



CHURCH *of the*  
INCARNATION

## FUNERAL & BURIAL INSTRUCTIONS

We have gathered this material to help you and your family prepare in advance. It will enable your family and our parish clergy to understand your wishes and preferences. The clergy will help plan the service and will stand ready to assist you and your family in any way. A member of the clergy should be notified when death is imminent and the Church's Last Rites are desired, and immediately of a death.

### The Christian Witness about Death and Burial

*"I am the resurrection and the life, saith the Lord; he that believeth in me, though he were dead, yet shall he live; and whosoever liveth and believeth in me shall not die."*

*John 11:25*

From the beginning of the Church's life, Christian burial has been an important and integral part of the life of the local Christian community. The death and resurrection of Jesus Christ put an end to the power of death; thus followers of Jesus believe that death is but the entrance to new and eternal life with the Lord. We wait in joyful expectation for the resurrection of the dead and for the body which awaits that resurrection. Thus Christians show a proper respect and treat the body with great dignity.

Christian burial is marked by three characteristics:

- First and foremost, it is an act of worship wherein we glorify God for the gift of eternal life offered in Jesus Christ our Lord.
- Second, it is a commitment of the one we love to the mercies of God in the faith that He will preserve in peace those who have died in the faith of Christ.
- Third, it is a time when members of the Body of Christ gather in the context of worship to comfort one another and to offer mutual assurance of God's abiding love. The liturgy is an offering in which joy and sorrow are mixed, for while we say an earthly farewell, we know that the dead live in Christ. The Holy Eucharist is most appropriate at the burial of a Christian, for in Holy Communion we "proclaim the Lord's death until he comes." (I Corinthians 11:26).

The earliest records of Christian burial tell us that the following elements were included:

- Prayer in the home before the burial took place
- A gathering of the community for a burial service, consisting of thanksgivings, psalms, hymns, readings from the scripture, and prayers for the departed and those who mourn
- Celebration of the Holy Eucharist
- A procession of lights and torches to the place of burial
- The burial of the body

As part of the preparation for Christian burial, the faithful are urged to counsel with members of the clergy. It is also of great benefit to read about the service in *The Book of Common Prayer* (BCP, 468–490). The rubrics on these pages are of particular interest. It is also recommended that people familiarize themselves with the prayers for "Ministration at the Time of Death" (BCP, 462–467).

# FUNERAL & BURIAL INSTRUCTIONS

In the ☩ Name of the Father, and of the Son, and of the Holy Ghost,

I \_\_\_\_\_

on this day,

\_\_\_\_\_,

do solemnly make these instructions and desires known concerning my death and burial.

*Note: Please file this information where it will be found easily upon your death. It is suggested that you file a copy of your instructions with The Church of the Incarnation and/or your attorney and notify your heirs that this form has been completed for their information.*

## Personal and Family Information

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

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Date of Baptism \_\_\_\_\_

Date of Confirmation \_\_\_\_\_

Spouse's Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth \_\_\_\_\_

Date of Baptism \_\_\_\_\_

Date of Confirmation \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Date/Place of Birth \_\_\_\_\_

Living  Yes  No

Mother's Full Name \_\_\_\_\_

Date/Place of Birth \_\_\_\_\_

Living  Yes  No

Names, addresses, and telephone numbers of living brothers and sisters:

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

Names, addresses, and telephone numbers of persons to notify upon my death:

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

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Date of last executed will \_\_\_\_\_

Location of will \_\_\_\_\_

Representative's name and address \_\_\_\_\_

For additional information regarding my assets, please refer to \_\_\_\_\_

Location \_\_\_\_\_

## Funeral Scheduling

Funerals and memorial services will not be scheduled on Sundays, on Independence Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Ash Wednesday, Maundy Thursday, Good Friday, Holy Saturday, or Easter Day. Services will be scheduled during regular operating hours, Monday through Thursday between 10 am and 3 pm, and on Friday and Saturday between 10 am and 12 noon.

While the pastoral needs of the family are considered paramount, it must be understood that the church calendar includes worship services, classes, and other events throughout the year. **There is often a delay of several days between time of death and the funeral or memorial service.**

Under no circumstances will a funeral or memorial service be scheduled before the time of death.

## Pastoral Support

At time of death the clergy make every effort to provide appropriate pastoral care and support. Please do not hesitate to request a pastoral visit.

## Printed Program

Church of the Incarnation produces the printed order of service (leaflet) for the Burial Office or Requiem. Printed orders of service may not include photographs or any printed text within the context of the liturgy which does not meet with the full approval of the clergy. Space permitting, a brief message from the family regarding a reception or memorial gifts will be included.

## Remembrances and Homily

In the burial office, a homily is preached by a cleric or authorized lay preacher. Please limit remembrances or eulogies to a maximum of two people in addition to this homily. Remembrances offered by friends or family members of the deceased should be no more than three minutes in length.

## Photography and Media Coverage

No photography (video or still) is permitted during funeral and memorial services. In the event the deceased was a public figure and media express interest in covering the service, the Communications Department will manage the logistics of media relations.

## Arrival for the Funeral

Members of the family or any persons who have active or speaking roles in the service, are asked to arrive no later than **30 minutes prior** to the scheduled funeral or memorial time. Arrangements for a private gathering area for family members prior to the service are made through the Front Office Manager.

# LITURGY INSTRUCTIONS

The tradition of the Church, which Anglicans and Episcopalians have received, is that baptized Christians are normally buried from the church directly following the service. *The Book of Common Prayer* indicates, and the burial liturgy assumes, that the body is to be present (although the Burial Office or a Requiem may take place without the body). When the body or cremated remains is present, the coffin is closed and the coffin or urn is always covered by a pall, which the church will provide.

I request that my service be conducted at the following church (*name, city and state of church*):

\_\_\_\_\_

or at \_\_\_\_\_.

The rector or clergy of said congregation shall be in charge of the services.

The Burial of the Dead (see pages 469–487 in *The Book of Common Prayer 1979*) is a series of psalms, lessons, and prayers and is often known simply as the Burial Office. The Holy Eucharist is most appropriate at the death of a Christian. When combined with the Burial Office, the service is known as a Requiem Eucharist.

I request (*check one*):

- Rite I (traditional language)       Rite II (contemporary language)  
 Burial Office (no Holy Communion)       Requiem Eucharist

*Note: If Rite II and a Requiem, Eucharistic Prayer A is used.*

## General Service Information

**Location** (*check all that apply*)

- Church       Memorial Chapel       Other \_\_\_\_\_  
 Graveside Only       Incarnation service & Graveside

**Body or Remains**

- Casket Present       Urn Present       No Body or remains present

**Specific requests regarding Altar flowers**

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

**Requested Musicians**

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

## Requested Ushers

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## Requested Lay Servers (*a crucifer and two torchbearers are the usual minimum*)

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## Requested Pallbearers

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## Scripture Lessons

Below is an outline of how many readings may be used at a Burial Office or Requiem, as well as a list of the options in each category offered by *The Book of Common Prayer*. Please check the selections that you would like to use. All lessons are read from the Revised Standard Version of the Bible, and the psalm texts are from *The Book of Common Prayer*.

Please note that at a Requiem Eucharist, the final reading (whether there are two or three lessons) must be from the Gospel and is read by a member of the clergy. All other lessons may be read by friends or family members.

### At a Requiem Eucharist

- Two Lessons and a Psalm
  1. Lesson from the Old Testament or New Testament
  2. Psalm (read in unison or sung by the choir)
  3. Lesson from the Gospel (read by a deacon or priest)
  
- Three Lessons and a Psalm
  1. Lesson from the Old Testament
  2. Psalm (read in unison or sung by the choir)
  3. Lesson from the New Testament
  4. Lesson from the Gospel (read by a deacon or priest)

### At the Burial Office

- Two Lessons and a Psalm
  1. Lesson from the Old Testament or New Testament
  2. Psalm (read in unison or sung by the choir)
  3. Lesson from the New Testament or the Gospel
  
- Three Lessons and a Psalm
  1. Lesson from the Old Testament
  2. Psalm (read in unison or sung by the choir)
  3. Lesson from the New Testament
  4. Lesson from the Gospel

**First Lesson** (If three lessons, the first must be from the Old Testament)

- Isaiah 25:6–9 (He will swallow up death in victory)
- Isaiah 61:1–3 (To comfort all that mourn)
- Lamentations 3:22–26, 31–33 (The Lord is good unto them that wait for him)
- Wisdom 3:1–5, 9 (The souls of the righteous are in the hand of God)
- Job 19:21–27a (I know that my Redeemer liveth)
- Romans 8:14–19, 34–35, 37–39 (The glory that shall be revealed)
- 1 Corinthians 15:20–26, 35–38, 42–44, 53–58 (Raised in incorruption)
- 2 Corinthians 4:16–5:9 (Things which are not seen are eternal)
- 1 John 3:1–2 (We shall be like him)
- Revelation 7:9–17 (God shall wipe away all tears)
- Revelation 21:2–7 (Behold, I make all things new)
- Other Reading \_\_\_\_\_
- Additional Information: \_\_\_\_\_

**Psalm**

- 23 (The Lord is my shepherd)
- 27 (The Lord is my light and my salvation)
- 42 (Like as the hart desireth the water-brooks)
- 46 (God is our hope and strength)
- 90 (Lord, thou hast been our refuge)
- 106 (O give thanks unto the Lord, for he is gracious)
- 116 (My delight is in the Lord)
- 121 (I will lift up mine eyes unto the hills)
- 130 (Out of the deep have I called unto thee, O Lord)
- 139 (O Lord, thou hast searched me out, and known me)
- Other Reading \_\_\_\_\_
- Additional Information: \_\_\_\_\_

**Second Lesson**       Yes       No

- Romans 8:14–19, 34–35, 37–39 (The glory that shall be revealed)
- 1 Corinthians 15:20–26, 35–38, 42–44, 53–58 (Raised in incorruption)
- 2 Corinthians 4:16–5:9 (Things which are not seen are eternal)
- 1 John 3:1–2 (We shall be like him)
- Revelation 7:9–17 (God shall wipe away all tears)
- Revelation 21:2–7 (Behold, I make all things new)
- Other Reading \_\_\_\_\_
- Additional Information: \_\_\_\_\_

**Gospel** *At a Requiem Eucharist, the Gospel must be read by a cleric.*

- John 5:24–27 (He that believeth hath everlasting life)
- John 6:37–40 (All that the Father giveth me shall come to me)
- 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 mansions)
- Other Reading \_\_\_\_\_
- Additional Information: \_\_\_\_\_

I would like the following persons to read lessons at the service:

1. \_\_\_\_\_
2. \_\_\_\_\_

### Service Music

Music selections are made by the family in collaboration with a member of the clergy and the organist. Any request for choral or other instrumental music must be made to and approved by the Director of Music. Families are asked to bear in mind that the burial office is a worship service and therefore only sacred music is permitted.

Two or three hymns are usually sung at a service without Holy Eucharist while three or four hymns may be sung at a Requiem Eucharist.

If the family wishes to engage outside musicians, they must be approved by the Director of Music or the Rector.

Please see funeral music schedule fee at the conclusion of this document.

Will there be music?             Yes             No

Organist                             Yes             No

Choir                                 Yes             No

Additional Instrumentalist     Yes             No

Name \_\_\_\_\_

Soloist                               Yes             No

Name \_\_\_\_\_





**Opening Hymn** \_\_\_\_\_

Additional Information \_\_\_\_\_

**Hymn before the Gospel** \_\_\_\_\_

Additional Information \_\_\_\_\_

**Offertory Hymn** \_\_\_\_\_

Additional Information \_\_\_\_\_

**Communion Hymn** \_\_\_\_\_

Additional Information \_\_\_\_\_

**Final Hymn** \_\_\_\_\_

Additional Information \_\_\_\_\_

## Burial Instructions

I prefer to be:

- Buried**  
Location of cemetery plot deed, crypt deed, columbarium contract

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

Coffin specifications:

- Least expensive       Mid-range       Elaborate

- Cremated**  
 Before Funeral  
 After Funeral

Ashes may be placed in Incarnation's Memorial Columbarium (Niches may be purchased in advance.)  
Please contact the Business Office at (214) 521-5101 for more information.

- Donate entire body or certain organs**  
Arrangements have been made  
I want my family to make the appropriate arrangements.

**Comments regarding burial instructions:**

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**Place of burial**

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**Full address**

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**I prefer the following funeral home:**

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I do  I do not wish to have my coffin open for a viewing at the Funeral Home.

In lieu of flowers, I request that donations be made in my name to (list name and address of institution or charity):

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“Knowing that all the gifts we have come from God, it is important for all parishioners to make prudent provisions for their families, to prepare wills while they are in good health, and to arrange for the disposal of their temporal goods not neglecting, if they are able, to leave bequests for religious and charitable uses.”

— *The Book of Common Prayer*, page 445

We hope that parishioners will give serious consideration in the preparations of their wills to include a bequest to the Church of the Incarnation through the Incarnation Foundation. Please contact the Incarnation Foundation by calling the parish office at (214) 521-5101.

**Other information that I wish to note for my survivors:**

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In the ☩ Name of the Father, and of the Son, and of the Holy Ghost,

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return completed packet to:  
Front Office Manager  
Church of the Incarnation  
3966 McKinney Avenue  
Dallas, Texas 75204

Be sure to keep a copy of your completed packet for your own records.

# FUNERAL FEE SCHEDULE

## MUSIC

Organist:	\$200
Vocal Soloist:	\$150
Professional Choir (10 singers):	\$1200 (additional fees apply; please consult with music department)
Full Choir:	\$1700 (additional fees apply; please consult with music department)

All musicians taking part in the service must be approved by the Director of Music.

There is an additional fee of \$75 for any rehearsal necessary with the organist.

Payment is due the day of the service.

## OTHER POTENTIAL FEES

### Fees for use of Sound System at a Reception:

Sound Tech Fee: \$150

*\*Family must provide a flash drive with music and/or photos.*

### A/V in the Great Hall:

Video files should be formatted in mp4 or .mov.

Audio and music files should be formatted in .mp3, or loaded onto a CD or iPod.

It is best to export any presentation to .mov in order to eliminate any compatibility issues.

Any Great Hall media needs require 48 hours advance notice. A/V material to be used in the Great Hall must also be received 48 hours in advance in order for the material to be uploaded and tested prior to the reception.

### Leaflets

An additional \$.15 per leaflet will be charged for specialized leaflets that do not fit the standard template.

### Clergy Honorariums

It is customary, but not required, for the officiating priest to receive an honorarium. The suggested amount is a minimum of \$250 made payable to the priest and presented on the day of the service.

### Security

Security is provided when deemed necessary for a fee of \$120 for a 4-hour minimum.

**Please note, these rates are subject to change  
and can only be guaranteed at the time a funeral is scheduled.**

