



St. Martin in the Fields

EPISCOPAL CHURCH

Burial Service Arrangement Form

Information on the Deceased

Full Name: _____

Nickname: _____

Date of Birth: _____

Date of Death: _____

City of Residence at Time of Death: _____

Cause of Death: _____

Was the deceased baptized (this pertains to portions of the liturgy)? Y / N

Family Contact Information

Primary Family Contact: _____

Relationship: _____

Email: _____

Phone: _____

Secondary Family Contact: _____

Relationship: _____

Email: _____

Phone: _____



Service Details

Service Date: _____

Service Time: _____

Expected No. of Guests: _____

No. of Pews for Family: _____

Livestream of Service Needed: Y / N

Parlor to be Reserved for Family: Y / N

If yes, what time: _____

Altar flower arrangements will be left at the church after the service: Y / N

Name of Funeral Home: _____

Phone: _____

Cremation or Casket [If cremation, cremation certificate is required]: _____

Committal: Y / N

For committals in St. Martin's Columbarium:

Columbarium Niche Number: _____

[If a columbarium niche has not been purchased, see the Application for Reserving a Columbarium Niche on our website, or contact the church's Parish Administrator for further assistance at admin@stmartins.org or (404) 228-0752.]

Name to Appear on Columbarium Niche Plaque:

For committals at a cemetery:

Cemetery Name: _____

Cemetery Address: _____

In lieu of flowers, donations should be made in memory of _____ to:



Reception Plan [If Gable Hall is available, the family may use the space for a reception. You must provide your own caterer and are responsible for cleaning up, emptying excess trash to the dumpster, and removing all personal items/flowers/memorabilia, etc.]:

Flowers Arrangements [Flowers are to be ordered exclusively from FlowerCraft [(770) 458-7937]. Please notify the church office once flowers have been ordered and if you plan to leave the arrangements at the church. Flower arrangements are only allowed on the two altar stands. Flowers are not allowed anywhere else in the church. We ask that any flowers used in the service be left for the following services *or* be taken to a graveside or homebound person. During Lent and Advent, the flowers will not remain for the following services, as we have only greens in the church; but, the flower arrangements will be taken to the homebound.]:

Additional Notes:



For Office Use:

Ushers: _____

Altar Guild: _____

Eucharistic Ministers and/or Lectors and Verger: _____

Flower Guild Notification: Y / N

Facilities Confirmation: _____

Constant Contact Message Date: _____

Constant Contact Message Time: _____

Musician(s): _____

Bulletin: _____



Burial Services at St. Martin's Services and Fees

	Pledging Member	Non-pledging Member or Non-member
CHURCH	n/c	\$75.00
BULLETIN	\$75.00	\$75.00
CLERGY _____	n/c	
ORGANIST _____	\$250.00	\$300.00
VOCALIST _____	\$150.00	\$150.00
INSTRUMENTALIST _____	varies per musician	varies per musician
VERGER _____	n/c	\$50.00
SEXTON / CLEANING _____	\$350.00	\$350.00
LIVE-STREAMER _____	\$200.00	\$200.00
RECEPTION SITE (GABLE HALL)	\$100.00	\$200.00
	TOTAL _____	

Please speak with the clergy in advance if any of these fees are a hardship.

Checks for the fees listed should be made payable to *St. Martin in the Fields Episcopal Church*, PO Box 190109, Brookhaven, GA 31119. Checks for honorariums for clergy must be written separately and directly to the clergy.

