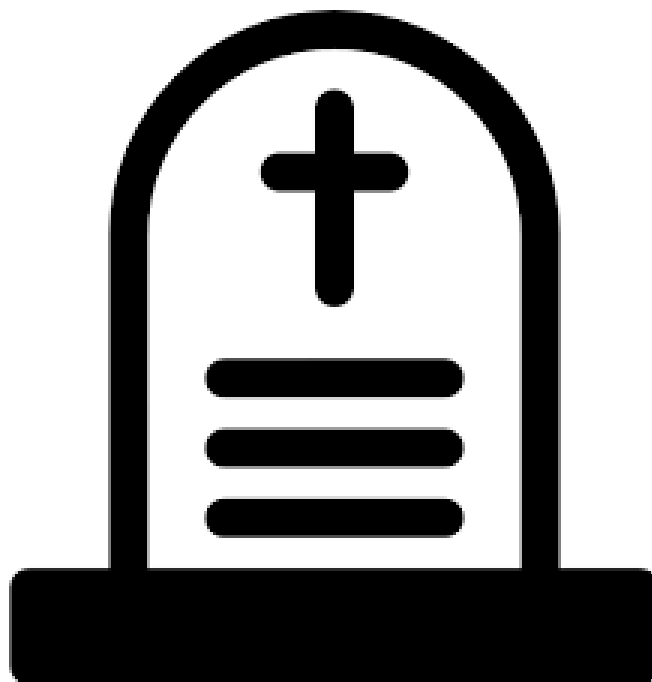


**Saint Philip's  
Episcopal Church  
522 Main Street  
Laurel, MD 20707-4118  
301-776-5151**



**FUNERAL & MEMORIAL  
SERVICE PLANNER**

This Funeral and Memorial Service Planner is designed to assist you as much as possible as you make final preparations for your loved one(s).

*“The liturgy for the dead is an Easter liturgy. It finds all its meaning in the resurrection. Because Jesus was raised from the dead, we, too, shall be raised.*

*The liturgy that is used, therefore, is characterized by joy, in the certainty that “neither death, nor life, nor angels, nor principalities, 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.”*

*This joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.”*  
(Book of Common Prayer, p. 507)

Although St. Philip’s does not charge its members for funerals and memorial services, families often may wish to make a contribution to help defray those costs.\* The following guidelines are intended to assist in such instances.

Please write individual checks to the designated individuals; i.e., priest, organist, sexton, etc., as noted on the insert, Funeral Fee Schedule.

On the day of the service for your loved one, additional parking is available across the street at PNC Bank and in the Public Parking lot, located one block up and across the street from St. Philip’s.

For further information about our congregational life and ministries, please contact the church office Monday thru Thursday between 10:00 a.m. and 3:00 p.m. at (301) 776-5151. You may also send us an email at [admin@stphilipslaurel.org](mailto:admin@stphilipslaurel.org), or visit our website at [www.stphilipslaurel.org](http://www.stphilipslaurel.org).

<b>St. Philip’s Episcopal Parish</b>	301 776-5151	<b><a href="mailto:admin@stphilipslaurel.org">admin@stphilipslaurel.org</a></b>
Pastoral Emergency	443-420-7365	
Priest-in-Charge	ext. 13	<a href="mailto:rev.bunker@gmail.com">rev.bunker@gmail.com</a>
Parish Administrator	ext. 10	<a href="mailto:admin@stphilipslaurel.org">admin@stphilipslaurel.org</a>

**INFORMATION ABOUT THE DECEASED**

Name of Deceased: \_\_\_\_\_

Date & Place of Birth: \_\_\_\_\_

Date & Place of Death: \_\_\_\_\_

Address at Time of Death: \_\_\_\_\_

Spouse: \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Funeral Home Information \_\_\_\_\_  
*(name, location, contact & phone number)*

Names of Children: \_\_\_\_\_

\_\_\_\_\_

Names of Grandchildren: \_\_\_\_\_

\_\_\_\_\_

Date of Funeral: \_\_\_\_\_

Body: \_\_\_\_\_ Cremains: \_\_\_\_\_

Place of Interment: \_\_\_\_\_

**SERVICE OPTIONS:**

Officiating Clergy \_\_\_\_\_

Burial Office, Rite I \_\_\_\_\_

Burial Office, Rite I w/Holy Eucharist \_\_\_\_\_

Burial Office, Rite II \_\_\_\_\_

Burial Office, Rite II w/Holy Eucharist \_\_\_\_\_

Funeral Home: \_\_\_\_\_

## MUSIC

Organist: \_\_\_\_\_

Soloist: \_\_\_\_\_

Hymns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## READINGS

Please refer to the *Funeral and Memorial Service Readings* publication which you've received. After conferring with the Rector, please list the Old Testament, Psalm(s), New Testament, and Gospel Readings you've selected below.

Old Testament \_\_\_\_\_

Psalm(s) \_\_\_\_\_

New Testament \_\_\_\_\_

Gospel \_\_\_\_\_

## PARTICIPANTS

Acolytes \_\_\_\_\_

Chalice Bearers \_\_\_\_\_

Crucifer \_\_\_\_\_

Intercessor \_\_\_\_\_

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

Pall Bearers \_\_\_\_\_

\_\_\_\_\_

Honorary Pall Bearers \_\_\_\_\_

\_\_\_\_\_

## FLOWERS

St. Philip's Providing: \_\_\_\_\_

Family Providing: \_\_\_\_\_

Type of Flowers Requested:

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Would you like the flowers to remain in Church to be used as a memorial on Sunday?

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

Would you like the flowers taken to the burial location?

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

## RECEPTION

The Funeral Reception Ministry at St. Philip's provides coffee, tea & cookies/brownies/tea sandwiches, but we are not equipped to do a full scale reception. Families are always welcome to have the reception/repast catered. Also, if people will be bringing food to serve, we will just need to know the number of tables that will be required for set-up and serving. Please be sure to keep in mind that **the maximum capacity of Wyatt Hall is 120 persons**, as determined by the Fire Marshall.

Reception Desired in Wyatt Hall? Yes \_\_\_\_\_ No \_\_\_\_\_

Hours of Reception: \_\_\_\_\_  
(include time needed for setting up and cleaning up)

Easels Required (for photographs)? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of persons expected to attend: \_\_\_\_\_

Number of Serving Tables required: \_\_\_\_\_

Will Reception be catered? Yes \_\_\_\_\_ No \_\_\_\_\_

If catered, name & telephone number of the caterer:

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**SPECIAL INSTRUCTIONS**

Donations & Memorials:

A. St. Philip's B. High Legacy Fund,

In the name of: \_\_\_\_\_

B. St. Philip's Episcopal Church Building Fund,

In the name of: \_\_\_\_\_

C. St. Philip's Cemetery Fund,

In the name of: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Number of Bulletins for Service: \_\_\_\_\_