



Indian Hill Church

EPISCOPAL † PRESBYTERIAN

Planning for Funerals

The death of a loved one is one of the most difficult experiences of living. Often, death is preceded by a period of illness, which brings its own anguish for everyone involved. At The Indian Hill Church, it is our intention to be as fully supportive to you and your family as possible. This booklet has been written to help answer questions about our policies and procedures.

DURING THE TERMINAL PHASE OF ILLNESS

If a minister has not already visited you, please call. The main number is (513) 561-6805. If the office is closed, the mobile numbers of the clergy are on the after-hours message. We will be more than willing to come and visit, either in the hospital or at home. Our purpose is to be supportive and helpful in any way that we can. We may know of resources that will be useful.

Please feel free to ask any questions that occur to you.

This may be the time to make plans for the time of death. It is the best time to find a funeral director. You may want to talk about the possibility of organ or tissue donation; the disposition of the body (burial or cremation) and what sort of funeral or memorial service you would like. The clergy can be helpful to you in discussing all those issues.

AT THE TIME OF DEATH

Please call the clergy first. If you have not already done so, you will need to find a funeral director. The clergy can be helpful in finding someone who is reliable. At this time, you will need to make final decisions about organ and tissue donation, disposition of the body and funeral plans. The funeral planning is usually done the day after the death. It is very helpful if a clergy person can be present for that conversation to help answer questions about policies and procedures at the church and to make sure that the liturgy meets the family's needs. We can also meet with you after you have talked to the funeral director.

VISITING HOURS

Visiting hours are an optional choice. It may make sense to have them if there are numbers of people who will not be able to attend the funeral. It is also a good idea to have them if there are people who may want to speak or do some other special offering to remember the person who has died. We do not encourage secular music during the funeral, so if there are special songs or music, the visitation might be a good time for that.

Note: The casket is never opened when it is in the Sanctuary for the service.

PLANNING THE FUNERAL

In this church, we use the Book of Common Prayer for Episcopal liturgies. The services for Burial are found on page 469 for Rite One. The services for Burial are found on page 469 for Rite One, and page 491 for Rite Two. Rite One has more traditional language, Rite Two more contemporary.

For Presbyterian services, the order can be more relaxed. For either Episcopalian or Presbyterian services, you will need to plan the liturgy with the minister who is helping you with your service.

You will also have choices to make about scripture lessons and hymns. Our music comes from either the Hymnal 1982 or The Presbyterian Hymnal. We have put a list of scriptures and hymns that you might find helpful at the end of this booklet. The minister will be able to help you decide on scripture and music. The Director of Music is also available to help in planning for the service. The Music Director will make sure someone is, if he or she is unavailable. We have included a list of the scripture choices and some hymns which we think are particularly good for funerals at

the back of this booklet.

We are happy to create an order of service for you, as long as the church office is given enough notice. This can include a photo(s) if you wish.

WITNESS TO THE RESURRECTION

The Service of Witness to the Resurrection begins with scriptural sentences. It is appropriate for worshippers to sing hymns, psalms or spiritual songs which affirm God’s power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of saints. Scripture shall be read; a sermon or other exposition of the Word may be proclaimed; an affirmation of faith may be made by the people. Aspects of the life of the one who has died may be recalled. Prayers shall be offered, giving thanks to God. The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction.

DISPOSITION OF THE BODY

There are several choices for disposition of the body. It may be buried or cremated. If you have a plot in the Indian Hill Church cemetery, please let the office know right away, so that we can make sure the grave is opened and ready. If you are planning for burial somewhere else, please let us know.

Burial/Cremation Preferences

Preferred Disposition of the Body
 Donated to Medical Science

Cemetery: _____ Location of Plot: _____

Casket Burial or Cremation

Time of committal of body/ashes:

Prior to Service
 After Service
 Other: _____
 Military/Fraternal Rites
 Military/Fraternal Rites at Gravesite

WISHES REGARDING THE SERVICE

Location of Service:

IHC Sanctuary IHC Cemetery Other: _____

Type of Service Desired:

_____ The Funeral Service is a service where the body/cremains is/are present and a combination of the memorial and graveside services are done.

_____ The Memorial Service is a service where the body is not present, and internment of the remains in a Service of Committal has either preceded the service or will take place at a later time determined by the family.

_____ The Graveside Service is a service that takes place at the burial site, with the Service of Committal being part of the service.

The Indian Hill Church is unique, and it is the practice of the church for both Clergy to be involved in all funeral services at Indian Hill Church, unless the family specifically requests for only one to be involved. If there are clergy from other congregations or denominations that you would like to participate in the funeral, please let us know.

All liturgies occurring in the Indian Hill Church are the responsibility of the clergy of the church. Clergy from another church can be invited to participate, but only by the Indian Hill Church clergy.

All services are services of worship for the community of faith, and each is a Service of Witness to the Resurrection of Jesus Christ. The Funeral Service is a service of worship that focuses on the goodness and grace of God, and which give comfort and support to those who grieve. The pastor or priest will guide the selection of appropriate liturgy, scripture and hymns. The church's organist will provide suitable sacred music. If additional instrumentalists or vocalists are desired, it is the responsibility of the family to contact the musicians and cover their compensation.

The pastor or priest can provide names and contact information for additional musicians.

Other Special Requests:

Casket Pall:

_____ Provided by Indian Hill Church

_____ American Flag (if veteran)

The church provides a white pall for every funeral service. A pall is a large cloth which covers the casket during the service. It represents the covering of the Christian by the righteousness of Christ and alludes to the baptismal waters of death and new life in Jesus. Where appropriate, the American flag may be used in lieu of the pall.

If the family chooses to use a flower pall, it will be removed when the casket enters the church. The church pall (or flag) will then cover the casket during the service. Following the benediction, as the casket is taken from the church, the flower pall may again be placed on the casket.

Wishes Regarding Pallbearers: If you desire to have pallbearers (or honorary pallbearers) used in the service where the body is present in either a casket or urn, and is concluded with a Service of Committal at the burial site.

The Indian Hill Church sanctuary seats 275 comfortably for larger crowds we can set up for overflow into the Guild Hall.

SCRIPTURES TO CONSIDER (The Indian Hill Church uses the New Revised Standard version)

Old Testament Readings

- Isaiah 25:6-9 (He will swallow up death forever)
- Isaiah 61:1-3 (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)

New Testament Readings

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

Gospel Readings

(If you are having Eucharist with your service, a Gospel reading is required)

- John 5:24-27 (Those who believe have everlasting life)
- John 6: 37-40 (All that the Father gives to me will come to me)
- John 10:11-16 (I am the good shepherd)
- John 11:21-27 (I am Resurrection and I am Life)
- John 14:1-6a (In my Father's house are many rooms)

Scriptures Requested:

MUSIC AND HYMNS

Hymns should be chosen which affirm the goodness and grace of God, and which give comfort and support to those who grieve. The clergy and or music director will guide the selection of appropriate hymns. The church's organist will provide suitable sacred music. If additional instrumentalists or vocalists are desired, it is the responsibility of the family to contact the musicians and cover their compensation.

Hymn Selections:

Organ/Piano/Soloist Selections:

FLOWERS

It is our expectation that the family will arrange flowers for the church with their own florist. The florist should call the church office with any questions about size or placement. Flowers sent as memorials will be placed in the windows. We cover all caskets with a funeral pall while they are in the building.

OTHER DETAILS TO CONSIDER

Visitation with the Family

Location of Visitation:

_____ IHC (Sanctuary/Guild Hall/Library)

_____ Funeral Home: _____

_____ Private Residence

Memorial Contributions

Wishes Regarding Contributions:

_____ Contributions to Indian Hill Church

_____ Contributions to Specific Charities

List charities here:

Obituary

You may attach a prepared obituary or any specific information that you wish to be given to the funeral home and or newspaper.

AFTER THE FUNERAL

It is sometimes possible for the family to hold a reception in the Guild Hall or the Library of the church after the service. The family is responsible for hiring the caterer and for paying the sexton for extra time spent setting up and cleaning up. Please let us know right away if you would like to do this. There are times when other events are scheduled and the Guild Hall is not free, and we ask you to be understanding of this.

FEES AND EXPENSES

If you are working with a funeral home, they will arrange for payment of fees for the organist, sexton and building use. If you are a member of the church and have already purchased a burial lot, the costs for opening the grave and ordering the marker are arranged with the Business Administrator. You may purchase a lot if you are a member of the church. This is also arranged with the Business Administrator.

If you are not working with a funeral home, the family is expected to pay the fees:

Organist:	\$250
Any other musicians:	\$150 per person
Sexton:	\$150
Building use (for non-members):	\$200
Honorarium for the clergy: not necessary or specified, but	\$200 is usual.

If you have a reception at the church, the following are building usage fees:

Guild Hall:	\$75
Guild Hall and Kitchen:	\$100
Guild Hall Setup/Breakdown	\$30
Cleaning	\$40
Dishes and Tablecloths	\$35
Tablecloth cleaning	\$15

PRE-PLANNING A FUNERAL OR MEMORIAL SERVICE

This brochure is intended for your personal use in pre-planning a funeral service at Indian Hill Episcopal Presbyterian Church of Cincinnati, Ohio. By planning your service in advance, you can specify the type of service you would like, so that your friends and family celebrate you as you wish.

Personal Preferences for Name:

First _____

Middle _____

Last _____

Address: _____

Phone: _____

Birth Date: _____

Military Service: _____

Church leadership (member of Vestry-Session, choir, LEM): _____

Signature: _____

Date: _____

In order for this advisory to be effective, it must be signed, dated and returned to the church to the office. A copy will be made and returned to you for your personal file. It is recommended that you keep your copy in an accessible place.

The Indian Hill Church, 6000 Drake Road, Cincinnati, OH 45243 www.indianhillchurch.org

Contacts Person(s) who can be called upon to help with arrangements.

Name: _____

Relationship: _____ Phone: _____

Name: _____

Relationship: _____ Phone: _____

Funeral Home Name:

Location: _____

Phone: _____