



# *Funerals*

*at St. James's*

*Episcopal Church*

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Richmond, Virginia

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[www.doers.org](http://www.doers.org)

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# **Funerals at St. James's**

## **Introduction**

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

The liturgy, 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.

~ *The Book of Common Prayer*, page 507

It is our hope that these guidelines will offer you a clear understanding of our particular procedures and policies and insight into what a funeral or memorial service at St. James's Episcopal Church entails.

# **First Steps and Frequently Asked Questions**

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Even before death occurs, you may contact the clergy for pastoral care for those who grieve and to begin the process for making the many decisions involved with a funeral service and burial.

## ***Who can be buried from St. James's?***

As a Christian community, St. James's compassionately offers the church and clergy to officiate at a funeral or memorial service to members of St. James's and their families, as well as those who make special arrangements with the Rector.

## ***Who at St. James's should I talk to about a burial service?***

Arrangements for a burial service are made with the clergy. The availability of the church for a service may be determined by calling the Funeral Coordinator.

## ***Who officiates the service?***

One of the parish clergy officiates all funerals. Additionally, if you would like to have a priest from another church or a retired priest participate in the service, please discuss this with our clergy since outside priests need to be invited to participate by our clergy.

## ***What's the difference between a funeral and a memorial service?***

Generally, a service in which there is a casket or cremated remains present is called a "funeral." If the departed has already been buried or the burial will be at a later date or time, it is called a "memorial service." Both are very similar and designed to be a celebration of life. For the purposes of this booklet, the terms should be considered interchangeable.

## ***Does the church allow cremation?***

Cremation is being used more and more in our modern culture. There is nothing theologically or spiritually wrong with cremation. The cremated remains are treated with the same respect and reverence as a casket burial.

***How do I make arrangements for ashes to be buried in St. James's Memorial Garden?***

Contact the Funeral Coordinator for the policy for interment in the Memorial Garden and for an application form.

***What if a graveside only service is preferred?***

The clergy is available to officiate at burials at local cemeteries.

***When may a funeral take place?***

Funerals are typically scheduled between 10:00 a.m. and 4:00 p.m. Monday through Saturday.

***May I include communion in the service?***

Including Holy Eucharist as part of the burial service is appropriate and a beautiful way to honor a loved one. All those who desire to know Christ are welcomed to the altar to receive either communion or, if preferred, a blessing. Please discuss with the clergy whether or not you would like to offer communion during the service.

***At the Church***

For services held at St. James's, families may gather together beforehand in the Gibson Hall Atrium or another designated location. Bulletins for the service will be available there. The officiating clergy will meet the family in the Atrium and, at the appropriate time, escort the family into the sanctuary.

***If I want a guest book, do I need to provide one?***

Yes, if you would like to have a guest book for people who attend the funeral to sign, you will need to provide one. However, if you choose to use a funeral home, they may be able provide the book for you.

***Parking at St. James's***

Ample parking is available at the church. St. James's has a surface lot at 1127–1129 West Franklin Street, one half-block east of the church. The parking deck is across the street from the surface lot at 1100–1104 West Franklin Street. If a funeral home's services are used, they may post "No Parking" signs on the street in advance and direct traffic the day of the service.

## **Flowers on the Altar**

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St. James's Flower Guild creates all the flower arrangements on the altar. While flowers for funerals are traditionally a variety of white, if you have specific preferences for flowers and colors you may contact the Flower Guild chairman, who is responsible for ordering the flowers for the service.

## **Video Recording**

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The St. James's Communications staff is available to live stream and/or record funeral services. We ask that you please make your request at our initial planning meeting. There is a \$100 fee for this service.

Should you wish to make your own recording arrangements, the videographer you work with can only use a stationary camera or cameras, which must be set up 60 minutes before the service begins. No video lights will be permitted in the church during the service.

## **Service Bulletins**

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St. James's will provide bulletins for the funeral. The bulletin is a worship leaflet and, while it makes a nice memento of the occasion, its purpose is to help the congregation participate in the service.

The service will follow the Burial Rite in the Book of Common Prayer using either the Rite I or Rite II language. Typically, a priest will give a homily. If remarks about the deceased are offered by a family member or close friend, we recommend one person speak for no more than 5 minutes or approximately 600 words. It is helpful for the clergy to be provided the content of the remarks in advance so that comments are not repeated in the homily.

## Suggested Scripture Readings

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The service for the Burial of the Dead, Rite I can be found on page 469 and Rite II on page 491 of the *Book of Common Prayer*. All lessons are from the NRSV translation unless requested otherwise, and the Psalms are from the Book of Common Prayer. The clergy will be happy to discuss how family members or friends may be involved as readers. The suggested readings are listed below, and the full passages can be found online at:

<https://www.lectionarypage.net/YearABC/SpecServ/Burial.html>

### From the Old Testament

Isaiah 25:6-9 (*He will swallow up death for ever*)

Isaiah 61:1-3 (*To comfort those that mourn*)

Lamentations 3:22-26, 31-33 (*The Lord is good to those who wait for him*)

Wisdom 3:1-5, 9 (*The souls of the righteous are in the hands of God*)

Job 19:21-27a (*I know that my Redeemer lives*)

### Psalms to follow the Old Testament lesson

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*)

121 (*I will lift up my eyes to the hills*)

130 (*Out of the depths have I called to you, O Lord*)

139:1-11 (*Lord, you have searched me out and known me*)

### From the New Testament

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 (*The imperishable body*)

2 Corinthians 4:16-5:9 (*Things that are unseen are eternal*)

1 John 3:1-2 (*We shall be like him*)

Revelation 7:9-17 (*God shall wipe away every tear*)

Revelation 21:2-7 (*Behold, I make all things new*)



## **Psalms to follow the New Testament lesson**

23 (*The Lord is my shepherd*) (*King James version may be chosen*)

27 (*The Lord is my light and my salvation*)

106:1-5 (*Give thanks to the Lord, for he is good*)

116 (*I love the Lord, because he has heard the voice of my supplication*)

## **From the Gospels**

John 5:24-27 (*He that believes has everlasting life*)

John 6:37-40 (*All that the Father gives me will come to you*)

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 rooms*)

## **Music for Funerals**

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A burial service in the Episcopal Church is a worship service, and the music selected should reflect the sacred nature of the service and enhance the beauty of the liturgy.

### **Consultation**

St. James's organist plays for all funerals held in the church. If she is unavailable for a funeral, she will secure a suitable substitute.

The family may consult with the organist or the Director of Music to select music for the service: the procession in and out of the church, hymns, and any vocal solos or instrumental pieces.

### **Music before the Service:**

Appropriate music is played 10 minutes before the service while the congregation is arriving. This prelude usually consists of several organ pieces or hymns. While the family may request specific pieces, the final selection of prelude music is left to the discretion of St. James's organist.

### **Music during the Service**

The service begins with the formal procession into the church. The procession may be an appropriate organ piece(s) or a hymn, either sung by the congregation or simply played on the organ.

Hymns, anthems or solos may be sung during the service, and at the conclusion of the service a hymn is played for the procession of the clergy, body (if present), and the family out of the church.

### **Soloists and Other Musician**

The family may request a soloist, a choir, or instrumentalists for a funeral. If additional musicians are desired, the organist will arrange for their services and schedule additional musical rehearsals as necessary.

*Please note that there is an additional fee associated with the use of any professional musicians or the Director of Music, if his services are required.*

### **Suggested Hymns**

Any Easter or All Saints' Day hymn or a hymn of comfort or praise is appropriate. Below are a few suggestions that include St. James's favorites.

Welcome, happy morning – 179

For all the saints – 287

I sing a song of the saints of God – 293

Praise to the Lord, the Almighty – 390

For the beauty of the earth – 416

Alleluia! Sing to Jesus! – 460

Lift high the cross – 473

Lord of all hopefulness – 482

Onward Christian Soldiers – 562

Almighty Father, strong to save – 579

Eternal Father, strong to save – 608

Love divine, all loves excelling – 657

O God, our help in ages past – 680

Guide me, O thou great Jehovah – 690

I vow to thee, my country (Holst)

## What Will It Cost?

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The fees for funerals at St. James's pay for the expenses incurred by the church for the service. However, some fees may be waived at the Rector's discretion should they be a burden or hardship.

### **Fees:**

- Organist: \$300 (payable to the organist)  
*(This fee does not include the cost for any additional musicians or the Director of Music, if his services are required.)*
- St. James's: \$350 which includes \$200 for altar flowers and \$150 for bulletins, funeral coordinator and other miscellaneous expenses. *(This fee does not include special flower requests.)*
- It is customary to give the Officiant an honorarium, typically in the \$300-\$500 range, which will go to the Clergy Discretionary Fund. This amount may be included in the check to St. James's.
- If you choose to have the St. James's Communications staff live stream and/or record the funeral service, there is a \$100 fee payable to St. James's. We ask that you make your request at our initial planning meeting. This amount may be included in the check to St. James's.

## Receptions at St. James's

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St. James's beautiful Valentine Hall, in the Michaux House located across Birch Street from the church, may be used for a reception after the service if it is not previously scheduled for another use. Please speak with the Funeral Coordinator if you would like to rent this space. There is no rental fee for a funeral party, but many families and individuals like to make a donation to the church to offset some facility costs.

The family is responsible for hiring a caterer, who will work with the Funeral Coordinator for kitchen access and necessary set-ups. Unless other arrangements are made, the kitchen is to be used solely as a catering kitchen, with caterers providing not only the food and

beverages, but also all tablecloths, plates, utensils, glasses, napkins, etc. A list of caterers is available upon request from the Funeral Coordinator. Beer and wine, including champagne, may be served if an ABC permit is obtained, but “hard” liquors and spirits are not permitted.

Flower arrangements at the reception are the responsibility of the family. The Funeral Coordinator can offer a list of florists who we have worked with in the past and know our space.

### **General Rules for Use of the Michaux House:**

1. Smoking is not permitted anywhere on the premises.
2. The user will designate a person who will be responsible for keeping order during the event and who will be personally liable for excessive cleanup and any damage.
3. Tables and chairs are available for use and are not allowed from an outside source.
4. Furniture or rugs may not be moved without permission. No decorations or signs may be placed in the building using tape, tacks, etc.

## Contact Information

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### Clergy:

The Reverend Penny Nash, Interim Rector  
pnash@doers.org; 804-355-1779, ext. 318

The Reverend Blake Singer, Associate Rector  
bsinger@doers.org; 804-355-1779, ext. 321

The Reverend Robin Teasley, Interim Associate Rector  
rteasley@doers.org; 804-355-1779, ext. 319  
or 804-338-0698

### Staff:

Mary Brown, Executive Assistant to the Clergy  
mbrown@doers.org; 804-355-1779, ext. 313

Donna Ellis, Funeral Coordinator  
dellis@doers.org; 804-938-3662

Mark Whitmire, Director of Music  
mwhitmire@doers.org; 804-355-1779, ext. 323

Virginia Whitmire, Organist  
vwhitmire@doers.org; 804-355-1779, ext. 324

### Flower Guild:

Jeanette McKittrick, Flower Guild Co-Chair  
jeanettemckittrick@gmail.com; 804-370-1610

# Checklist

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WHAT YOU NEED .....	WHO TO CALL
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Pastoral care and request for a funeral .....	Clergy
Funeral planning .....	Clergy
Service bulletin.....	Clergy
Reserve the church .....	Funeral Coordinator
Reception at the church.....	Funeral Coordinator
Live streaming/recording .....	Funeral Coordinator
Music.....	Organist or Director of Music
Flowers .....	Flower Guild Chair