



TRINITY CHURCH IN THE CITY OF BOSTON

**ARRANGING FOR
FUNERALS AND MEMORIAL SERVICES
AT TRINITY CHURCH**

(Last Updated: September 2017)

CONTACTING TRINITY CHURCH

The following clergy and staff are primarily responsible for administering funerals and memorial services at Trinity Church. All of them may be reached at the church offices.

Associate Rector for Pastoral Care and Welcome:	The Rev. Patrick Ward
Worship Administrator:	Derby Swanson
Director of Music:	Richard Webster
Music Coordinator:	Marissa Hall
Worship Leaflet Producer:	Brigitta Patterson
Assistant Director of Facilities:	Alan Waugh
Memorial Flowers:	Derby Swanson

The mailing address and other contact information for the church:

Trinity Church in the City of Boston
Copley Square
206 Clarendon Street
Boston, MA 02116

Telephone: 617-536-0944
Facsimile: 617-536-8916
www.trinitychurchboston.org

SETTING THE DATE AND TIME FOR A SERVICE

When a parishioner or friend of Trinity Church dies, we ask that a representative of the family contact the Worship Administrator as soon as possible to discuss the date and time of the service, and to arrange a time for the family, clergy, and the Director of Music (if the family wishes to include music in the service) to meet and discuss the details of the service.

Services are usually held in the morning or early afternoon, Tuesdays through Saturdays. When possible, services are held when the congregation of the church has an opportunity to be present.

Once the date and time of the service are set, the family may finalize other related items – for example, submit funeral notices to the newspapers, invite readers to participate in the service, and make arrangements for a reception.

CHOOSING PARTICIPANTS IN THE SERVICE

Trinity Church Clergy: A Trinity Church priest officiates at all services. If the deceased had or the family has a close relationship with a particular member of the Trinity clergy, every effort will be made to ensure that particular priest officiates at the service. There are no fees for the participation of a Trinity Church priest in a service – custom and propriety forbid setting a price for their work. However, if the family wishes, they may give the priest an honorarium to express their appreciation.

Bishops: If a bishop is present at the service, it is appropriate for the bishop to preside at the Eucharist and to pronounce the Commendation.

Visiting Clergy: At the invitation of the officiating priest and in consultation with the family, visiting clergy may assist in the service. The family is responsible for the visiting clergy's travel, honorarium, and any other costs.

Readers: The lessons and prayers during the service are read by lay persons. At Trinity Church, the text of the lessons is taken from the New Revised Standard Version (NRSV) of the Holy Bible. The family selects the lessons in consultation with the officiating priest, and is encouraged to invite relatives or friends to read. If desired, the Worship Administrator can provide a collection of suggested scripture passages for the family to review prior to the service planning meeting.

Preacher: One of the clergy present, or the officiating priest, gives a brief homily proclaiming the good news of the Resurrection and the victory of life over death.

Eulogist: In some circumstances, and in consultation with the officiating Trinity clergy person, additional speakers may be invited to participate. All remarks are to be limited to 3-5 minutes.

Verger: When a coffin will be present it is recommended that the services of Trinity's verger be requested. The verger will meet the undertakers when they arrive and explain to them their role in the service. During the service the verger serves as crucifer, leading the procession into and out of the church, and assists in managing the flow of tourists and visitors while the service is in progress.

CHOOSING ELEMENTS OF THE SERVICE

Eucharist: We encourage the family to include the Eucharist, the great sacrament of the church in which God's People are fed with God's gifts, in the service. When hearts are broken, spirits are heavy, and loss is keenly felt, the power of Christ's Spirit available to us in the grace of the Eucharist can soothe and heal. There is no fee for including the Eucharist in a service.

Music: As an essential element of Christian worship, music plays an important role in a service. If the family wishes to include music in the service, choices are made in consultation with the officiating priest and the Director of Music. (Please note: secular music, semi-religious songs, film or Broadway music is not permitted.)

Music during a service is usually provided by Trinity Church musicians. (A Trinity Church organist plays for all services, except in the most unusual circumstances.) If the family wishes to have others provide the music, this must be discussed with the Associate Rector for Pastoral Care and Welcome and the Director of Music during the service planning meeting.

Flowers: Flowers sent by family and friends are placed in the vestibules at the entrances to the sanctuary. If the family wishes to have flowers for the altar or for the table that holds the urn of ashes, it is strongly suggested that these arrangements be made through the Worship Administrator.

Service Leaflets: Service leaflets, printed copies of the order of service, help make the congregation feel more at ease with the liturgy, as it may be unfamiliar to them. The congregation participates greatly throughout the liturgy, speaking aloud the responses to the lessons and prayers, singing, as well as sitting, standing, kneeling, and receiving communion. Service leaflets will be prepared and printed by Trinity Church. Printings of fewer than 100 copies will be done in house; larger print runs will be sent to the printer.

CONCERNING RELATED MATTERS

Parking: A hearse and one limousine (or car) may park in front of the church on Copley Square during the service. The church has no parking spaces of its own to offer the congregation, but there are several nearby parking garages. The Worship Coordinator can assist the family in exploring these options.

Photographs: If the family wishes to display photographs of the deceased, we encourage them to do so during visiting hours at the funeral home or at the wake or the reception. Photographs are may not be displayed anywhere in the church.

Receptions: Receptions following the service may be held at Trinity, pending availability. The family is responsible for any room fees and catering costs. All receptions and caterers must be coordinated through the Assistant Director of Facilities.

Prayers of the People: Trinity Church includes the name of the deceased in the “prayers of the people” portion of each of its worship services in the week following the death and in the week following the funeral or memorial service. The name of the deceased will also be read aloud during the service and printed in the leaflets on the next All Saints Sunday (the Sunday on or after November 1).

Memorial Flowers: Family and friends are invited to call the Worship Administrator to arrange for altar flowers to be offered in memory of the deceased on a specific Sunday (pending availability), Christmas, and Easter.

Fees: While we make every effort to minimize the fees for funerals and memorial services, there are some elements for which we must try to recover some of our costs. If the family finds any of the fees prohibitive, they are encouraged to discuss them with the officiating priest.

Flowers	\$400 - \$500+
Soloist	\$225 per singer
Instrumentalist	\$225 per musician
Choir (approx. 20 members)	\$2,250
Organist	\$250
Service Leaflets (100 copies or more)	\$200 - \$500
Verger (outside regular working hours)	\$100
Contribution to the upkeep and ministries of the church*	
Honoraria for Trinity clergy*	<i>*at the discretion of the family</i>

POSSIBLE CHORAL AND INSTRUMENTAL MUSIC SELECTIONS

Preludes:

Adagio	Barber
Prelude on Hymn 390, Praise to the Lord	Bach
Sicilienne	Fauré
Canon in D	Pachelbel
Chorale Preludes	Brahms
"Little" Fugue in G minor	Bach
Sheep may safely graze	Bach
Air in D	Bach
Jesu, Joy of man's desiring	Bach

Anthems:

Cantique de Jean Racine	Fauré
There is a balm in Gilead	arr. Dawson
Ubi Caritas	Duruflé
Pie Jesu	Webber
How lovely is thy dwelling place	Brahms
Introit & Kyrie from Requiem	Fauré
In paradisium from Requiem	Fauré
Ave verum corpus	Mozart
Souls of the righteous	Noble
The Lord bless you	Rutter

Postludes:

Toccata from Symphony V	Widor
Fugue in G minor	Bach
Fugue in E-flat [St, Anne]	Bach
Sinfonia, from Cantata 29	Bach
Improvisation on Victory ("The Strife is O'er)	

More choices are available in consultation with the Director of Music.

*O God,
You bind to life by holy and tender ties:
We gratefully recall all that our beloved one was to us;
all that she stood for in the world.
May we live even more constantly in the companionship of her spirit,
and carry on, in the old spheres
in which we moved together,
as much of her purpose as we can.
May we be kind to the friends she loved;
devoted to the causes which she served.
Thus in our life may she still live on,
to our own comfort, and the welfare of your world;
through Jesus Christ our Lord.
Amen.*

*Lord, support us all the day long, until the shadows lengthen, and the evening comes,
and the busy world is hushed, and the fever of life is over, and our work is done.
Then in your mercy, grant us a safe lodging, and a holy rest, and peace at the last.*

Amen.

*We seem to give them back to you, dear God,
who gave them first to us.
Yet, as you did not lose them in giving,
so we have not lost them by their return.
You do not give as the world gives, O Lover of souls!
For what you give, you never take away,
and what is yours is ours always, if we are yours.*

*And life is eternal;
and love is immortal;
and death is only a horizon;
and a horizon is nothing but the limit of our sight.*

*Lift us up, O God, that we may see further;
cleanse our eyes that we may see more clearly;
and draw us closer to yourself,
that we may know ourselves
nearer to those whom we love
who are with you.*

*And while your Son prepares a place for us,
prepare us for that happy place,
that where they are and you are, there we too may be;
through the same Jesus Christ,
in whom the living and the dead are one,
now and for ever.*

Amen.

Notes

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