

Trinity Episcopal Church

NEWPORT, RHODE ISLAND

Guidelines for Funerals and Memorial Services

“The Minister of the Congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable purposes.” (Book of Common Prayer, p. 445)

A Time to Plan

The Book of Common Prayer, quoted above, reminds us of the importance of giving serious thought to the final disposition of our earthly affairs, including the plans and directions for one’s funeral. When circumstances permit, a priest should be involved in the spiritual preparation of individuals who are terminally or seriously ill. (Trinity provides a comprehensive form through which you may make your wishes known. Please contact the church office to receive a copy.) Many times, however, death comes suddenly and unexpectedly. Whatever the situation, the parish clergy should be notified as soon a death has occurred. Since many considerations enter into the planning and preparation of a funeral or memorial service, no arrangement can be considered final until discussed with the parish clergy.

The Funeral Liturgy

All funeral services conducted by the clergy of Trinity Church Newport are in accord with the rubrics of *The Book of Common Prayer*. Normally, services take place in the church, however, if special circumstances warrant, a service may be conducted at the graveside. While the form of the service is set out in the prayer book, there are numerous choices to be made, allowing for a liturgy that is both theologically sound and reflective of the wishes of family and friends.

When you meet with the priest, you will be guided through planning the liturgy. Among the choices you will make will be which Biblical lessons are included, which hymns are sung, whether there is a celebration of Eucharist or not, and whether traditional or contemporary language is preferred. The priest will also help you include family and friends in the service, asking you to appoint readers, ushers, pall bearers, and other roles as may be appropriate.

Reception

If prior arrangements are made, The Hawes Room (in Honyman Hall) is available as a place where families and friends may gather following the service for conversation and light refreshments. The Hawes Room has a maximum capacity of 84, and the parish does not provide any catering services. You will need to secure the services of an outside caterer, and hall rental fees will apply. (Please note, in the case of active Trinity parishioners, every effort will be made to assist the family in providing refreshments or a light meal, pending the availability of volunteers.)

Expenses

The church has established a schedule of payments to cover clergy, the church organist, flowers, and facilities use (Church and Honyman Hall). Some fees are waived or reduced for church members. (“Member” is here understood to be a person who is regular in worship and financially supportive of Trinity Church Newport.) Please note that, although certain fees are not required of church members, it is customary for members to make a donation to either the Rector’s Discretionary Fund or the church’s general fund.

	Member	Non-Member
Clergy ¹	Not required	\$250
Organist	\$200	\$200
Flowers ²	Starts at \$100	Not Available
Church	Not required	\$1,000 ³
Honyman Hall	Not required	\$50 per hour

¹This is a suggested gift, not a required fee.

²For active members of the parish only, a member of the Altar Society can purchase and arrange the flowers. The fee for this service depends on flower selection, and begins at \$100.

³This is the minimum suggested amount, though Trinity appreciates any gift you offer. Ability to make this, or any, donation is not a requirement for holding a service at Trinity.

Flowers

Flower arrangements may be placed in the Chancel and on the Clerk’s Desk. Because of the unique dimensions of our historic sanctuary, please be sure that your florist consults with the Altar Society Flower Chair, Christine Pimentel (cap5182@cox.net or 401-683-5188) before any final decisions are made. Customarily, for services held on Friday or Saturday, the flowers are left for the Sunday Services in thanksgiving for the life of the deceased.

Service Leaflets

The church will provide an elegant four-page service leaflet (printed in black and white) at no cost. The leaflet may include a photograph if you desire. If you wish to produce a more elaborate leaflet, such as one in color or requiring specially-ordered paper, we will ask for reimbursement for the church’s printing costs.

Memorial Gifts

In lieu of flowers, donations to the Trinity Church Endowment are encouraged.