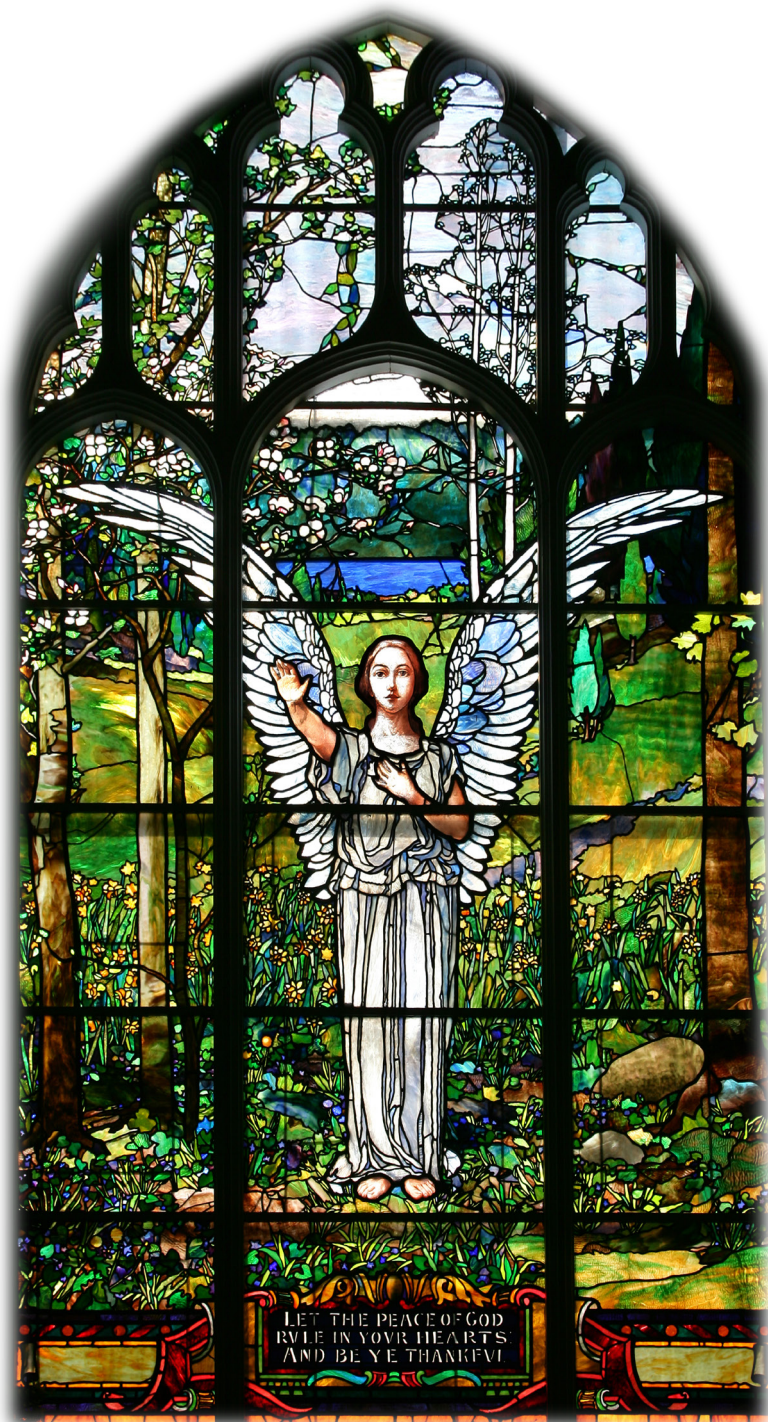


GRACE-FILLED ENDINGS

PLANNING FOR THE END OF LIFE



ST. ANDREW'S EPISCOPAL CHURCH
6401 WORNALL TERRACE
KANSAS CITY, MISSOURI 64113

GRACE-FILLED ENDINGS PLANNING FOR THE END OF LIFE

We prefer to think about life rather than death, but for Christians, end-of-life matters are considered an important part of life. The Christian perspective is well described by our own *Book of Common Prayer* (page 507):

The liturgy for the dead is an Easter liturgy. It finds all its 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.” (Romans 8:38)

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.

So it is that we present a guideline for *this* congregation, hoping it will help you to navigate the seemingly intricate and endless details that accompany the inevitability of death. Our intent is to provide information that will be helpful to members of all ages, from young adults to the greatest of grandparents still vibrantly with us.

We encourage you to talk about end-of-life issues with your loved ones and with your clergy! While our busy lives seem to encourage us to avoid this subject, the Church for centuries has gathered scripture, song, and prayer to help us celebrate what we believe and what will console us in our sorrow. As a community of faith, we believe that eternal life has already begun. We know Whose we are, from Whom we came, and to Whom we shall return, and we believe that we shall be reunited with those loved ones who have gone before. Your clergy welcome the opportunity to help you plan this significant part of life for you and your loved ones.

Faithfully,

The Rev. John Spicer, Rector
The Rev. Anne Hutcherson, Associate Rector Emeritus
The Rev. Jean Long, Associate Rector
The Rev. Rita Kendagor, Assistant Rector
The Rev. Adam James, Deacon
The Ven. Bruce Bower, Archdeacon

Third Edition 2023

THE PROCESS

Planning a funeral is a thoughtful expression of faith and of love for one another. If family and friends know our personal wishes, the end of life is not as overwhelming for those who grieve.

You may find it helpful to review your plans with one of our priests and create a confidential file that is retained at the church. The details may be changed as life's circumstances evolve.

THE FIRST STEP

It is important that a family member, attorney, or trusted friend know where you keep your important documents (passwords, sign-in names, banking and credit card information, insurance policies, an up-to-date will, inventory of property and valuables, as well as the names of financial consultants, accountants, insurance agents, and, *most importantly, your power of attorney who can make decisions on your behalf* if you are unable to do so). If you are married, be certain to have both names on your accounts, even if the account is used solely by you. Unmarried persons should consider designating a trusted family member or friend likewise. While a living will is helpful, particularly at the time near death, it is even more important to consider making an advance directive that names a power of attorney for health care choices and includes a health care advance directive. Advance directives allow you to state exactly what treatments you do or do not want if you are unable to communicate your wishes. Discuss these options with your family, and once decisions and appropriate forms are completed, give family members a copy of your documents. It would be wise also to leave a copy with your physician and attorney, one in your safe deposit box, and one with the file you establish at church.

This booklet contains explanations and instructions that can help you plan for important discussions with your family, as well as with your attorney and financial advisor(s).

THE NEXT STEP

Organize the official data needed by the church, as well as data important to you, your family, and others. If you do not have some of this information, do not worry. Just gather together as much as you can.

- Your birth name and, if married, your married name.
- If divorced, the name of your former spouse (especially important if that person is to be involved in the planning of your funeral and if children were born of that marriage).
- Names of persons whom you would like to help plan your funeral, with the clergy.
- Date and place of birth.
- Date and place of baptism.
- Date and place of confirmation.
- Current address.
- Name of spouse, including contact information.
- If unmarried or widowed, name of an important friend, including contact information.
- Names of children, including contact information.
- Names of executor, power of attorney, next of kin, and primary physician, including contact information for each.
- Preferred funeral home or crematorium, including contact information.
- Intended place of burial or inurnment (name of cemetery, columbarium, or other). If a columbarium niche has been leased or reserved at St. Andrew's, note the niche number.
- If you have purchased a "funeral plan" with a funeral home, please note these details:
 - Name of funeral home.
 - Address and telephone.
 - Contact name.
 - Included contractual elements (casket or urn; chauffeured car for transporting family; funeral staff to be at the church for the service; guest book; visitation plans, if any).

DEATH CERTIFICATES

Your funeral or cremation director will order this document. Plan with your funeral director to order 10 to 15 extra copies for your family's use. It will be far easier to obtain copies now than in the future.

DOCUMENTS

It may be helpful to collect the following documents: Birth certificate, marriage license, Social Security card, driver's license or other photo ID, and disability paperwork.

LEGAL MATTERS

Locate tax returns for the last seven years or as the IRS and your tax advisor recommend. Locate bank statements, wills and trusts, the deed to your home, and titles to your cars. List credit cards that will need to be cancelled. List and specify the location of insurance policies, with their ID numbers.

OBITUARY

Families often find it both practical and comforting to draft the obituary before death. Some have even chosen to write their own obituaries to ensure their final "statement" expresses how they want to be remembered. (See further information in Appendix 3.)

THE PLAN

DURING ILLNESS

Because church, and particularly St. Andrew's, has been an important part of your life, the clergy urge you to contact them for a visit with you and your loved ones. We are never "too busy" for this important time in our relationship with you. In fact, your impending loss is our loss as well, and we want to share this time with you, if you are willing.

AT THE TIME OF DEATH

Baptized Christians are "properly buried from the church" (BCP 468), meaning that your church desires to be involved in the pastoral ministry of planning and celebrating the life of you or your loved one. We strongly recommend that the body or remains be present for the burial rite. Ideally, the service should be held so that members of the congregation can be present, as the outward sign of the "household of God" into which we are welcomed at baptism. Of course, we recognize circumstances sometimes prompt a pastorally sensitive alternative to this norm.

Most importantly, dates and times for arrangements must be finalized with the church *before* details are finalized with a funeral home or club, or are announced in the newspaper.

Please notify the church of the death as soon as possible. Rather than leaving a message, we urge you to speak directly with one of the priests. If you call during working hours but a priest is not available, please ask the person who answers the phone to contact the priest on call. If you call after working hours, please press 7 when prompted to reach the priest on call. If the family is willing, a priest will be pleased to visit (with or without the body present) to offer the prayers for the time of death.

FUNERAL PLANNING

A priest, and possibly other members of the pastoral-care team, will need to meet with the family to plan the funeral. This meeting may take place at the church or in a family member's home. Discussion points will include the following details, and it will be helpful for you to know as much of this information as possible before the meeting.

- What is the date and cause of death, and where is the body (funeral home or crematorium; name of contact)?
- Will there be a casket at the funeral and, if so, do you wish to hold a visitation prior to the funeral? When? Where? Visitations have not typically been a part of our Episcopal tradition, but they are certainly an option, either at a funeral home or at the church. If held at the church, the visitation can be scheduled the evening before the funeral or just prior to the funeral. Please note: A casket may be open during a visitation, but it is *always closed prior to the funeral and never re-opened*.
- If cremation is elected and the remains will be placed in the St. Andrew's columbarium, we do not advise purchasing a special urn. The container that comes with our columbarium niche must be used for the inurnment.
- Is the deceased a member of the armed services and, if so, which one? Do you wish to include special military honors from that armed service at the funeral? These arrangements may be made through the funeral home.
- Do you wish the Holy Eucharist to be celebrated at the funeral? Holy Communion is a fitting and important part of a faithful Christian's commendation and committal at the end of life, as it is our central liturgical celebration during life. (Families are often concerned about the funeral's length as they consider this option. Depending on the size of the congregation, including a celebration of Eucharist usually adds about 20 minutes.)
- Will there be a graveside service of committal?
- Are there special items you would like to include in the funeral service bulletin (e.g., a photo of the deceased, a special poem, etc.)? St. Andrew's will design a service bulletin and will print the necessary number of copies.
- How many of those attending will be family members or close friends who will be honored with reserved seating?
- Will there be pallbearers or honorary pallbearers? Please be prepared to give the correctly spelled names to the church during the funeral planning process.
- Do you have photographs you would like to display at the church? You are welcomed to display photographs and mementos in the entryway and at the reception after the service.
- What is the preferred florist? Families typically provide two floral arrangements, one on either side of the cross behind the altar. When cremains are present, families often provide a floral arrangement at the paschal candle, where the cremains rest during the service. Flowers atop a casket are appropriate for a visitation and at the cemetery. However, flowers are always replaced with a pall on the casket for the service. (Please see Appendix 4 for information concerning floral colors and containers.)
- What scripture will be read in the funeral service? (See Appendix 1 for more information.)
- Will family members or friends be reading scripture? Note: At celebrations of the Eucharist, a clergy person reads the Gospel.
- Will family members or friends offer remembrances during the funeral? Remembrances should be kept to a maximum of two, should be written (or at least outlined), and should be no longer than 3 minutes each. The best practice is the share remembrances with the officiating clergy in advance to help coordinate remarks.
- Requests for a specific clergy person to officiate or preach may be made, but the church reserves the right of assignment, based on clergy schedules. If a clergy person from another church is to participate, all arrangements must be reviewed with the officiant from St. Andrew's, and an appropriate invitation to participate will be extended by that officiant to the guest minister.
- Regarding music for the funeral liturgy, please see Appendix 2.

LITURGIES AND PARTICIPANTS

All funerals at St. Andrew's follow the rites found in the *Book of Common Prayer*. However, those rites allow for a good deal of customization and therefore require choices to be made. These are the service options from the prayer book:

- **Burial Office, Rite I:** This rite contains traditional wording (Elizabethan English) that may be more comfortable for those who have attended the Episcopal Church for many years. At St. Andrew's, the 8 a.m. Sunday service has typically been their choice. The Burial Office includes the prayers of the Church, readings from scripture, a homily, prayers for the departed, and a prayer of commendation. If burial or inurnment is to follow, the service also includes a committal.
- **Burial Office, Rite II:** This rite contains more contemporary wording. Those who have been worshipping at the 10:15 a.m. Sunday service at St. Andrew's will most likely prefer this rite. The Burial Office includes the prayers of the Church, readings from scripture, a homily, prayers for the departed, and a prayer of commendation. If burial or inurnment is to follow, the service also includes a committal.
- **Requiem (Rite I or II):** The funeral is called a Requiem when it includes a celebration of Holy Eucharist along with the Burial Office (either Rite I or Rite II).

A funeral may take place with the body (or cremains) present or not present. The same service choices are available (Burial Office or Requiem, Rite I or Rite II).

SCRIPTURE

Lectors from the church, or friends and family members of the deceased, are welcomed to offer the Old Testament and Epistle readings. The Gospel at a Eucharist must be proclaimed by clergy. If you are having a celebration of Eucharist, then your readings must include something from the Gospels; if you are not including Eucharist, you need not include a Gospel reading. For further details and recommended scripture, please see Appendix 1.

MUSIC

For suggested hymns, please see Appendix 2. For musician fees, please see "The Last Step," below.

PARTICIPANTS

The participants in a funeral service may include:

- **Officiant:** The officiant is responsible for all elements of the service, including the homily, though he or she may delegate some responsibilities. Depending on the complexity of the funeral and the likely attendance, one priest as officiant is likely sufficient.
- **Assisting Priest or Deacon:** The officiant may decide to include an assisting priest or a deacon for larger funerals, or at the request of the family, particularly when there is a celebration of Holy Eucharist.
- **Eucharistic Ministers:** If the funeral includes a celebration of Holy Eucharist, the church will arrange for the appropriate number of Eucharistic ministers to serve. Requests for specific individuals to serve may be made to the clergy (rather than to specific EMs).
- **Ushers:** St. Andrew's has an usher team that serves at funerals. If a funeral home is to provide usher services, please coordinate this with the officiant.
- **Altar Guild:** St. Andrew's has an Altar Guild team that serves at funerals. Requests for specific sacristans to serve may be made to the officiant, but the sacristan in charge and the officiant will make assignments.

- **Acolytes:** Most funerals will benefit from having an acolyte serve as crucifer (leading the procession with the cross). Requests for specific acolytes to serve may be made to the officiant, but the acolyte director and the officiant will make assignments. Our acolyte team is composed of young people whose commitments to school and activities can make it difficult or impossible to serve at a funeral. Therefore, for a given funeral, adults may serve as acolytes.
- **Organist:** The director of music oversees all music at worship, under the direction of the rector, and is the presumptive organist for all funerals. He or she will consider requests for guest organists, as well as other guest musicians. Regardless of the individuals who play, St. Andrew's policy is that only sacred and appropriate instrumental music will be played or sung during funerals. Secular music may be considered either before or after the service; often, the reception is the most appropriate venue for secular favorites. Musicians' fees are set by the American Guild of Organists and will be discussed at time of funeral planning. (See "The Last Step," below, for current musicians' fees.)
- **Guest Organists:** Subject to approval by the director of music, guest organists may perform; nevertheless, even if the guest organist plays without a fee to the family, a standard "bench fee" to the director of music will apply, regardless of whether the director of music is also playing.
- **Vocalists:** St. Andrew's offers professional vocalists to support funeral services. They are available either on a solo or ensemble basis. (See "The Last Step," below, for current musicians' fees.) Guest vocalists must be arranged with the director of music.
- **Guest instrumentalists:** Guest instrumentalists must be arranged with the director of music. Fees apply and will be quoted according to the complexity of the music and the required rehearsal time.

THE RECEPTION

St. Andrew's offers families a place to greet those who have come to honor their loved one. Most receptions are held in the Jewell Room following the service. (For larger gatherings, the Undercroft is available.) The church provides at no charge coffee, iced water, cookies, and nuts. Additional food and beverage must be arranged by the family.

- **Catering:** Families are welcome to hire a catering service. The church does not recommend a specific caterer, but we are happy to make suggestions. Caterers must coordinate their services with the church.
- **Alcohol:** The church allows beer and wine to be served (by family arrangement and at the family's cost), but it must be served with non-alcoholic beverages offered in an equally attractive and clearly specified manner.
- **Videos and Pictorial Displays:** The church welcomes pictorial displays for receptions and has a few easels that may be used for the occasion. The church does not supply frames or mounting boards. Displays may not be taped or pinned to the walls. Video displays may be offered on the screens in the entryway, where people wait to visit with the family, as well as in the Jewell Room.

THE LAST STEP

St. Andrew's does not charge specific fees for funeral services, other than fees related to music. But honoraria to participants and donations to the church are gratefully received.

- **Organist/Pianist:** \$250 for a standard service that may include work with one soloist; \$300 for a service involving musicians beyond a single singer. In addition, further fees may be involved with services of considerable musical complexity, especially those involving additional rehearsal time. Such additional fees will be discussed in the planning process.
- **Bench Fee:** When families request a guest organist or pianist to perform in place of St. Andrew's staff, the director of music will receive a bench fee of \$250, regardless of whether he or she plays during the service.
- **Vocalists:** \$150 per person.
- **St. Andrew's Singers:** \$100 each for four or more singers, plus \$200 for an accompanist.
- **Bagpipers:** \$200 each.

If fees related to music present financial difficulty, please discuss this with the clergy, who will treat the matter confidentially. An inability to pay will not preclude holding a funeral at St. Andrew's.

HONORARIA

Honoraria to other individuals are optional, and the amount may differ according to the complexity of the arrangements. Such gifts may be considered for the officiant, the assisting priest or deacons, the acolyte, and the Eucharistic ministers. The clergy often direct their honoraria to the church, but the personal acknowledgment is always appreciated. The following amounts serve as minimum suggestions for honoraria:

- **Officiant:** \$300
- **Assisting Priest or Deacon:** \$150

DONATIONS TO ST. ANDREW'S

St. Andrew's is grateful to be listed among the causes to which families request that friends make memorial gifts. When families are financially able to make their own memorial donation to the church, such gifts are gratefully received. Families may specify an intended purpose for memorial contributions or may donate to the church's general mission and ministry. The clergy would be happy to discuss possible uses for memorial gifts. St. Andrew's reserves the right to use contributions in accordance with the church's gift-acceptance policy.

PLEASE REVIEW THE APPENDICES FOR ADDITIONAL INFORMATION RELATED TO:

- Choices of scripture.
- Musical considerations.
- Floral arrangements.
- Life review and spiritual legacy.
- Considerations for caregivers.

APPENDIX 1: GUIDANCE IN SELECTING SCRIPTURE

You may choose from the following readings, recommended in the *Book of Common Prayer*, or you may submit other scripture to the clergy for approval. The only requirement is that a reading from the Gospels must be selected if the funeral includes Holy Eucharist. Readings from secular texts may be considered but must be approved in advance by the officiant.

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 hand of God)
- Job 19:21-27a (I know that my Redeemer lives)

PSALMS (MAY BE READ OR SUNG)

- Psalm 23
- Psalm 27
- Psalm 42
- Psalm 46
- Psalm 90
- Psalm 106
- Psalm 116
- Psalm 121
- Psalm 130
- Psalm 139

NEW TESTAMENT READINGS (OTHER THAN GOSPELS)

- Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (The imperishable body)
- 2 Corinthians 4:16-5:9 (Things that are unseen are eternal)
- 1 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

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

APPENDIX 2: GUIDANCE IN SELECTING MUSIC

Families often wonder where music is appropriate in a funeral. Music may be selected for any of the following service elements:

DURING PROCESSIONS

In the Episcopal Church, we refer to the movement of liturgical ministers at the beginning and end of the service as “processions.” (The old term for movement at the end of the liturgy, “recessional,” is no longer in general use.)

- **The procession in:** This may take place to the traditional anthems spoken or chanted as the ministers (and casket or cremains) enter. See pages 469-470 or 491-492 in the *Book of Common Prayer*. Alternatively, a hymn may be sung.
- **The procession out:** This typically takes place to a sung hymn, but instrumental music may be used.

Bagpipers may be arranged by the church, with the cost paid by the family.

AS A PSALM

While the psalm is typically read in unison, it may also be sung. This may be discussed at the funeral planning meeting and is subject to consultation with the music director.

AFTER READINGS

Hymns are often sung after readings, as a response to the Good News being proclaimed.

DURING ALTAR PREPARATION

As the altar is prepared for Communion, a hymn or an anthem may be sung, or instrumental music may be played.

DURING COMMUNION

As Communion is distributed, a hymn or an anthem may be sung, or instrumental music may be played.

AFTER THE COMMENDATION

After the deceased is commended to God’s care, a hymn or canticle may be sung, either as the cremains are brought to the columbarium for inurnment or as an opportunity for meditation. Possibilities include a hymn, an anthem, or one of these canticles:

- The Song of Zechariah (Benedictus), *BCP* 92.
- The Song of Simeon (Nunc dimittis), *BCP* 93.
- Christ Our Passover (Pascha nostrum) *BCP* 83.

MUSICAL RESOURCES

SUGGESTIONS FROM THE HYMNAL 1982

- 178 Alleluia, Alleluia! Give Thanks to the Risen Lord
- 207 Jesus Christ Is Risen Today
- 208 Alleluia! The Strife Is O'er, the Battle Done
- 287 For All the Saints, Who from Their Labors Rest
- 293 I Sing a Song of the Saints of God
- 296 We Know that Christ Is Raised and Dies No More
- 335 I Am the Bread of Life
- 356 May Choirs of Angels Lead You to Paradise
- 358 Christ the Victorious, Give to Your Servants
- 376 Joyful, Joyful, We Adore Thee
- 383 Fairest Lord Jesus
- 388 O Worship the King
- 390 Praise to the Lord, the Almighty
- 410 Praise, My Soul, the King of Heaven
- 420 When in Our Music God Is Glorified
- 423 Immortal, Invisible, God Only Wise
- 447 The Christ Who Died But Rose Again
- 473 Lift High the Cross
- 490 I Want to Walk as a Child of the Light
- 517 How Lovely Is Thy Dwelling Place
- 526 Let Saints on Earth in Concert Sing
- 620 Jerusalem, My Happy Home
- 625 Ye Holy Angels Bright
- 635 If Thou But Trust in God to Guide Thee
- 636 How Firm a Foundation, Ye Saints of the Lord
- 645 The King of Love My Shepherd Is
- 658 As Longs the Deer for Cooling Streams
- 660 O Master, Let Me Walk with Thee
- 662 Abide with Me
- 665 All My Hope on God Is Founded
- 671 Amazing Grace!
- 680 O God, Our Help in Ages Past
- 685 Rock of Ages, Cleft for Me
- 688 A Mighty Fortress Is Our God
- 690 Guide Me, O Thou Great Jehovah
- 691 My Faith Looks Up to Thee

The Church's national hymns are also available (716 to 720).

SUGGESTIONS FROM WONDER, LOVE, AND PRAISE

- 810 You Who Dwell (Eagle's Wings)
- 812 I, the Lord of Sea and Sky (Here I Am, Lord)

SUGGESTIONS FROM LIFT EVERY VOICE AND SING II

- 38 The Old Rugged Cross
- 54 Nearer My God to Thee
- 60 How Great Thou Art
- 69 In the Garden
- 101 Softly and Tenderly, Jesus is Calling
- 104 The Lord Is My Shepherd
- 106 Take My Hand, Precious Lord
- 109 What a Friend We Have in Jesus
- 184 Blessed Assurance
- 188 It Is Well with My Soul

APPENDIX 3: GUIDANCE IN PREPARING OBITUARIES

GENERAL RECOMMENDATIONS REGARDING OBITUARIES (REPRINTED FROM LEGACY.COM)

- 1. Always check with the newspaper and/or funeral home first.** Many funeral homes provide forms for basic information and will write the full obituary for you as part of the services they provide. Some newspapers have specific style guidelines or restrictions on length, some only accept obituaries directly from funeral homes, and some only publish obituaries written by newspaper staff members.
- 2. Include biographical information,** as much as you have available and feel comfortable sharing (the more information you include, the easier it is for acquaintances to identify the deceased as someone they knew). Some items you may wish to include:
 - Full name of the deceased (including maiden name, nickname, or any other name by which your loved one might be identified).
 - Dates and locations of birth, marriage, and death.
 - Cause of death.
 - Predeceased and surviving loved ones' names.
 - Schools attended.
 - Military service.
 - Place of employment and position held.
 - Membership in organizations (e.g., civic, fraternal, church).
 - Hobbies or special interests.
- 3. Consider listing one or more charities to which you would like donations made.** If you do, be sure to include the address or URL for the charity to make it easier for people to make donations. (St. Andrew's would appreciate being considered.)
- 4. If services are public, include full funeral service information:** location, day, and time of visitation, memorial or funeral service, and burial. If services are private, indicate so (for example, "Burial will be private" or "Private services will be held").
- 5. If the family prefers monetary contributions** rather than flowers, include a phrase such as: "In lieu of flowers, please consider memorial gifts to these organizations," listing those of special interest.
- 6. Plan to publish the obituary at least one to two days prior to services** so that friends and family can make arrangements to attend.
- 7. Tell the story.** According to obituary writing expert Susan Soper, the founder and author of *ObitKit®*, *A Guide to Celebrating Your Life*, the interesting and memorable obit is in the details. "If you are in a position of writing an obit, try to dig for the intimate details that will keep the person alive in memory: quirks, hobbies, favorite passions, oft-heard quotes, travels, food or unusual pursuits. It doesn't matter if the person was a company president, an electrician, a cook, or a ballerina, everyone has a story to tell. But that story doesn't come together by itself. Ask friends, children, parents, co-workers, and spouses for details they recall and favor. How did the person look or dress? What was his/her daily routine? Where did she/he find most happiness? Be creative, look outside the box to find the personality traits and characteristics to recall." Condolence and eulogy expert Florence Isaacs, author of *My Deepest Sympathies: Meaningful Sentiments for Condolence Notes and Conversations*, encourages obituary, eulogy, and condolence note writers to reflect on what made your loved one unique. "Try to remember specific instances where s/he made a difference in the lives of others, in a profession or field, and/or in the community. Instead of just listing achievements, tell a little story about some of them. Keep an eye out for moments that speak eloquently of the persons' humanity, kindness, zest for life, or even a sometimes cranky disposition – whatever fits. Say so. Such information inspires people and helps them connect with the deceased."

OBITUARY POLICIES FROM THE KANSAS CITY STAR

(From <https://placead.mcclatchy.com/obits/kansascity/info/faqs.htm>; accessed April 7, 2023)

How do I submit an obituary or In-Memoriam for publication?

Funeral homes often submit obituaries as a service to the families they are assisting. However, we will be happy to accept obituaries from family members. **VERY IMPORTANT:** Proper verification of the death (Report of Death from the funeral home) must be received before an obit ad can publish.

There are two ways to submit your obituary or In Memoriam notice:

- The easiest way to place an obituary is by submitting it online at <https://placead.mcclatchy.com/obits/kansascity/index.html>.
- You can place an obituary notice by emailing your information to obits@kcstar.com. Please include your name, address, phone number, and contact information for the funeral or cremation service that's assisting. You may also contact us at (816) 234-4470. We only accept photos via email.

Explanation of an obit ad and an In-Memoriam ad

- **Obit ad:** An ad placed for the death of an individual, including a memorial service.
- **In-Memoriam ad:** Remembrance ad for the anniversary of a deceased individual.

I do not have access to email. Can I submit an obituary notice over the phone?

Because of the very sensitive and personal nature of obituaries, we must receive a written copy of what you want published in the newspaper.

How do I know if a photo is acceptable?

In order to get the very best picture printed please make sure that the photo is cropped, or use the crop tool, to just show the face of your loved one. We accept .jpg, .jpeg, .gif, .eps, .tif, .png, and .pdf formats. Note: We reserve the right to edit or reject photos.

How much do obituaries cost?

Paid obituary notices vary on the length of the notice. To place an obituary online please go to <https://placead.mcclatchy.com/obits/kansascity/index.html>.

How do I pay for an obituary notice online?

Prepayment is required for obituaries submitted by family members. We accept debit and credit cards (Visa, Mastercard, Discover or American Express).

What if I notice an error in my obituary notice after submitting it online?

You may make changes before the deadline by simply logging into your account and making the necessary changes to your obituary notice. If you are paying by credit card and the changes you made either increase or decrease the length of your obit, you will be credited/debited to the correct amount.

Can I work on my notice and save it without submitting it?

Yes, you may input your information for the notice, see how much it will cost and save it for later. You will be prompted to create an account so that you can come back and finalize it.

Is the preview an accurate representation of how the notice will look in the newspaper?

Yes, what you see is what will appear in the newspaper.

How long will my obituary notice stay online?

An obit placed will stay online indefinitely.

What if I miss the deadline to submit an obituary notice for the next day's publication?

Unfortunately, you will need to choose the next available date.

I need to speak with someone urgently about an obituary submission.

Please call (816) 234-4470 during office hours, and a representative will assist you.

APPENDIX 4: CONSIDERATIONS FOR FUNERAL FLOWERS

If your florist has not worked with St. Andrew's, we recommend your florist come by the church for a short visit during one of these time periods:

- Tuesdays, 8:30 a.m. to noon or 3 to 5 p.m.
- Wednesdays through Fridays, 8:30 a.m. to noon or 1 to 5 p.m.

The church is not open for floral appointments on Mondays, Saturdays, or Sundays.

In planning for funeral flowers, please keep these thoughts in mind:

- Two arrangements are to be placed on the gradine (the shelf behind the altar), and the height of the arrangements should not exceed the height of the cross, which remains permanently in place in the center of the gradine. The rear wall of the sanctuary is dark wood. Therefore flowers placed next to the cross should have some bright or white floral matter that will "pop" visually against the wood. Otherwise, the flowers will fade out of sight. For example, red roses and green leaves will fade into the darkness of the wood.
- Flowers may not be placed on the altar. The Altar Guild will place candles on the altar, appropriate to the kind of service being held.
- The church has two kinds of brass vases: One, slender and tall, holds a liner $6\frac{3}{4}$ to 7 inches high and a bit more than $3\frac{1}{2}$ inches in diameter at the widest point (see Exhibit 1). The other, shorter and wider, holds a liner $6\frac{1}{2}$ inches high and $6\frac{1}{4}$ inches in diameter (see Exhibit 2).
- When cremains are present, an additional floral option is to have an arrangement placed on the floor of the chancel near the cremains and the paschal candle.
- When neither cremains nor casket are present, a larger floral arrangement may be placed in the chancel near the paschal candle.
- No other flowers are to be placed in the sanctuary, chancel, or nave (i.e., in the worship space). Any flowers delivered on the day of the funeral will be placed in the entryway, Jewell Room (if there is a reception), or in the columbarium. A plate or saucer of some kind should accompany moist floral containers.
- The florist should advise the church office when flowers will be delivered so that a member of the Altar Guild can be present to assist in placing the flowers. **No deliveries may be made on Fridays between 11:30 a.m. and 1 p.m.**

If you have any further questions, contact Mary Sanders in the church office at 816-523-1602 or mary@standrewkc.org.



EXHIBIT 1: Traditional vase. The insert is small: $6\frac{3}{4}$ to 7 inches high and just over $3\frac{1}{2}$ inches in diameter at the widest point.



EXHIBIT 2: Insert for the shorter brass cache pot vase. It is $6\frac{1}{2}$ inches high and $6\frac{1}{4}$ inches in diameter at the largest point.



EXHIBIT 3: Shorter brass cache pot vase. The inside depth is $7\frac{1}{2}$ inches, and the inside diameter is $8\frac{1}{4}$ inches at the largest point.



EXHIBIT 4: The gradine and dark wood behind it, with the cross and the two vase options, as well as the insert for the shorter, wider vase.

APPENDIX 5: LIFE REVIEW AND SPIRITUAL LEGACY

PRACTICAL SUGGESTIONS

- Review your collection of photographs to identify photos reflecting important relationships and experiences for possible display at the reception.
- Consider your possessions. What items are “meaningful only to you” and may be discarded?
- Is your will complete? Have you arranged for legacy gifts and trust funds? Are there lifetime gifts you wish to give now?
- Reflect on important relationships, accomplishments, and setbacks, as well as celebrations of special occasions and holidays.

SPIRITUAL CONSIDERATIONS

- Reflect on your faith journey, as it has ebbed and flowed. What are your core beliefs and values?
- While the obituary is a factual review of your life, consider how you view yourself and what you value. Write it down and share it with loved ones – they will treasure your gift of your heart.
- Do you hold any hard feelings or grudges for which you are sorry? Is there forgiveness to be given?
- Do you have a “truth” you need to share? Consider making a sacramental confession with a priest.
- For what are you grateful? Are there people who should know now of your appreciation and love?
- Is there anything you need to say or talk about with people whom you love?
- What brought you your greatest joy in life (and your best laughs)?

APPENDIX 6: THE DYING PERSON'S "BILL OF RIGHTS"

FROM SAINT LUKE'S HEALTH SYSTEM HOSPICE

- I have the right to be treated as a living human being until I die.
- I have the right to maintain a sense of hopefulness, however changing its focus may be.
- I have the right to be cared for by those who can maintain a sense of hopefulness, however changing this might be.
- I have the right to express my feelings and emotions about my approaching death in my own way.
- I have the right to participate in decisions concerning my care.
- I have the right to expect continuing medical and nursing attention even though "cure" goals must be changed to "comfort" goals.
- I have the right not to die alone.
- I have the right to be free from pain.
- I have the right to have my questions answered honestly.
- I have the right not to be deceived.
- I have the right to receive help from and for my family in accepting my death.
- I have the right to die in peace and dignity.
- I have the right to retain my individuality and not be judged for my decisions, which may be contrary to the beliefs of others.
- I have the right to discuss my religious and spiritual experiences with others who may or may not share the same views.
- I have the right to expect that the sanctity of the human body will be respected after my death.

APPENDIX 7: REMINDERS FOR CAREGIVERS

“GOLDEN RULE” #1

As flight attendants advise passengers, take care of yourself first so that you are equipped to help your loved one.

“GOLDEN RULE” #2

Allow your loved one the dignity to do for him- or herself that which he or she is capable of doing.

QUESTIONS FOR THE CAREGIVER TO PONDER:

- What kind of care do I need?
- What is God teaching me?
- What do I fear?
- What must I learn how to do, and who can teach me?



St. Andrew's
EPISCOPAL CHURCH

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