



Calvary Episcopal Church

Memorial Service and Funeral Planning Sheet

In Celebration of the Life of _____
Preferred Name Used in Service _____

Address of Last Residence _____

Baptized? **Yes/No** Confirmed? **Yes/No**
Communicant? **Yes/No**

Date of Birth _____ Date of Death _____
Cause of Death _____ Place of Interment _____

Date of Service _____ Time of Service _____

Family Contact, Phone, and E-mail

Officiating Clergy _____

Mortuary (*if applicable*) Rhody Funeral Home, Cremation

Ashes? Yes No Number of Service Leaflets ____

Casket? Yes No

Eucharist? Yes No If yes, which Prayer? _____

Carrying Gifts to Altar (*if applicable*) _____

Old Testament Lesson _____ Read by _____

New Testament Lesson _____ Read by _____

Psalm _____ Led by _____

Remembrances/ Eulogies? **Yes** No
(Up to 3. Please prepare remarks in advance and limit to around 3 minutes per speaker)

Who?

Gospel Lesson (*Rector's discretion*) _____

Name of clergy person offering homily _____

Gifts in lieu of flowers to? _____

Easel at back of church	Yes	No
Table at back of church	Yes	No
Stand at back of church	Yes	No

(Please, no additional floral arrangements or photos at the front of church)

Pews roped off	Yes	No	How many? ____
Organist?	Yes	No	

Music: *Please arrange with organist*

Entrance _____ Sequence _____

Offertory _____ Communion _____

Concluding Hymn _____

*Family members, please remember to bring a guest book if desired.
Please find a list of fees on the enclosed page.*



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Contact List & Fee Schedule for Memorial Services and Funerals

Please confirm a date & time for the service with the Rector,
then following the following scheduling & fee protocol:

Use of Worship Space:	<u>Please submit Facilities Use Form to:</u> Judy Gardner, Parish Administrator (513) 861-4437 Donation at discretion of family payable to: <i>Calvary Episcopal Church</i>
Clergy:	Honorarium at the discretion of family (\$250 suggested) <u>Please remit check to:</u> The Reverend Allison English (310) 614-8998
Organist:	\$200 - Funeral with organ only or soloist \$300 - Large Funeral with choir <u>Please remit check to:</u> Howard Helvey (513) 476-3261
Choir Singers:	\$125/singer (upon availability)
Soloists:	\$150/soloist (upon availability)
Florist:	Please schedule your floral delivery in conjunction with the Parish Administrator Adrian Durban Florist - (513) 221-8222 <i>Flowers customarily are donated for Sunday worship and a tribute in memory of the deceased offered in bulletin</i>
Reception:	Use of Parish Hall - \$300 <u>Please remit check to:</u> Calvary Episcopal Church Judy Gardner (513) 861-4437

Current as of 7/22/2021