



# St. Alban's Parish

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# Burial service planner

Full name of deceased \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of death \_\_\_\_\_ Age \_\_\_\_\_  Male  Female

Family contact \_\_\_\_\_ Relationship to deceased \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_ Telephone \_\_\_\_\_

Name of funeral home \_\_\_\_\_ Telephone \_\_\_\_\_

Clergy \_\_\_\_\_  Funeral with casket /  Funeral with ashes /  Memorial  
 Rite I  Rite II Holy Eucharist:  Yes  No Date & time of service \_\_\_\_\_

Program needed  Yes  No If yes, how many \_\_\_\_\_

Proofing copy to be sent to: E-mail or Fax \_\_\_\_\_

Reception at St. Alban's  Yes  No If yes, location \_\_\_\_\_

### Old Testament

Read by \_\_\_\_\_

- Isaiah 25:6-9
- Isaiah 61:1-3
- Lamentations 3:22-26, 31-33
- Wisdom 3:1-5,9
- Job 19:21-27

### First Psalm

Psalm \_\_\_\_\_

Version \_\_\_\_\_

Responsively  Yes  No

Lead/Read by \_\_\_\_\_

### New Testament

Read by \_\_\_\_\_

- Romans 8:14-19,34-35,37-39
- I Corinthians 15:20-26,35-38,42-44,53-58
- II Corinthians 4:16-5:9
- John 3:1-2
- Revelation 7:9-17
- Revelation 21:2-7

### Second Psalm

Psalm \_\_\_\_\_

Version \_\_\_\_\_

Responsively  Yes  No

Lead/Read by \_\_\_\_\_

### Gospel

Read by \_\_\_\_\_

- John 5:24-27
- John 6:37-40
- John 10:11-16
- John 11:21-27
- John 14:1-6

### Special reading(s) Remembrances

### Homily

**Music**

Organist \_\_\_\_\_

Prelude \_\_\_\_\_

Composer \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_

Placement \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_

Placement \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_

Placement \_\_\_\_\_

Hymn \_\_\_\_\_ # \_\_\_\_\_

Placement \_\_\_\_\_

Solo \_\_\_\_\_

Placement \_\_\_\_\_

Soloist \_\_\_\_\_

Solo \_\_\_\_\_

Placement \_\_\_\_\_

Soloist \_\_\_\_\_

Postlude \_\_\_\_\_

Composer \_\_\_\_\_

**Memorials**

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

**Special Flower Requests**

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

**Fees for Services Provided**

The standard fee to St. Alban's Parish for a funeral or memorial service is \$850, which covers all services within the church, including:

- Officiants: Clergy and Verger
- Organist
- Ushers (as needed)
- Standard altar flower arrangement
- Bulletins (Order of Service)
- Use and access to all space within the church proper

Should a reception or wake be planned in conjunction with the funeral or memorial service, the standard fee is an additional \$600. Nourse Hall, Trenbath Assembly or the parish's Rectory are the typical locations for receptions. This fee includes a standard floral arrangement for the reception table. (The Director of Parish Administration will gladly put you in touch with a Flower Guild representative to discuss flower choices and availability. Floral requests that exceed standard altar and/or reception arrangements may require additional fees.)

All payments to the parish should be received prior to the funeral or memorial service. Any special requests may require additional fees.

Checks should be made payable to "St. Alban's Parish".

Payments in excess of the fees noted above would be accepted with much gratitude. Should you find yourself struggling financially and require assistance with these standard fees, please feel free to speak confidentially with the Rector. If you have any questions, please contact any of the clergy staff or the parish's Director of Finance.

**This section is for Parish Office use.**

**Organist**

- Sutton
- Other \_\_\_\_\_

**Altar Guild**

- Team scheduled

**Flowers**

- Team scheduled

**Communications**

- Added to prayers/necrology

**Building and Grounds**

- Reserved parking       Yes       No
- Columbarium           Yes       No
- Reception set up       Yes       No

Other instructions: