



# Preparing a Funeral or Memorial

Trinity on the Green

*I am Resurrection and I am Life, says the Lord.  
Whoever has faith in me shall have life,  
Even though he die.  
And everyone who has life,  
And has committed himself to me in faith,  
Shall not die for ever.*

Dear family member or relative,

We offer you our sincere condolences at the loss of your dear one, parent, sibling or child, distant family member or friend. Losing a beloved is devastating and the end of life is a tremendous challenge.

To help you during these days of mourning the clergy of our church is with you in prayer, is available for personal care, and will assist you to prepare the funeral or memorial service. Please don't hesitate to contact us, even later on. The clergy staff is here to assist you also during the grieving process.

With faith in the resurrection of our Lord Jesus Christ and his promise of eternal life, we join you in prayer during this difficult time.

*O God, who by the glorious resurrection of your Son Jesus Christ destroyed death, and brought life and immortality to light: Grant that your servant N., being raised with him, may know the strength of his presence, and rejoice in his eternal glory; who with you and the Holy Spirit lives and reigns, one God, for ever and ever. Amen.*

This document will guide you through the steps and options to prepare the service at the church.

If you have questions regarding the service, please contact us.

The Clergy of Trinity Church on the Green

950 Chapel Street, 2nd Floor

New Haven, CT 06510

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Cell: (475) 227-9583

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

# Preparing the Service

To honor your beloved you may select a particular type of service, specific hymns and music, eulogy moments, or flowers. To prepare the service as best as possible we invite you to indicate your preferences. The lists below may help you narrow down your selection. Please discuss the arrangements with the clergy since all arrangements to do with the service are under their direction.

## Types of Services

There are different types of services through which we can celebrate the life of our beloved.

- **A funeral service:** During a funeral service we honor and pray for your dear one in the presence of the casket or urn with the remains of the deceased are present in the church during the service and prior to the burial or interment.
- **A memorial service:** During a memorial service we honor and pray for your dear one without the presence of her or his remains.
- **A graveside service:** A brief prayer service at the burial side usually follows the funeral directly, but can sometimes take place at a later time.
- **A Columbarium service:** Ashes of the deceased may be interred in our church's columbarium. Arrangements need to be discussed with the clergy and are usually made long in advance.
- **Holy Eucharist:** Both the funeral and memorial service can be celebrated with Eucharist. Combining a funeral or memorial service with Eucharist is a very meaningful way to celebrate our lasting communion through Jesus Christ. Combining the service with communion is optional and not required.

# Readings

Normally friends or relatives read one or two selections from the Bible. If there is a Eucharist, a priest or deacon reads the Gospel. Non-Biblical readings are rarely used and permitted only when approved by the officiating priest. The following selection of readings are especially meaningful for a funeral or memorial service.

Choose one from the **Old Testament**:

- Isaiah 25:6-9 (He will swallow up death for ever)
- Isaiah 61:13 (To comfort those who 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)

A psalm, hymn, or canticle may follow.

The following Psalms are appropriate: 42:1-7, 46, 90:1-12, 121, 130, 139:1-11.

Choose one from the **New Testament**

- Romans 8:14-19,34-35,37-39 (The glory that shall be revealed)<sup>[L][SEP]</sup>
- 1 Corinthians 15:2-26,35-38,42-44,53-58 (The imperishable body)<sup>[L][SEP]</sup>
- 2 Corinthians 4:16--5:9 (Things that are unseen are eternal)<sup>[L][SEP]</sup>
- 1 John 3:1-2 (We shall be like him)<sup>[L][SEP]</sup>
- Revelation 7:9-17 (God will wipe away every tear)<sup>[L][SEP]</sup>
- Revelation 21:2-7 (Behold, I make all things new)

A suitable psalm, hymn, or canticle may follow.

The following Psalms are appropriate: 23, 27, 106:1-5, 116.

## Gospel Reading

- John 5:24-27 (He who believes has everlasting life)<sup>[L][SEP]</sup>
- John 6:37-40 (All that the Father gives me will come to you)<sup>[L][SEP]</sup>
- John 10:11-16 (I am the good shepherd)<sup>[L][SEP]</sup>
- John 11:21-27 (I am the resurrection and the life)<sup>[L][SEP]</sup>
- John 14:1-6 (In my Father's house are many rooms)

# Music for the Funeral

Whatever type of service you select, music is an important part of the service. Below are some guidelines to help you organize the musical surrounding. All music arrangements are made in consultation with the Music Office and the clergy.

Music Office Contact Information:

(203) 776-2616

Walden Moore, *Director of Music*

music@trinitynewhaven.org

We would like to use (please check one):

- A Trinity Church organist.
- An outside organist (please contact Trinity's Organist, Director of Music, Walden Moore, at (203) 776-2616 or music@trinitynewhaven.org with the name and contact information for this organist.)
- We would prefer the organist to make appropriate choices for us.

**Note:** The clergy officiating at the funeral service must approve all music used at the service. With the exception of a few compositions that have been taken into the common funeral repertoire, and have therefore lost any secular association, secular vocal solos and instrumental solos are not appropriate for funeral services and should, instead, be used at the funeral reception.

Please list any hymns and music you would like to request on the following page. Some hymn suggestions follow.

**Music Requests**

Pre-service music (prelude)

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Procession music

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Any music during the funeral, which would include a hymn or hymns, sung by all (optional, but highly recommended)

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Any vocal solos or instrumental music (optional)

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Retiring procession music

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Please list any requested vocal or instrumental soloists (with contact information):

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**Hymns appropriate for Funerals Trinity Church on the Green, New Haven**

Hymnal #

First Line

Tune Name

# Guest Clergy

Guest clergy of any denomination are welcome to participate in the service by prior arrangement with the officiating priest.

# Grave Site Visit

- No
- Yes: please add time and address

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# Displaying Photos

You are welcome to display photos of your dear one. Please discuss this with the clergy to arrange inclusion of photos during the service.

# Flowers

Flower arrangements can be organized by our church's Altar Guild.

## FLOWERS:

- Brought in by florist AND removed by the family / florist
- Brought in by florist AND left for Sunday Services
- Request flowers from the Church for \$150, which are left for Sunday Services
  - Contact: Joanne McKeand (203-934-0842) or Jan Tredwell (203-288-2321)
  - You may request special colors. Please note that we do not use blue flowers because they do not show up against the marble of the altar. Special varieties of flowers (i.e. roses, tropical blooms, etc.) may cost more than the quoted \$150

## FLORIST INFO:

*(If you are using your **own** florist, please provide the name and telephone number so we can arrange delivery of your flowers at a time when the Church is open.)*

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# Costs and Fees

Costs and fees can be paid directly to our church office or through the funeral home service. Columbarium costs are processed through our church office only.

**NOTE:** Finances should not be an obstacle which would prevent anyone to have a funeral or memorial service at Trinity. In cases of hardship, adjustments can be made to ALL of the fees listed below.

## **If you are currently a member of Trinity and have been for more than six months**

*Members of the parish who have been "contributors of record" (via check or pledging) for at least six months prior to the funeral date:*

- |  |                    |
|--|--------------------|
| • For the use of the church  | No charge          |
| • The organist's fee (which includes a consultation)   | \$350              |
| • Fees for soloists and/or other musicians should be negotiated with the Director of Music.  | To be negotiated   |
| • An Administrative fee (which covers printing, Sexton and other incidental costs).  | \$150              |
| • It is traditional to make a contribution to the officiating priest's discretionary fund. This fund helps those in need at Trinity and in New Haven.                                    | At your discretion |
| • Renting the Trinity undercroft for reception   | No charge          |
| • <b>Flowers:</b> Altar flowers may be ordered through the Altar Guild; at present, the charge for flowers arranged by the Altar Guild. Please see the enclosed Altar Guild information. | \$150              |
| <hr/>  |                    |
| • <b>Your Total</b>  | <b>\$</b>          |

**Non-pledging members or new members** (less than six months prior to the funeral):

• For the use of the church	\$850
• The organist's fee (which includes a consultation)	\$350
• Fees for soloists and/or other musicians should be negotiated with the Director of Music.	To be negotiated
• An Administrative fee (which covers printing, Sexton and other incidental costs).	\$150
• It is traditional to make a contribution to the officiating priest's discretionary fund. This fund helps those in need at Trinity and in New Haven.	\$300
• Renting the Trinity undercroft for reception	\$950
• <b>Flowers:</b> Altar flowers may be ordered through the Altar Guild; at present, the charge for flowers arranged by the Altar Guild. Please see the enclosed Altar Guild information.	\$150
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• <b>Your Total</b>	<b>\$</b>

*Make checks payable to Trinity Church on the Green, but write separate checks for organist and the musicians.*

**Checks payable to Trinity Church on the Green**      Write separate checks for organist and musicians in attention to their name.

*Mailing Address:*

Trinity Church Parish Office  
 Attn: Linda Beconsall  
 950 Chapel Street – 2<sup>nd</sup> floor  
 New Haven, CT 06510

# Summary of Funeral Arrangements

NAME OF THE DECEASED: \_\_\_\_\_

FAMILY CONTACT NAME: \_\_\_\_\_

PHONE / EMAIL: \_\_\_\_\_

DATE & TIME OF  
FUNERAL: \_\_\_\_\_

TYPE OF SERVICE: \_\_\_\_\_

COMMUNION  YES  NO \_\_\_\_\_

READINGS \_\_\_\_\_

HYMNS \_\_\_\_\_

OTHER MUSIC \_\_\_\_\_

APPROXIMATE NUMBER  
ATTENDING: \_\_\_\_\_

GUEST CLERGY \_\_\_\_\_

PHOTOS \_\_\_\_\_

FLOWERS \_\_\_\_\_

TOTAL  
SERVICE COSTS & FEES Church: \_\_\_\_\_  
Organist and Musicians: \_\_\_\_\_