

St. Barnabas Episcopal Church  
Bainbridge Island



1187 WYATT WAY NW  
BAINBRIDGE ISLAND, WA 98110  
WWW.STBBI.ORG  
INFORMATION@STBBI.ORG

OFFICE: 206-842-5601



## **STAFF MEMBERS**

**THE REVEREND DR. DENNIS S. TIERNEY , RECTOR**  
**THE REVEREND DAN FOWLER, DEACON**  
**THE REVEREND NANCY TIEDERMAN (ASSISTING PRIEST)**  
**PAUL ROY (MUSIC DIRECTOR)**  
**KATRINA DILLER (PARISH ADMINISTRATOR)**  
**JULIE HOUCK (BOOK KEEPER)**

## **KEY CONTACTS**

**PARISH ADMINISTRATOR**  
**206-842-5601**  
**MEMORIAL GUILD COORDINATOR**  
**206-842-8219**  
**INTERIUM COORDINATOR**  
**206-842-5601**  
**ALTAR GUILD COORDINATOR**  
**206-842-8169**

## **OFFICE HOURS**

**MONDAY–FRIDAY 9:00 AM –1:00 PM**  
**OFFICE PHONE: (206) 842-5601**  
**FAX: (206) 842-5876**  
**E-MAIL : INFORMATION@STBBI.ORG**  
**WEB ADDRESS: WWW.STBBI.ORG**

## **CLERGY**

Our clergy appreciate supportive gifts when offered, but their services are part of the pastoral and sacramental work of the church.

## **MUSIC**

The basic fee for the organist is \$200 which includes consultation and organ music from organist's repertoire before and during the service.

*Optional:* A list of soloists and their fees is available from the organist. An additional fee for rehearsals with singers/instrumentalists is \$50/hour. The charge for contracting with singers/instrumentalists is \$30/person hired. Unusual musical requests may require additional rehearsal time at \$25 per hour. In any case, payment is made directly to the organist (Paul Roy) by separate check.

## **THE SERVICE BULLETIN**

The office prepares a bulletin for the service. This is a simple brochure of two pages, giving the order of service, the music, the participants and perhaps a short poem or saying chosen by the family. Elaborate programs with pictures and calligraphy are not provided and should be done by the family.

## **PLANNING THE SERVICE**

The following information and guidelines will help you plan a memorial service at St. Barnabas Episcopal Church. The Clergy, Staff and Altar Guild Coordinator are available to assist you with any questions that may arise. Please return the Memorial Services Questionnaire to the Parish Coordinator as soon as possible or call the church office with the information. Please call the church office at any time for assistance (206-842-5601). The Clergy and family work together to plan the service. It is best to begin planning with a family conference with the Priest selected for the service. This time can help families reflect and prepare for the arrival of friends and the final farewell.

## **RECEPTION**

A reception offers family and friends an opportunity to share memories and offer support. Memorial Receptions are organized with the help of the Memorial Guild Coordinator. Please contact that person to make reception arrangements. It is possible to have a small reception in the church parlor (maximum of (15) people or a larger reception in the parish hall following the service. The church provides coffee, tea, punch, candles, napkins, cream, sugar, tea, breads and cookies. A main tea table will be set with white tablecloths in the center of the room. Round tables and chairs for seating will be set up. If the family wishes to add small sandwiches or fruit plates, they can order these catered from local vendors. The family should deliver these to the church. You will be asked to invite three people to pour coffee, tea and punch or members of the memorial committee will be glad to do this for the family.

## **FLOWERS**

Flowers for the altar can be garden flowers brought by the family or should be ordered from a florist. The flowers may be arranged by a florist or the altar guild. Additional floral arrangements that arrive for the service are placed in front of the first pews or in the narthex. Flowers may not be placed on the baptismal font or piano. Flowers may be moved to the Parish Hall or parlor for the reception and then taken home by the family. The altar flowers are left on the altar for the Sunday service. The Sunday bulletin will state that the altar flowers are offered in memory of the person and prayers for the deceased and family are offered at the services.

## **GUEST BOOK AND PHOTOS**

If you wish to have a guest book, a table will be available in the church entry way or at the reception. The family is responsible for purchasing the book. A memorabilia table can also be set up in the Parish Hall.

**MEMORIAL QUESTIONNAIRE**

- Full Name of Deceased: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Date of Death \_\_\_\_\_

Surviving Family :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_

Funeral Home: \_\_\_\_\_

Date of Service: \_\_\_\_\_

Church Bulletin or Outside printing: \_\_\_\_\_

Special Hymns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Poems Special Readings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ushers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Readers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acolytes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reception in the Parish Hall: \_\_\_\_\_

Parlor (15 People Maximum) \_\_\_\_\_

Guest Book: \_\_\_\_\_

Memorabilia Table: \_\_\_\_\_

Interium Space Reservation: \_\_\_\_\_

Date and Place of Burial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Memorials:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requests:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Readings:

- Rite I/Rite II (See suggestions)
- 1st Lesson \_\_\_\_\_
- Psalm \_\_\_\_\_
- 2nd Lesson \_\_\_\_\_
- Gospel \_\_\_\_\_

## THE BOOK OF COMMON PRAYER

Burial Rite I, page 469

Burial Rite II page 491

Suggested Readings from the Old Testament (First Lesson)

Isaiah 25: 6-9 (He will swallow up death in victory)

Isaiah 61:1-3 (To comfort all that Mourn)

Lamentations 3:22-26,31-33 (The Lord is good unto them that wait for him)

Wisdom 3:1-5,9 (The souls of the righteous are in the hand of God)

Job 19:31-27a (I know that my redeemer liveth)

After the Old Testament Lesson a suitable canticle of one of the following Psalms are appropriate: 42:1-7, 46, 90:1-12. 121, 130, 139:1-11





## **SUGGESTED READINGS FROM THE NEW TESTAMENT (SECOND LESSON)**

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 (Raised in incorruption)

2 Corinthians 4:16-5-9 (Things which are not seen eternal)

1 John 3:1-2 (We shall be like him)

Revelation 7:9-17 (God shall wipe away all tears)

Revelation 21:2-7 (Behold I make all things new)

After the New Testament Lesson, a suitable canticle or hymn maybe sung or said: 23, 27, 106:1-5, 116

## **THE GOSPEL**

John 5: 24-27 (He that believeth hath everlasting life)

John 6: 37-40 (All that the Father giveth me shall come to me)

John 10:11-16 (I am the good Shepard)

John 11: 21-27 ( I am the resurrection and the life)

John 14: 1-6 (In my Father's house are many mansions)

## SAINT BARNABAS EPISCOPAL CHURCH

### **FUNERALS AND MEMORIAL SERVICES AT SAINT BARNABAS**

Expenses relating to funerals or memorial services held in the Sanctuary or Interium are minimal. The memorial guild provides the family and guests with a simple reception in the Parish Hall following the service. If you would like additional catering, that would be at the cost of the family

Your first contact will be with our priest, Father Dennis Tierney who will help you with the grief process and planning the service for your loved one. The Parish Coordinator will assist you in contacting other key people who are here to help you carry out your plans. The brochure you have been given will help you to gather information and keep track of details.

### **KEY PEOPLE:**

Paul Roy—organist, music

Julie Houck—Interium Coordinator

Chris Davis—Memorial Guild (Reception)

Joan Collins & Honora Dunkak—Altar Guild  
(for flowers, church)

### **EXPENSES**

Use of the Church and/or Parish Hall .....No Fee

Organist: (Includes consultation, music before the service begins, during the service and the recessional.) Check should be made payable to Paul Roy ~ \$200.00. Additional rehearsals (vocalist, instrumentalist ) are \$50.00 per hour. If singer or instrumentalist is contracted the fee is \$30.00/person hired.

Honorarium to the clergy is at the discretion of the family.

Donations may be made to the altar or memorial guild if the family wishes to do so.

### **COSTS RELATED TO THE INTERIUM**

You may wish to purchase a niche for future use in the Interium for your self or a loved one. Please call our Interium Coordinator & Bookkeeper, Julie Houck for an appointment and she will assist you with all the details.

If the niche has been previously purchased, Julie will make arrangements for the plaque and the opening and closing of the niche.

Opening and closing the niche

\$50.00

The plaque is billed to the family from Mathews Bronze Works  
The plaque is limited to Name, Year of Birth and Year of Death

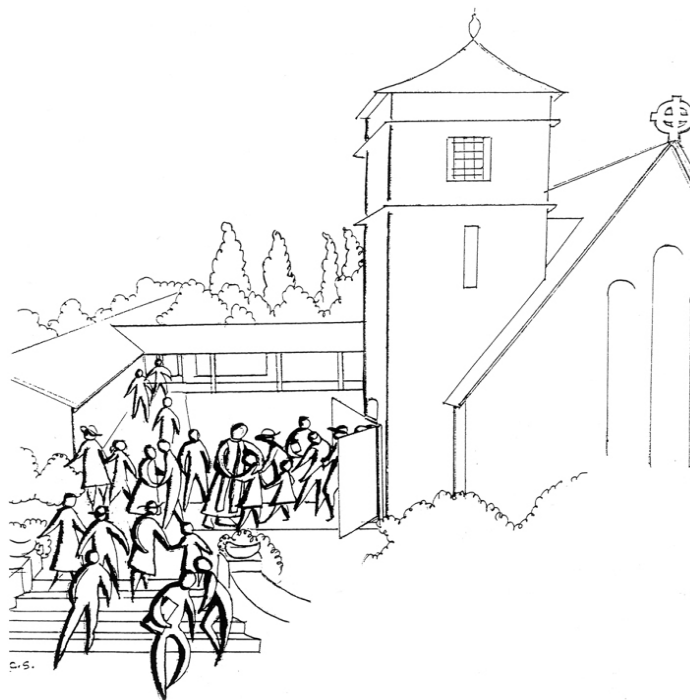
You will be asked to fill out two forms. The forms are for a space request and space assignment. They become a part of the permanent records on file at Saint Barnabas.

Please do not hesitate to call us. We are committed to addressing any of the concerns you may have.

### **FLOWERS IN THE INTERIUM**

Artificial flowers or wreaths as well as natural flowers or wreaths may be placed on or near the niche. Flags are placed on the graves of veterans for Memorial Day by the VFW. They are removed shortly after.

In order to maintain the beauty of the Interium, flowers and wreaths will be removed when they appear to be in poor condition unless requests to do otherwise are made by the family. Used pots or vases will be placed by the water spigot for pick up.



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