Dioceses of Dublin and Glendalough  
 Directions for the Conducting of Funerals within the Dioceses of Dublin and Glendalough.

Introduction

The responsibility for conducting a funeral service rests with the parish clergy from the parish to which the deceased belonged.

Any Cleric who is asked to officiate at a funeral service for a member of another parish must contact the rector of the parish to which the person belonged before agreeing to provide the service, in particular where the service takes place in the parish church. Unless there are exceptional circumstances representatives of the parish clergy shall be in attendance and participate in the liturgy.

Clergy taking part in the funeral service shall wear either Cassock with Surplus & Scarf/Stole or Cassock Alb & Stole.   
The Colour of the stole may either be purple or white and should be white during the Season of Easter.

In certain circumstances mourners may request the involvement of other ministers of religion. Such involvement should be encouraged.

Careful attention should be paid to the number of ministers that can be reasonably accommodated in the chancel of the church.

The Funeral Service

The Funeral Service shall be carried out according to rites and ceremonies in the Book of Common Prayer 2004, using either Funeral Services One incorporating the order for the Burial Dead or Funeral Services Two:a contemporary Language service.

Service Sheet

An Order of service may be provided to assist the congregation participate in the service.

Please note that is usually not possible to include all the necessary items on two sides of A4. An eight page (A5) booklet is the norm (i.e. two A4 oages printed on both sides)

This should include all items involving congregational participation. Hymns etc. Templates are available from the diocesan website.

The correct title of the Service is The Funeral Service Of John Doe or The Funeral Service and thanksgiving for the life of Jane Doe.

The Cover of the Order of Service may include a photograph of deceased or a simple graphic of a cross. It should clearly identify the parish and may include the date and time of the service.

Parishes are reminded that where a hymn is in copyright that the appropriate license/ permission is required for reproduction. See appendix A

Music

Music should be in keeping with the religious nature of the services, and should witness to the Christian belief in the communion of saints, the resurrection of Christ and the life everlasting. There is a wide selection of hymns and appropriate organ music available.

Music will normally be provided by the Parish Organist. Where families request additional musicians they should contact the parish clergy and Organist prior to making any arrangements.

Visiting Musicians

Visiting Musicians should be made aware of the High level of congregational participation in a Church of Ireland Funeral Service particularly in the singing of Hymns. Musicians should be reminded that the officiant is in sole charge of the funeral service.

Hymns

Families are encouraged to choose 1-3 hymns for the service.

Other Music

Guidance should be sought from the officiant on the suitability of other music items. It may be appropriate for ‘secular’ music to be played prior to the service or immediately following the Farewell in Christ. Where recorded music is to be used care should be taken that the recording and speakers are suitable for a large building.

Non Biblical Readings

Non Biblical readings must not replace the biblical readings. When a Non Biblical reading is used it should form part of the Tribute.

Tributes/Eulogies

Remembering and honouring the life of the person who has died, and the evidence of God's grace and work in them, should be done in the earlier part of the service, after the opening prayer, though if occasion demands it may be woven into the sermon or come immediately before the Farewell in Christ. It may be spoken by a family member or a friend or by the minister using information provided by the family. It should not take place during the Proclaiming and Receiving the Word.

Symbols

Where appropriate, symbols reflecting the life of the deceased may be placed close to the coffin prior to beginning of the Funeral Service.

The Coffin

The casket should be closed before the service begins, It may be covered by a funeral pall if such is available.

An Arrangement of Flowers or a Christian Symbol i.e. a Bible may be placed on the casket.

It is appropriate for The Pascal Candle to be placed close to the coffin.

Flowers

At a service in a church, flowers are customary, but both the number of pieces and their location will be at the discretion of the clergy. In some churches, they may be restricted to those used at the holy table.

The Funeral Service

Gathering in God’s Name

Receiving the coffin at the Door

The coffin may be received into the church at the beginning of the service, or earlier in the day, or on the day before the funeral.

Sentences of Scripture

Greeting

A Hymn

A Congregational Hymn may be sung.

Tribute

A tribute may be made here or before the Farewell in Christ.

Prayers of Penitence

The Prayers of Penitence/Penitential Kyries must not be omitted and should be printed in the Service Sheet

The Collect

Proclaiming and Receiving The Word

Psalms and Readings

Psalms and Readings should normally be drawn from those set out on pages 484. A psalm should normally be used. It may be in a metrical or hymn version, or be replaced by a scriptural song. There must always be one reading from the New Testament.

When a funeral service incorporates a service of Holy Communion there should be a Gospel reading, preceded by either one or two other readings from the Bible.

The Sermon

The purpose of the sermon is to proclaim the gospel in the context of the death of this particular person.

The Creed

Either the Apostles Creed or Te Deum Pt2 are used or The Nicene Creed, in the case of Holy Communion. It should be printed in the Service Sheet

The Prayers

The prayers usually follow this sequence:

* Thanksgiving for the life of the departed
* Prayer for those who mourn
* Prayer for readiness to live in the light of eternity

Congregational responses to the prayers should be printed in the service sheet concluding with the congregational prayer beginning ‘Heavenly Father…’

The Lord’s Prayer

The Lord’s Prayer is printed in full in the service sheet

Tribute/Eulogy

The Tribute may take place here or before the prayers of penitence.

A Hymn

A Congregational Hymn or Musical Item may be performed.

The Farewell in Christ

If the Committal does not follow immediately in the adjoining graveyard, some sections of the Dismissal may be used here.

Prayer of Departure

A Suitable prayer may be said

The Easter Anthems , Sentences of Scripture , or Nunc Dimittis may be recited as the coffin leaves the church.

*.*The Dismissal

The Funeral Service with Holy Communion

When a funeral service includes a celebration of Holy Communion, it continues after the prayers with the Peace and includes:

The Great Thanksgiving

The Breaking of the Bread

The Communion

Before concluding with the Farewell in Christ.