

# The Planning of a Funeral or Memorial Service

Christ Church Detroit  
officestaff@christcd.org  
313-259-6688

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

Last Residence: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Place of Death: \_\_\_\_\_

Baptized? \_\_\_\_\_ Confirmed in the Episcopal Church? \_\_\_\_\_

*(These questions are asked for the maintenance of church records.)*

Person Completing this Form: \_\_\_\_\_

Phone Number & Email Address: \_\_\_\_\_

Date & Time of Service: \_\_\_\_\_

**Type of Service:**

- \_\_\_\_\_ Funeral Service with body present
- \_\_\_\_\_ Funeral Service with ashes present
- \_\_\_\_\_ Memorial Service without ashes

**Eucharist?**

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

**Military Honors:**

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

**Sorority/Fraternity Ceremony:**

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

Where will be the final resting place? \_\_\_\_\_

**Will there be a committal of the body or ashes?**

- \_\_\_\_\_ Yes, at the grave
- \_\_\_\_\_ Yes, in a columbarium: at Christ Church \_\_\_\_\_ or another location \_\_\_\_\_
- \_\_\_\_\_ No, not at this time

Do you already have a niche in the Christ Church Columbarium? Yes \_\_\_\_\_ No \_\_\_\_\_

(If "no") Would you like to purchase one? Yes \_\_\_\_\_ No \_\_\_\_\_

*The fee of \$1,500 (\$2,000 as of May 1, 2025) provides for facilities maintenance and includes a custom bronze memorial plaque. More information, including a contract, can be provided.*

**Readings** (See the Suggested Readings document to read the full texts.)

*Please review the texts, and select at least two readings.*

*If there will be a Eucharist (communion), one of the readings must be the Gospel and it will be read by a member of the clergy.*

*The other readings may be read by family members, friends, or members of the parish.*

*A non-biblical reading or two (like a poem) may be considered—please ask the clergy.*

*Traditionally, the full series of readings includes:*

- 1. an Old Testament reading*
- 2. a Psalm (spoken, chanted, or sung as a hymn or choral anthem)*
- 3. a New Testament reading*
- 4. a Gospel*

*However, not all of these need to be chosen.*

*Here is a checklist to mark your selections once you are ready:*

Old Testament:

- Isaiah 25:6-9 (He will swallow up death for ever)
- Isaiah 61:1-3 (To comfort those who mourn)
- Daniel 12:1-3 (Of those who lie sleeping in the dust of the earth many will be awake)
- 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)
- Other: \_\_\_\_\_

Psalm:

- Psalm 23 (Book of Common Prayer)
- Psalm 23 (King James Version)
- Psalm 27
- Psalm 42:1-7
- Psalm 46
- Psalm 90:1-12
- Psalm 106:1-5
- Psalm 116
- Psalm 121
- Psalm 130

\_\_\_\_\_ Psalm 139:1-11

\_\_\_\_\_ Other: \_\_\_\_\_

New Testament:

\_\_\_\_\_ Romans 6:3-9 (Let us walk in newness of life)

\_\_\_\_\_ Romans 8:14-19,34-35,37-79 (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)

\_\_\_\_\_ Philippians 3:20-21 (Jesus will transfigure our bodies)

\_\_\_\_\_ Philippians 4:4-9 (Rejoice in the Lord always)

\_\_\_\_\_ 1 Thessalonians 4:13-18 (We will be with the Lord forever)

\_\_\_\_\_ 2 Timothy 2:8-13 (If we have died with him, we will also live with him)

\_\_\_\_\_ 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)

\_\_\_\_\_ Other: \_\_\_\_\_

Gospel:

\_\_\_\_\_ Matthew 5:1-12a (The Beatitudes)

\_\_\_\_\_ Matthew 11:25-30 (Come to me and I will give you rest)

\_\_\_\_\_ Luke 7:11-17 (The raising of a young man)

\_\_\_\_\_ Luke 23:33,39-43 (Today you will be with me in paradise)

\_\_\_\_\_ 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 there are many rooms)

\_\_\_\_\_ Other: \_\_\_\_\_

**Music:**

*A service can include no music at all, or a little music, or a lot of music, depending on preferences.*

*Consider hymns, solos, choral anthems, or instrumental pieces that would be meaningful to include, and our clergy and music staff will help you arrange them into the flow of the service.*

*Our staff is able to secure additional musicians (soloists, instrumentalists, ensembles) on your behalf, or to work with musicians you know.*

*Please see the Funeral Music document for some suggestions.*

*The following list indicates points in the service when music can be included. All are optional.*

Prior to the service (Prelude): \_\_\_\_\_

The service traditionally begins with a prayer said or chanted by the clergy.  
Alternatively or in addition, a hymn can be sung: \_\_\_\_\_

A psalm can be spoken or sung: \_\_\_\_\_

Music can be included during or after the readings or eulogy: \_\_\_\_\_

Music can be included as the altar is being set for communion: \_\_\_\_\_

Music can be included during communion: \_\_\_\_\_

A hymn or instrumental music can conclude the service: \_\_\_\_\_

After the service (Postlude): \_\_\_\_\_

Additional Requests: \_\_\_\_\_

\_\_\_\_\_

**People to Include:**

*When considering people to include in the service, these are some roles they can play. All are optional, and if needed or desired, some of the roles may be filled by members of the parish or clergy.*

Remembrance/Eulogy (optional): \_\_\_\_\_

\_\_\_\_\_

*Remembrances should be well thought out, written down, and 2-5 minutes in duration.*

Readers (1-3): \_\_\_\_\_

\_\_\_\_\_

Prayers (1-2): \_\_\_\_\_

\_\_\_\_\_

Ushers (2-4): \_\_\_\_\_

\_\_\_\_\_

Pallbearers (2-8, if body is present): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Oblation Bearers (2-4, if Eucharist): \_\_\_\_\_

\_\_\_\_\_

Chalice Bearers (1-2, if Eucharist): \_\_\_\_\_

\_\_\_\_\_

**Flowers:**

Altar flowers should be secured through florists used by Christ Church, as they know our building very well. To inquire, please contact lead florist Richard Thomas at 313-575-9932 (cell phone) or our church staff.

Our team is honored to work with you to provide altar flowers that meaningfully incorporate colors and varieties important to you and your family. Current rates start at \$200.

The custom is that any altar flowers for funeral or memorial services late in the week (for example, on a Saturday) remain at the altar for the upcoming Sunday services, and a message included in the Sunday bulletin that the flowers are in memory of your loved one.

Depending on the timing of the service, it may be possible for the flowers planned for Sunday to be in place for your service.

Please ask for permission from church staff before contacting any outside florists for altar flowers.

Please inform the funeral home that any other flowers must be delivered within general business hours, on Saturday mornings, Sunday mornings, or by appointment. Please call the church office (313-259-6688) ahead of time to ensure someone will be available to receive the delivery.

### **Livestream or Video Recording:**

Our audio-visual team is available to livestream the service. The service can be livestreamed publicly to the church's YouTube page (<https://www.youtube.com/christchurchdetroit>), or to a private YouTube link that we would provide to you ahead of time and which you can share with your family and friends. After livestreaming, the video recording will remain accessible on the church's YouTube page, either publicly or via private link.

Alternatively, our audio-visual team can simply video-record the service, without livestreaming, and provide you with the recording afterwards.

The audio-visual ministry is provided at no cost for members, and \$150-\$200 (depending on options and number of AV team members needed) for non-members.

### **Reception/Repast in Ledyard Hall:**

Ledyard Hall, adjacent to the sanctuary, is available for a reception or repast. Outside caterers or restaurants must deliver food, and either a caterer or church staff must be retained to set up, serve, and clean up. The kitchen is available for heating, cooling, and light preparation, but not full cooking. The church staff is available to provide coffee, tea, serving utensils, plates, cups, napkins, flatware, and table linens. Upon discussing your needs and wishes, the church staff will provide you with detailed assistance and a custom invoice.

**Costs:**

|  | <b>Member</b> | <b>Non-Member</b> |
|--|---------------|-------------------|
| <b>Staff Host / Facilitator</b>                        | \$250         | \$250             |
| <b>Music Director / Organist</b>                       | \$250         | \$250             |
| <b>Additional Musician</b>                             | \$150         | \$150             |
| <b>Choir</b>   | \$500         | \$500-\$1000      |
| <b>Altar Flowers</b>                                   | \$200+        | \$200+            |
| <b>Livestream/Recording</b>                            | *             | \$150-\$200       |
| <b>Bulletins</b>                                       | *             | ~ \$50            |
| <b>Clergy</b>  | *             | *                 |
| <b>Use of Ledyard Hall &amp; kitchen for reception</b> | ~ \$250-\$500 | ~ \$300-\$600     |

\* *Indicates no fees for members.* Members are considered those who have been active in participation and in financial giving for at least the last six months. While there are no fees for these items, gifts to Christ Church in honor and memory of loved ones are welcome and encouraged. Some families wish to contribute specifically to the *Christ Church Memorial Fund* (which maintains the beautiful worship space), the *Christ Church Outreach Fund* (which supports neighbors in need), or the *Rector's Discretionary Fund* (which supports those in crisis).

After discussing and preparing the service with the priest, you will be provided with an invoice or fee list customized for you.

Bulletins are designed and printed by the church. If you provide a photo, we will include it on the cover. If you provide an additional photo or any biographical information (obituary), we will be glad to include those inside the bulletin as well. We will ask you to review the draft before printing.

Checks for the organist are to be made to Edward Maki-Schramm. Checks for any additional musicians (soloists) are to be made out to them directly as well.

Please make all other checks out to Christ Church Detroit, and use the memo line to specify the purpose or the fund. The balance may also be paid at [christcd.org/online-giving](http://christcd.org/online-giving). The invoice will provide further information. Typically, payment is due to the church office by the time of the service.

**Acknowledgement**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Church Representative: \_\_\_\_\_ Date: \_\_\_\_\_