

# FUNERAL PLANNING GUIDE



**ST. MARGARET'S CHURCH**  
ANNAPOLIS • MARYLAND • ESTABLISHED 1692

1601 Pleasant Plains Road  
Annapolis, Maryland 21409  
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**Updated February 2018**

## A NOTE FROM THE RECTOR

**Jesus said, “I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also.” --John 14:3**

St. Margaret’s Church is here to offer you comfort and grace whether you are now planning arrangements following your own death or you are a family member planning after the loss of a loved one. Decisions through this process are many – an average of 200 decisions alone in just the first few days, making the experience even more emotional, stressful, and demanding.



*The Rev. Peter Mayer,  
Rector,  
St. Margaret’s Church*

This guide is designed to ease that burden and

- provide a tool for planning for the future when your life on this earth ends, and/or
- support and guide families making plans upon the death of a loved one.

Our clergy and staff here at St. Margaret’s are available to discuss any of these items with you when you are ready. Although there are many decisions that must be made regarding arrangement and certain legalities that must be observed, remember that your emotional needs and those of your family are more important than anything else. Nearly every decision can wait for a few hours, so be sure to take care of yourself and your family first.

If you are planning for your own self, please share your decisions with a family member or friend who will act on your behalf after your death. It would also be helpful to contact us here at St. Margaret’s and share this information with us so that it can be held in safekeeping for the future.

May the blessings of God be upon you in this holy task, and may you always know the immensity of God’s love for you and for your loved ones.

Blessings,

*Peter*

# MAKING ARRANGEMENTS

## MEETING WITH CLERGY

When a death has occurred, family should contact the church and let clergy know. If it occurs after office hours, you can contact the clergy emergency line at (443) 837-5463. Clergy will set up a time to review plans for a service/burial. Services are usually held Tuesday - Friday around 11 a.m. If a weekend funeral is requested, the church will try to honor the request with sufficient notice.

## MEETING WITH THE MORTUARY

Local mortuaries in the area with whom the church often works are:

John M. Taylor Funeral Home 147 Duke of Gloucester Annapolis, MD 21401 (410) 263-4422	Hardesty Funeral Home 12 Ridgely Ave Annapolis, MD 21401 (410) 263-2222	Barranco & Sons Funeral Home 495 Ritchie Highway Severna Park, MD 21146 (410) 647-2400
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Fees will be charged by the funeral home for a casket, vault, opening, and closing at the gravesite.

## CHURCHYARD AT ST. MARGARET'S

**Cemetery** lots (including perpetual care) on the St. Margaret's campus are sold in quarter, half, and full sizes.

	St. Margaret's Members	Non-Members
Quarter lot (2 caskets)	\$2,000	\$3,000
Half lot (4 caskets)	\$4,000	\$5,000
Full lot (8 caskets)	\$8,000	\$10,000

Additional fees will be charged by the funeral home for casket, vault, opening, and closing of gravesite and a granite company for engraving and setting of the head or footstone

Burial vault required for casket or urn

**Columbarium** niche (including perpetual care) on the St. Margaret's campus

12X12 niche will hold up to 4 urns \$2,000 for St. Margaret's Members or \$3,000 for Non-Members (includes initial opening and engraving of name with DOB & DOD)

Each additional opening and engraving will have a \$350 charge.

*If you need to sell your burial rights, the churchyard will purchase an unused lot or niche back for the original purchase price less an administration fee of \$250.*

To purchase an available lot or niche, contact the Churchyard Administrator at St. Margaret's who can be reached in the church office at (410) 974-0200 or at [churchyard@st-margarets.org](mailto:churchyard@st-margarets.org).

## FLOWERS

St. Margaret's Church expects that the service will include two floral arrangements, one for each end of the reredos shelf, the fixed shelf on the wall behind the altar in the sanctuary. Given space available, it is suggested that containers not exceed 12 inches in width. Completed arrangements are not to exceed 36 inches in height so as not to appear higher than the cross. No flowers can be placed on the altar itself. These arrangements must be left in the church for the weekend church services.

Flowers may be used elsewhere in the church or in the narthex as desired during the service. Please make sure that the flowers are in place at least two hours prior to the ceremony. All flowers other than the arrangements on the reredos must be removed by the family after the ceremony. No silk or artificial flowers may be used anywhere in the church. If you need a referral for a florist, St. Margaret's has frequently used Michael's Designs with the phone number of (410) 263-0401.

## RECEPTION

Some families hold a reception immediately after the service at St. Margaret's Church. Food/drink, visuals, and set up/clean up must be arranged by the family, as the church cannot guarantee these services. Caterers that have been used at St. Margaret's in the recent past are:

Graul's Market at Cape St. Claire  
1388 Cape St. Claire Road  
Annapolis, MD 21012  
(410) 974-0737

Main Ingredient  
914 Bay Ridge Road  
Annapolis, MD 21403  
(410) 626-0388

Please note: Alcohol cannot be served at the reception if on St. Margaret's campus.

## FEES

The St. Margaret's parish believes that financial concerns should not prohibit a child of God from a proper Christian burial; therefore, we charge no facility fee for use of the sanctuary for services.

There are no required fees for the services of clergy, staff or lay persons. If you choose to give an honorarium or make a donation, checks may be made payable to "St. Margaret's Church" with a specific designation in the memo line.

Suggested honorariums for funeral services performed for church members are as follows:

Clergy \$100  
Music Director/Organist \$75  
Lay Ministries \$50 (Ushers, Altar Guild, etc.).

Suggested honorariums for funeral services performed for non-church members are as follows:

Clergy \$250  
Music Director/Organist \$200  
Lay Ministries \$125 (Ushers, Altar Guild, etc.).

If the deceased is not a member of St. Margaret's at the time of death, there is a \$200 facility fee for use of the Parish Hall for an optional reception. Fee is waived if the deceased is a parishioner.

*The following readings are only suggestions. Other readings from Scripture or otherwise may be suggested to the clergy.*

## SUGGESTED OLD TESTAMENT READINGS

### **Isaiah 25:6-9**

On this mountain the LORD of hosts will make for all peoples a feast of rich food, a feast of well-aged wines, of rich food filled with marrow, of well-aged wines strained clear. And he will destroy on this mountain the shroud that is cast over all peoples, the sheet that is spread over all nations; he will swallow up death forever. Then the Lord GOD will wipe away the tears from all faces, and the disgrace of his people he will take away from all the earth, for the LORD has spoken.

It will be said on that day, Lo, this is our God; we have waited for him, so that he might save us. This is the LORD for whom we have waited; let us be glad and rejoice in his salvation.

### **Isaiah 61:1-3**

The spirit of the Lord GOD is upon me, because the LORD has anointed me; he has sent me to bring good news to the oppressed, to bind up the brokenhearted, to proclaim liberty to the captives, and release to the prisoners; to proclaim the year of the Lord's favor, and the day of vengeance of our God; to comfort all who mourn; to provide for those who mourn in Zion- to give them a garland instead of ashes, the oil of gladness instead of mourning, the mantle of praise instead of a faint spirit. They will be called oaks of righteousness, the planting of the LORD, to display his glory.

### **Lamentations 3:22-26,31-33**

The steadfast love of the LORD never ceases, his mercies never come to an end; they are new every morning; great is your faithfulness. "The LORD is my portion," says my soul, "therefore I will hope in him." The LORD is good to those who wait for him, to the soul that seeks him. It is good that one should wait quietly for the salvation of the LORD. For the Lord will not reject forever. Although he causes grief, he will have compassion according to the abundance of his steadfast love; for he does not willingly afflict or grieve anyone.

### **Wisdom 3:1-9**

But the souls of the righteous are in the hand of God,  
and no torment will ever touch them.  
In the eyes of the foolish they seemed to have died,  
and their departure was thought to be a disaster,  
and their going from us to be their destruction;  
but they are at peace.  
For though in the sight of others they were punished,  
their hope is full of immortality.  
Having been disciplined a little, they will receive great good,  
because God tested them and found them worthy of himself;  
like gold in the furnace he tried them,  
and like a sacrificial burnt offering he accepted them.  
In the time of their visitation they will shine forth,  
and will run like sparks through the stubble.  
They will govern nations and rule over peoples,  
and the Lord will reign over them forever.  
Those who trust in him will understand truth,  
and the faithful will abide with him in love,  
because grace and mercy are upon his holy ones,  
and he watches over his elect.

### **Job 19:21-27**

Have pity on me, have pity on me, O you my friends, for the hand of God has touched me! Why do you, like God, pursue me, never satisfied with my flesh?

"O that my words were written down! O that they were inscribed in a book! O that with an iron pen and with lead they were engraved on a rock forever! For I know that my Redeemer lives, and that at the last he will stand upon the earth; and after my skin has been thus destroyed, then in my flesh I shall see God, whom I shall see on my side, and my eyes shall behold, and not another. My heart faints within me!

*The following Psalms are only suggestions. Others psalms or canticles may be suggested to the clergy.*

## SUGGESTED PSALMS

- 23           The Lord is my shepherd
- 27           The Lord is my light and my salvation; whom then shall I fear?
- 42:1-7       As the deer longs for the water-brooks
- 46           God is our refuge and strength
- 90:1-12     Lord you have been our refuge
- 106:1-5     Hallelujah! Give thanks to the Lord, for he is good
- 116          I love the Lord, because he has heard the voice of my supplication
- 121          I lift up my eyes to the hills, from where is my help to come?
- 130          Out of the depths have I called to you, O Lord, Lord, hear my voice
- 139:1-11    Lord, you have searched me out and known me

*The following readings are only suggestions. Other readings from Scripture or otherwise may be suggested to the clergy.*

## SUGGESTED NEW TESTAMENT READINGS

### **Romans 8:14-19,34-35,37-39**

For all who are led by the Spirit of God are children of God. For you did not receive a spirit of slavery to fall back into fear, but you have received a spirit of adoption. When we cry, 'Abba! Father!' it is that very Spirit bearing witness with our spirit that we are children of God, and if children, then heirs, heirs of God and joint heirs with Christ—if, in fact, we suffer with him so that we may also be glorified with him. I consider that the sufferings of this present time are not worth comparing with the glory about to be revealed to us. For the creation waits with eager longing for the revealing of the children of God; Who is to condemn? It is Christ Jesus, who died, yes, who was raised, who is at the right hand of God, who indeed intercedes for us. Who will separate us from the love of Christ? Will hardship, or distress, or persecution, or famine, or nakedness, or peril, or sword? No, in all these things we are more than conquerors through him who loved us. For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.

### **1 Corinthians 15:20-26,35-38,42-44,53-58**

But in fact Christ has been raised from the dead, the first fruits of those who have died. For since death came through a human being, the resurrection of the dead has also come through a human being; for as all die in Adam, so all will be made alive in Christ. But each in his own order: Christ the first fruits, then at his coming those who belong to Christ. Then comes the end, when he hands over the kingdom to God the Father, after he has destroyed every ruler and every authority and power. For he must reign until he has put all his enemies under his feet. The last enemy to be destroyed is death.

But someone will ask, 'How are the dead raised? With what kind of body do they come?' Fool! What you sow does not come to life unless it dies. And as for what you sow, you do not sow the body that is to be, but a bare seed, perhaps of wheat or of some other grain. But God gives it a body as he has chosen, and to each kind of seed its own body. So it is with the resurrection of the dead. What is sown is perishable, what is raised is imperishable. It is sown in dishonor, it is raised in glory. It is sown in weakness, it is raised in power. It is sown a physical body, it is raised a spiritual body. If there is a physical body, there is also a spiritual body.

For this perishable body must put on imperishability, and this mortal body must put on immortality. When this perishable body puts on imperishability, and this mortal body puts on immortality, then the saying that is written will be fulfilled: 'Death has been swallowed up in victory.' 'Where, O death, is your victory? Where, O death, is your sting?' The sting of death is sin, and the power of sin is the law. But thanks be to God, who gives us the victory through our Lord Jesus Christ.

Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labor is not in vain.

## **2 Corinthians 4:16-5:9**

So we do not lose heart. Even though our outer nature is wasting away, our inner nature is being renewed day by day. For this slight momentary affliction is preparing us for an eternal weight of glory beyond all measure, because we look not at what can be seen but at what cannot be seen; for what can be seen is temporary, but what cannot be seen is eternal.

For we know that if the earthly tent we live in is destroyed, we have a building from God, a house not made with hands, eternal in the heavens. For in this tent we groan, longing to be clothed with our heavenly dwelling— if indeed, when we have taken it off we will not be found naked. For while we are still in this tent, we groan under our burden, because we wish not to be unclothed but to be further clothed, so that what is mortal may be swallowed up by life. He who has prepared us for this very thing is God, who has given us the Spirit as a guarantee. So we are always confident; even though we know that while we are at home in the body we are away from the Lord— for we walk by faith, not by sight. Yes, we do have confidence, and we would rather be away from the body and at home with the Lord. So whether we are at home or away, we make it our aim to please him.

## **1 John 3:1-2**

See what love the Father has given us, that we should be called children of God; and that is what we are. The reason the world does not know us is that it did not know him. Beloved, we are God's children now; what we will be has not yet been revealed. What we do know is this: when he is revealed, we will be like him, for we will see him as he is.

## **Revelation 7:9-17**

After this I looked, and there was a great multitude that no one could count, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, robed in white, with palm branches in their hands. They cried out in a loud voice, saying, 'Salvation belongs to our God who is seated on the throne, and to the Lamb!' And all the angels stood around the throne and around the elders and the four living creatures, and they fell on their faces before the throne and worshiped God, singing, 'Amen! Blessing and glory and wisdom and thanksgiving and honor and power and might be to our God forever and ever! Amen.'

Then one of the elders addressed me, saying, 'Who are these, robed in white, and where have they come from?' I said to him, 'Sir, you are the one that knows.' Then he said to me, 'These are they who have come out of the great ordeal; they have washed their robes and made them white in the blood of the Lamb. For this reason they are before the throne of God, and worship him day and night within his temple, and the one who is seated on the throne will shelter them. They will hunger no more, and thirst no more; the sun will not strike them, nor any scorching heat; for the Lamb at the center of the throne will be their shepherd, and he will guide them to springs of the water of life, and God will wipe away every tear from their eyes.'

## **Revelation 21:2-7**

And I saw the holy city, the new Jerusalem, coming down out of heaven from God, prepared as a bride adorned for her husband. And I heard a loud voice from the throne saying, 'See, the home of God is among mortals. He will dwell with them as their God; they will be his peoples, and God himself will be with them; he will wipe every tear from their eyes. Death will be no more; mourning and crying and pain will be no more, for the first things have passed away.' And the one who was seated on the throne said, 'See, I am making all things new.' Also he said, 'Write this, for these words are trustworthy and true.' Then he said to me, 'It is done! I am the Alpha and the Omega, the beginning and the end. To the thirsty I will give water as a gift from the spring of the water of life. Those who conquer will inherit these things, and I will be their God and they will be my children.'

*The following readings are only suggestions. Other readings from Scripture or otherwise may be suggested to the clergy.*

## SUGGESTED GOSPEL READINGS

### **John 5:24-27**

Very truly, I tell you, anyone who hears my word and believes him who sent me has eternal life, and does not come under judgment, but has passed from death to life. 'Very truly, I tell you, the hour is coming, and is now here, when the dead will hear the voice of the Son of God, and those who hear will live. For just as the Father has life in himself, so he has granted the Son also to have life in himself; and he has given him authority to execute judgment, because he is the Son of Man.

### **John 6:37-40**

Everything that the Father gives me will come to me, and anyone who comes to me I will never drive away; for I have come down from heaven, not to do my own will, but the will of him who sent me. And this is the will of him who sent me, that I should lose nothing of all that he has given me, but raise it up on the last day. This is indeed the will of my Father, that all who see the Son and believe in him may have eternal life; and I will raise them up on the last day.'

### **John 10:11-16**

'I am the good shepherd. The good shepherd lays down his life for the sheep. The hired hand, who is not the shepherd and does not own the sheep, sees the wolf coming and leaves the sheep and runs away—and the wolf snatches them and scatters them. The hired hand runs away because a hired hand does not care for the sheep. I am the good shepherd. I know my own and my own know me, just as the Father knows me and I know the Father. And I lay down my life for the sheep. I have other sheep that do not belong to this fold. I must bring them also, and they will listen to my voice. So there will be one flock, one shepherd.

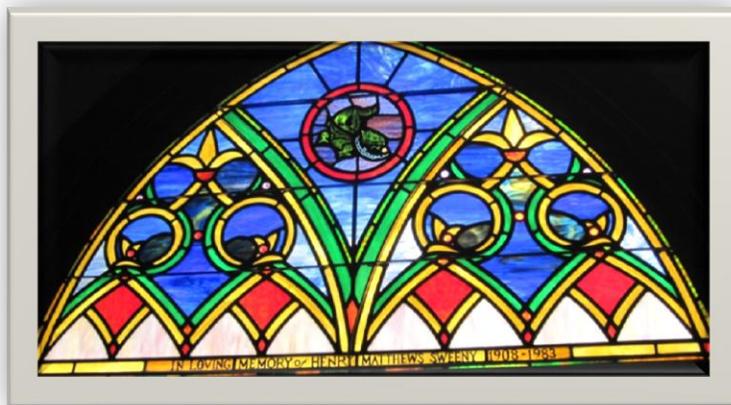
### **John 11:21-27**

Martha said to Jesus, 'Lord, if you had been here, my brother would not have died. But even now I know that God will give you whatever you ask of him.' Jesus said to her, 'Your brother will rise again.' Martha said to him, 'I know that he will rise again in the resurrection on the last day.' Jesus said to her, 'I am the resurrection and the life. Those who believe in me, even though they die, will live, and everyone who lives and believes in me will never die. Do you believe this?' She said to him, 'Yes, Lord, I believe that you are the Messiah, the Son of God, the one coming into the world.'

### **John 14:1-6**

'Do not let your hearts be troubled. Believe in God, believe also in me. In my Father's house there are many dwelling places. If it were not so, would I have told you that I go to prepare a place for you? And if I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also.

And you know the way to the place where I am going.' Thomas said to him, 'Lord, we do not know where you are going. How can we know the way?' Jesus said to him, 'I am the way, and the truth, and the life. No one comes to the Father except through me.



## SUGGESTED MUSIC

The music at funerals should be appropriate for the occasion. The music serves to support, clarify, and complement the action and words of the liturgy at all times. It should suggest ideas of triumph, resurrection, strength, comfort, thanksgiving and repose; Easter hymns are especially appropriate. When the family of the deceased meets with the clergy, suitable hymns and music can be discussed. It is appropriate to sing hymns or have instrumental or choral music according to the wishes of the family.

*The following hymns are only suggestions. Other favorite hymns of the deceased or family may be suggested to the clergy and music director. Hymns recommended for one category may be used in another.*

### Entrance Anthems or Processional Hymn

The entrance anthems may be sung or said by the minister, cantor, or choir. In Rite II, a hymn, psalm, or other suitable anthem may be sung in place of anthems. This hymn helps the congregation move from the experience of the daily world into a frame of mind open to the spiritual. It sets the tone of worship for the service. Suitable hymns include:

8	Morning has broken	397	Now thank we all our God
287	For all the saints	518	Christ is made the sure foundation
388	O worship the King, all glorious above!	657	Love divine, all loves excelling

### The Sequence Hymn

The sequence hymn, when used in a service, occurs just before the Gospel reading. It provides a transition from the previous readings and may reflect them or it prepares the heart for the hearing of the Gospel. This hymn tends to be briefer and often contains deep emotion.

379	God is Love, let heaven adore him	WLP 810	You who dwell in the shelter
662	Abide with me, fast falls the eventide	LEVAS 106	Precious Lord, take my hand
608	Eternal Father, strong to save	LEVAS 103	Steal away

### Offertory Anthems

If there is a guest making a musical contribution to the service, it is often appropriate to have the selection sung or played as the Eucharistic elements are being offered and the table of the Lord is being set for communion. Alternately, a hymn may be played or sung.

### Communion Hymns

These or other hymns may be sung during the Eucharist by those seated in the pews.

325	Let us break bread together	645	The King of love my shepherd is
335	I am the bread of life	671	Amazing grace
593	Lord make us servants of your peace	LEVAS 188	When peace like a river

### Recessional Hymns

The recessional hymn often is sung as the family leaves the church behind the remains as they are carried out. At memorial services, the family may recess during this hymn so that they are able to form a receiving line and accept condolences following the hymn.

207	Jesus Christ is risen today	690	Guide me, O thou great Jehovah
287	For all the saints	680	O God, our help in ages past
473	Lift high the cross	618	Ye watchers and ye holy ones



# ST. MARGARET'S CHURCH

ANNAPOLIS • MARYLAND • ESTABLISHED 1692

1601 Pleasant Plains Road  
Annapolis, Maryland 21409  
410-974-0200 www.st-margarets.org

*Please make a copy for the church and one for your own records.*

## SERVICE PLANNING FORM

Full Name: \_\_\_\_\_ Date form completed: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death (if applicable): \_\_\_\_\_

Next of kin: \_\_\_\_\_ Phone: \_\_\_\_\_

Executor of will: \_\_\_\_\_

Others making arrangements (Names & Numbers)

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

Service of Choice: Rite I (*Book of Common Prayer p. 469*) \_\_\_\_\_ Rite II (*BCP p. 491*) \_\_\_\_\_

Holy Eucharist (Communion)?    yes \_\_\_\_\_ no \_\_\_\_\_

Readings Selected (See pages 5-7)

Lessons: Old Testament \_\_\_\_\_ Reader \_\_\_\_\_

Psalm Number \_\_\_\_\_ Reader \_\_\_\_\_

Epistle \_\_\_\_\_ Reader \_\_\_\_\_

Gospel: \_\_\_\_\_

Hymns (See page 8) : \_\_\_\_\_

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

Other music you wish to be included in the service (i.e., prelude, postlude, solos, etc.):

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Other musicians (name/contact info) who you wish to participate: \_\_\_\_\_

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*Music selections must be approved by the clergy and music director.*

Name of Funeral Home: \_\_\_\_\_

Telephone of Funeral Home: \_\_\_\_\_

Visitation Information (Days/Times): \_\_\_\_\_

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Place of Burial: \_\_\_\_\_

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

If at St. Margaret's, has the lot/niche already been purchased? \_\_\_ If yes, what is the number? \_\_\_\_\_

Names of Ushers and/or Pall Bearers (if applicable): \_\_\_\_\_

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

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

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*These instructions may be changed at any time.*

OTHER NOTES:

