



Funeral & Memorial Arrangements

TODAY'S DATE: _____

FIRST, MIDDLE (OR INITIAL), LAST NAME: _____

DATE OF BIRTH: _____ DATE OF DEATH: _____

LAST KNOWN ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

FUNERAL HOME: _____

PHONE: _____ CONTACT NAME: _____

INTERMENT DATE: _____ LOCATION: _____

CASKET/CREMAINS AT SERVICE: NO YES → CASKET: OR CREMAINS:

CONTACT NAME: _____ RELATION: _____

PHONE: _____ E-MAIL: _____

CONTACT NAME: _____ RELATION: _____

PHONE: _____ E-MAIL: _____

MEMBER OF SAINT BARNABAS'S: NO YES

SERVICE INFORMATION:

SERVICE DATE: _____ TIME: _____

LOCATION: CHURCH CHAPEL CHAPEL GARDEN MEMORIAL GARDEN

TYPE OF SERVICE: MEMORIAL RITE I RITE II EUCHARIST

CELEBRANT: REV. W. (WILL) H. MEBANE, JR. OTHER*: _____

EUCHARIST: NO YES ADDITIONAL SERVERS: NO YES → NAMES: _____

CRUCIFER: NO YES LEM(VERGER): NO YES → NAMES: _____

PALLBEARERS: NO YES → NAMES: _____

USHERS NAMES: _____

EXPECTED NUMBER OF GUESTS: _____ NO. OF RESERVED ROWS: _____

NEED FOR GUEST BOOK? NO YES NEED FOR EASELS FOR PHOTOS? NO YES

FLOWERS: NO YES → PROVIDED BY: FAMILY FLOWER GUILD OTHER: _____

OBITUARY: NO YES

RECEPTION: NO YES → LOCATION: _____

REMEMBRANCES: (THIS IS OPTIONAL): NO YES →

NAME: _____

NAME: _____
*SHOULD BE NO MORE THAN 2 PEOPLE, HAVE A WRITTEN PRESENTATION OF NO MORE THAN 3 MINUTES EACH
(200-300 WORDS)*

READINGS:

FIRST LESSON: _____ READ BY: _____

PSALM: _____ READ BY: _____

SECOND LESSON: _____ READ BY: _____

GOSPEL: _____ SERMON: _____

HOMILY: _____

APOSTLE'S CREED: NO YES

COMMENDATION: _____

COMMITTAL: NO YES INTERMENT AFTER THE SERVICE: YES NO → LATER DATE: _____

MUSIC:

ORGANIST: DEBORAH GEMMA OTHER*: _____

*ASSIGNED BY RECTOR OR MUSIC DIRECTOR

HYMN CHOICE: _____

HYMN CHOICE: _____

HYMN CHOICE: _____

IF EUCHARIST IS BEING OFFERED:

OFFERTORY HYMN: _____

COMMUNION HYMN: _____

NOTES/COMMENTS

FEES FOR FUNERALS:

FEES FOR FUNERALS - MEMBERS

Priest:	No fee (honorarium may be made to The Rev. Will Mebane)
Organist:	\$200 (check made to Deborah Gemma)
Soloist:	To be determined
Sexton:	\$75 per hour (invoice will be sent following the service)
Church:	\$300
Chapel:	\$250
Gardens:	\$200
Great Hall:	\$200
Parish House:	\$150
Receptions:	Great Hall: \$350 Parish House: \$300

FEES FOR FUNERALS - NON-MEMBERS

Priest:	\$300 (check made to The Rev. Will Mebane)
Organist:	\$200 (check made to Deborah Gemma)
Soloist:	To be determined
Sexton:	\$75 per hour (invoice will be sent following the service)
Church:	\$600
Chapel:	\$450
Gardens:	\$400
Great Hall:	\$300
Parish House:	\$200
Receptions:	Great Hall: \$500 Parish House: \$400

Use of facility may be arranged through the Church Office 508-548-3863 and will be based on availability, number of hours requested, and other operational needs.