-7, 46, 90:1-12, 121, 130, 139:1-11. Psalm \_\_\_\_\_ Canticle \_\_\_\_\_ Hymn \_\_\_\_\_ None \_\_\_\_\_*

**Reader: (Friend / Family member?)** \_\_\_\_\_

**From the New Testament**

*Romans 8:14-19,34-35,37-39 (The glory that shall be revealed) 1*

*Corinthians 15:2-26,35-38,42-44,53-58 (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)*

*A suitable psalm, hymn, or canticle may follow. The following Psalms are appropriate: 23, 27, 106:1-5, 116.*

*Psalm \_\_\_\_\_ canticle \_\_\_\_\_ hymn \_\_\_\_\_ None \_\_\_\_\_*

**Reader: (Friend / Family member?)** \_\_\_\_\_

**+Gospel Hymn (Optional)** \_\_\_\_\_

**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)*

**Clergy person to give the Homily:** \_\_\_\_\_

*Special instructions / announcements regarding cemetery, reception, etc. to be made following the exchange of the peace. May also be printed on the back of the bulletin.*

\_\_\_\_\_  
\_\_\_\_\_

**The Liturgy of the Table:** (Rt. I: BCP 482. Rt. II: BCP 498.)

Offertory Hymn \_\_\_\_\_ Psalm \_\_\_\_\_ or Anthem \_\_\_\_\_

Choir \_\_\_\_\_ Soloist \_\_\_\_\_

Offertory Presenters \_\_\_\_\_

Ministers of Communion: \_\_\_\_\_

Communion Hymn(s): \_\_\_\_\_

Commendation: Anthem \_\_\_\_\_ or Hymn in procession \_\_\_\_\_

**Reception:**

Park Hall \_\_\_\_\_ Other location: \_\_\_\_\_

Caterer? \_\_\_\_\_

Primary contact for reception: \_\_\_\_\_

Telephone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Special food requests \_\_\_\_\_

Will there be a floral center piece? \_\_\_\_\_ Who will provide? \_\_\_\_\_

Easels for pictures: \_\_\_\_\_ A/V needs (slideshow/videos)? \_\_\_\_\_

AV compatibility info \_\_\_\_\_

Notes: \_\_\_\_\_

These Arrangements were made by: \_\_\_\_\_

Primary contact (funeral): \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

Date met with clergy \_\_\_\_\_

Clergy Representative(s) \_\_\_\_\_

**NOTES:**

A limited number of niches are available in the inside Columbarium. There is an outside Columbarium with a number of spaces available.

SM Columbarium has a \$250 interment fee which covers engraving as well as opening/closing for those with a SM niche.

The columbarium niches are 10"x10"x10".

Men of St. Martin's make wooden boxes which are designed to fit well in the SM Columbarium niches.

Contact Steve Young (314-610-1531) for additional information, including information regarding engraving.

A Sexton fee may apply depending on whether there is a reception and/or the day/time of funeral or if the sexton is already scheduled and level of service desired. Estimates may be made but a bill will be sent in the business week following the funeral for actual time worked

Clergy please provide a copy of this form to the office staff for use in preparing for the funeral.