**St. Edward’s Episcopal Church**

737 Moon Road, Lawrenceville, GA 30046

770-963-6128

Steds.love.org

Funeral Information Form (ofc)

Family Contact Name Phone #

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decedent’s Name \_\_\_\_\_\_

 *As it should appear on the bulletin*

Date of Birth \_\_ Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Death \_\_\_\_\_\_

Cause of death (*for internal use, not for publication*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funeral Home

Funeral Home Visitation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_

Burial or Internment: Date \_\_\_\_\_\_\_\_\_\_\_\_ Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Funeral \_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_ Approximate # of guests \_\_\_\_\_\_\_\_\_

Clergy in Charge

Other Clergy

**The Service**

Type of Service

* Funeral - Casket
* Funeral - Ashes
* Memorial Service - no casket or ashes

Rite

* Rite I
* Rite II

Location

* at the church
* church and memorial gardens
* church and cemetery
* graveside only

Service Components

* Burial Office
* Holy Communion
* Commendation
* Committal

Options

* Organist/pianist
* Choir
* Other musicians
* Obituary to be included in service leaflet
* Cover photo for service leaflet
* Childcare
* Reception
* Guest Book
* Live-streamed service
	+ Slideshow for prelude and postlude?
* Flowers

NOTE: Flowers are only used in the vases behind the altar. Funeral sprays will be placed in the narthex or parish hall in the event of a reception.

Specific color or selection?

In lieu of flowers

**Funeral Fees**

There are often costs associated with worship services. It is customary for family members to reimburse the costs of altar flowers, the organist/choirmaster’s fee, soloist fees, and the reception cookies and punch, if any of the above are used.

Use of Parish Hall & Kitchen for Receptions

 By Members and Non-Members $360

Music

Organist & Choirmaster consultation & music $250 Base Fee

(Confer with Music Director, Carla Strott: 404-376-5973)

*You may request for a choir to help lead the service. If the choir is requested, an honorarium to the Parish Music Fund is suggested.*

Flowers (if no florist is used) $150 Base Fee

 (Confer with Marvelle Martin: 678-431-9996)

Memorial Garden (Bronze Plaque) $200

\*Clergy Honorarium $250

Additional Clergy Honorarium $100 each

**Total Funeral Fees........................................................................................** $\_\_\_\_\_\_\_\_\_\_\_

**Please make checks out to the St. Edward’s Episcopal Church.**

*\*As a sacrament of the church, the funeral rites are offered by the priest without charge. In thanksgiving for the service, it is customary that the family contributes to the discretionary fund of the clergy person presiding at the services. Thank you for your generosity.*