



# TRINITY

EPISCOPAL CATHEDRAL  
*A house of prayer for all people*

## FUNERAL POLICIES

**310 W. 17th Street  
Little Rock, AR 72206  
trinitylittlerock.org  
501-372-0294**

The Rev. Danny Schieffler, *Interim Vicar*  
[danny@trinitylittlerock.org](mailto:danny@trinitylittlerock.org)  
501-588-3662

The Rev. Thomas Alexander, *Curate*  
[thomas@trinitylittlerock.org](mailto:thomas@trinitylittlerock.org)  
501-218-8750

Missy McCain, *Parish Administrator*  
[missy@trinitylittlerock.org](mailto:missy@trinitylittlerock.org)  
501-588-3657

Dr. Colin MacKnight, *Director of Music*  
[colin@trinitylittlerock.org](mailto:colin@trinitylittlerock.org)  
501-588-3652

## **A Funeral in the Episcopal Church**

“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.”

– *Book of Common Prayer*, page 507

## **A Funeral at Trinity Cathedral**

We at the Cathedral stand ready to assist you in making decisions for a meaningful and beautiful service. With that in mind, all arrangements should be made in consultation with the officiating priest. All final decisions are made by the Interim Vicar of the Cathedral. The death of a member of the church should be reported as soon as possible to the clergy of the Cathedral. Arrangements are then made in consultation with a member of the clergy. No final plans can be determined without this consultation. Baptized Christians are properly buried through the church. The service should be held after public notice is given, to allow the community of the faithful to gather in support. In some circumstances, the entire service can be read at the graveside.

### *Book of Common Prayer*

Trinity Cathedral celebrates funerals according to the *Book of Common Prayer* (BCP) of the Episcopal Church. “The Burial of the Dead” is a service that includes prayers, readings from Holy Scripture, a homily, and a commendation of the deceased to God’s loving care. Some of the most widely recognized and cherished prayers for Christian burials come from the BCP of the Episcopal Church.

### *Holy Communion*

Funerals may also include the Holy Communion, wherein the family, as well as the whole congregation, receive the Bread and Wine. However, funerals do not need to include Holy Communion.

### *Duration*

Funerals last approximately 45 minutes. If Holy Communion is celebrated, the funeral will last approximately 1 hour. In any case, the duration of the funeral will depend on the choices made by the family.

### *Participating Clergy*

All funerals here are officiated by the clergy of Trinity Cathedral. It is often appropriate for the priest who has helped the family prepare for the funeral to officiate or preach at the funeral itself. Additional members of the Trinity Cathedral clergy may participate, as well. If you have a particular priest you would like to officiate or preach, let us know. If you desire an Episcopal priest who is not on the staff of the Cathedral to officiate, preach, or assist, please speak with a member of our clergy. All participating clergy not on the Cathedral staff must be invited by the Interim Vicar.

### *Homily*

A homily is preached at all funerals at the Cathedral. The preacher will meet with the family to help prepare her or his homily.

### *Eulogy*

A eulogy may be a part of the funeral, if families desire. Normally, a eulogy is given by a family member or close friend. The eulogy should be 3–5 minutes.

### *Readers*

During the service, there can be a reading from the Old Testament, a Psalm, and/or a reading from the New Testament. There is always a reading from the Gospel, and it is always read by a member of the clergy. Lay readers (family members or members of the church) may read one of the passages of Scripture or may lead the congregation in the reading of the Psalm. If the family would like a family member or a friend to read a lesson, please take into careful consideration the emotional state of that person with respect to the deceased.

## *Music*

There is a wealth of beautiful sacred music that is suitable for funerals. Such music is offered by one of our organists. The Director of Music will determine whether he or the Associate Director of Music will play for your wedding. The organist will provide music before the service and music. We also encourage singing congregational hymns during the service. Hymns should come from *The Hymnal 1982*. The organist will work with you to make decisions about music. It is possible to include vocal or instrumental soloists or ensembles, but such arrangements will involve additional fees. The Trinity Schola (Trinity's professional nonet of singers) may be available to sing for a base fee of \$700. Pre-recorded music and secular vocal music are not allowed. All arrangements must be approved by the Director of Music.

## *Tower Bells*

Trinity Cathedral's tower is home to a full peal of bells, and a member of the Trinity Cathedral Ringing Society is available to toll a bell at the conclusion of the funeral. The bell is tolled once for every year of the deceased's life.

## *Flowers*

Our Flower Guild provides arrangements at the altar for a base fee of \$250. The flowers used in decorating the Altar will become the property of the Cathedral and will be used at successive services, with the deceased included in the memorials for those services. These flowers may also be taken by the Cathedral's Flower Delivery Ministry to those who are sick, homebound, or in need.

The Flower Guild also can provide arrangements for a reception on the Cathedral campus for an additional \$200.

The casket or urn (if one is present), instead of being covered with a blanket of flowers, is covered with a pall.

Other flowers for the reception or visitation may be arranged by family and friends, and these arrangements are to be taken by family and friends following the service.

## *Orders of Service*

Orders of Service are prepared and printed by Trinity Cathedral, due to timing restraints. If photographs are to be used, digital is preferred.

### *Acolytes*

An acolyte from Trinity Cathedral may carry a processional cross during the funeral, if desired by the family. If Holy Communion is celebrated, we encourage having an acolyte. The fee is \$30.

### *Livestream*

The funeral may be livestreamed on our YouTube Channel for \$200.

### *Visitations and Receptions*

If a visitation is to be held at the Cathedral before the funeral, or if a reception is to be held at the Cathedral after the funeral, it will take place in Treadway Garden (the outdoor courtyard), Morrison Hall, or Chancellors Hall. Visitation or reception refreshments include water, coffee, and light snacks. The family is welcome to provide other items through a caterer. All reception arrangements should be made with the Parish Administrator. There is a fee of \$75 for a visitation or reception for set up and clean up.

### *The All Saints' Guild*

The All Saints' Guild fulfills a variety of responsibilities during a funeral or memorial service: the seating of the guests, ensuring the guest book is signed, welcoming and caring for the family, and the ushering of the congregation to the altar rail to receive Holy Communion.

### *Guest Book*

The Cathedral does not provide a guest book. A guest book is customarily provided by the funeral home.

### *Before the Service*

The family should arrive at the Cathedral at least 30 minutes prior to the service or visitation. The size of the family will determine where family and friends will gather before the service. Fifteen minutes before the service begins the officiating priest will join the family for a review of the service and a brief prayer.

### *Reserved Seating*

Pews will be reserved at the front of the church for family members and pallbearers. Please let the priest know ahead of time how many family members and pallbearers will be seated in this reserved area.

### *The Procession*

The family may be escorted into the Cathedral from the side entrance prior to the start of the funeral service, or they may be a part of the procession from the front doors at the beginning of the funeral service.

### *During the Service*

The congregation stands at the beginning of the procession and is seated after the opening prayer. The congregation will be invited to stand, sit, or kneel according to the rubrics of the *Book of Common Prayer*. No Photography or videography is permitted during the service.

### *Cremation and Treadway Garden*

Cremation is an acceptable practice in the Episcopal Church. The Cathedral has a garden, Treadway Garden, for interment of ashes. The cremains may also be interred elsewhere. We encourage the cremains to be interred either immediately after or shortly after the funeral service. When interred, cremains are poured directly into the ground. The Cathedral has a wooden box available for the cremains until they are interred or the family may have an urn of their choosing. There is no cost for interment in Treadway Garden. Name plates are available at the cost of \$150.

### *Memorials*

The Cathedral has a Memorial Fund that provides an opportunity for people to make contributions to the Church in memory of a departed loved one.

**Fees**

*Fees should be submitted directly to the Cathedral by the day of the service.*

*It is customary to give the Preacher an honorarium. Commonly, this gift is given to the clergy person's Discretionary Fund.*

*For those who desire burial in the Episcopal Church, but who are not active members of Trinity Cathedral, there is an additional fee of \$150.*

*Financial assistance for funeral fees is available. Please talk with a member of the clergy.*

Fee for non-members .....	\$150
Base fee for visitation or reception .....	\$75
Honorarium for preacher .....	determined by family
Base fee for organist .....	\$300
Base fee for Altar flowers .....	\$250
Base fee for visitation or reception flowers .....	\$200
Fee for nameplate in Treadway Garden .....	\$150
Fee for livestream .....	\$200
Fee for acolyte.....	\$30



*You may pay online by using the QR code.*

## Funeral Planning Form

### Personal and Contact Information

Name of deceased:

Date of birth:

Date of death:

Family address, phone number, and email:

Funeral Home and contact information:

### Funeral Information

Date of service:

Time:

Location:

Disposition of the body:

Pallbearers: Yes or No?

Graveside service by Cathedral clergy: Yes or No?

Graveside service location, date, and time:

Rite I or II:

Communion: Yes or No?

Officiant:

Preacher:

Assisting Clergy:

First Reading:

Psalm:

Second Reading:

Gospel:

Lectors:

Acolyte: Yes or No?

Eulogy: Yes or No?

Towerbells: Yes or No?

Altar Flowers: Yes or No?

Visitation or Reception Flowers: Yes or No?

Flower preferences:

Hymn requests:

Music notes:

Expected number of family:

Expected arrival time of family:

Special parking needs:

Location for family gathering beforehand:

Special seating requests:

Will the family enter with the procession or enter beforehand?

Will the family stay for the entire final hymn?

Are any people with mobility restrictions expected?

Number of bulletins:

Live-Streamed: Yes or No?

Reception:

Expected number of people:

Caterer:

*Please have the caterer call our Parish Administrator, Missy McCain, at 501-588-3657.*

Additional notes:

**Fees**

- \$300 for organist (+ \$ \_\_\_\_\_ for additional music expenses)
- \$250 for Altar flowers (+ \$ \_\_\_\_\_ for additional flower expenses)
- \$200 for visitation or reception flowers
- \$200 for livestream
- \$150 for nameplate in Treadway Garden
- \$150 for burial of a non-member
- \$75 for visitation or reception
- \$30 for acolyte

Total: \$ \_\_\_\_\_

*Fees should be paid to Trinity Episcopal Cathedral before or on the day of the service.*

**For office use only**

*After completing the Funeral Planning Form, please submit a Google Doc and .PDF copy of the completed form to the following individuals:*

- The Cathedral Clergy
- The Director of Music
- The Director of Advancement

- The Parish Administrator
- The Financial Administrator
- The Director of the Early Childhood Education Center
- The Parish Receptionist
- The All Saints' Guild
- The Altar Guild
- The Flower Guild
- The Acolyte Master
- The Vergers
- The Tower Captain and Ringing Master