



# BUDDHIST TEMPLE OF SOUTHERN ALBERTA

470 - 40th Street South, Lethbridge, AB T1J 3Z5 | 403.327.1260 | [www.thebtsa.com](http://www.thebtsa.com)

## When a Death Occurs

When a loved one dies, it is a sad traumatic time and often family members are overcome by confusion and uncertainty. The Funeral Guidelines outlined following the preamble below is designed to provide some assistance and guidance at one of the most difficult times in life. ***Please keep in mind this is not mandatory but suggestive.***

- A. It is important to immediately notify the proper authorities when a death occurs.
  - 1. Contact your doctor, if the deceased had been ill and death occurred at home.
  - 2. If death occurred as a result of an accident, call emergency at 9-1-1 and ask for assistance.
  
- B. If death occurred at home, hospital or nursing home, call the Temple to ask the Minister to conduct a bedside service (Makuragyo), if desired.
  - 1. Temple phone number: (403-327-1260)
  - 2. If it is after office hours, alternate phone numbers for the Ministers are given in the voice message.
  
- C. Contact a funeral home of your choice.
  
- D. Notify relatives and close friends

**Please see Funeral Guidelines beginning on reverse side.**

## Funeral Guidelines

**Please note: This form is a guide only. The family is free to make changes to ensure the service is conducted in a manner that is most meaningful for everyone concerned.**

**Funeral Arrangements for:** \_\_\_\_\_

**Family Contact Person:** \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

### **FUNERAL SERVICE:**

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### **MEET THE FAMILY**

- \* Funeral home-evening before funeral
- \* Sensei to provide short service at the Funeral Home prior to "Meet the Family"
- \* Family will provide Obuppan (fresh rice – golf ball size) and fruit for portable Obutsudan
- \* At the Temple prior to or after the funeral (memorial) service

Note: incense is no longer burnt at the temple; family may decide for the funeral home visit.

### **SERVICE PARTICIPANTS**

Sensei: \_\_\_\_\_

Service Chair: \_\_\_\_\_

Pianist: \_\_\_\_\_

Other Music: \_\_\_\_\_

Bell Ringing (Kansho): \_\_\_\_\_

Uketsuke (receipt of envelopes): \_\_\_\_\_

Guestbook: \_\_\_\_\_

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

Tribute: \_\_\_\_\_

**PALLBEARERS** (Usually 6 or 8)

**HONORARY PALLBEARERS** (decided by family)

**RESERVED SEATING – FAMILY AND SPECIAL FRIENDS:** # of Seats Required \_\_\_\_\_

### **FUNERAL SET UP (Temple)**

Casket: \* Open \* Closed

Urn (if cremation has preceded service) and Photo of the Deceased

Flowers and Osonae provided by temple.

Reserved Parking signs provided.

#### **Chair Set Up:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of Chairs \_\_\_\_\_

#### **Lunch Table Set Up**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # of Tables \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FUNERAL NOTES FOR FAMILY**

- 1. Photo
- 2. Shaji – Family Thank You/Words of Appreciation
- 3. \_\_\_\_\_

4. \_\_\_\_\_

**SEVENTH DAY SERVICE (SHONANUKA)**

× Yes × No

After returning from interment and prior to lunch.

After lunch.

Chairperson: \_\_\_\_\_

Gatha: (if any) \_\_\_\_\_

Family provides photo of deceased, if desired.

**MEAL ARRANGEMENTS**

- 1. No meal planned at temple
- 2. Family will coordinate food (e.g., catering)
- 3. Temple will provide for reception (see below)

Number of People Expected \_\_\_\_\_

*Please note: Family will be asked to reimburse grocery expenses incurred.*

The temple will provide sandwiches with pickles/vegetable trays; tea, other beverages (including fruit juice boxes), fruit and \*pastries:

Family will be adding catered items (e.g., sushi, vegetables, specialty items)

If Asian dishes are catered, the temple will provide rice, salad and takuwan (Japanese pickles)

\*Family may provide desserts if they find themselves with a surplus

**Other Notes:**

\_\_\_\_\_  
\_\_\_\_\_

**Honorarium and Donation**

Costs associated with a funeral include an honorarium to the presiding minister and a donation to the temple. While funeral home costs and the above-mentioned receipt for meals are clearly set out, the family of the bereaved is often stymied and confused about the appropriate amount to give to the minister and temple. To help alleviate this matter, the BTSA Board recommends the following ranges: (1) \$300 - \$500 for the minister’s honorarium; and (2) \$300 = \$1,000 donation to the temple, keeping in mind the degree of ministerial and temple involvement. (Revised: 14 June 2018)

## **ORDER OF SERVICE**

### **1. Bell Ringing (Kansho)**

### **2. Family seated before service that are not in procession** (*may gassho before being seated*)

### **3. Procession lead by Sensei** (*congregation standing*)

- a. Casket
- b. Close family follows casket

*Note: If "meet the family" is prior to the service, then the casket will already be in place and the immediate family will stand to the Left Front of the casket.*

### **4. Sensei – Gassho**

### **5. Chairperson**

- a. Asks congregation to be seated

### **6. Sensei**

- a. Presents Homyo (Buddhist Name)
- b. Ascends Naijin and places Homyo on Shrine Table

### **7. Chairperson**

- a. Opening Remarks/expression of condolences from the temple
- b. Refers to Sensei for Sutra chanting (okyo)
- c. Chairperson requests Gassho from:
  - i. Family (optional)
  - ii. Pallbearers
  - iii. Church representatives
  - iv. Friend(s) Representative (Yujin daihyo)
  - v. Other organization representatives

### **8. Gatha: Nadame #1 & #2**

### **9. Tribute**, e.g., grandchildren remembering deceased

### **10. Sensei** Dharma message (gohowa)

### **11. Gatha: Nadame, #3 & #4**

### **12. Words of Appreciation from Family (Shaji)**

- a. Announcements (e.g. Interment, cremation, 7th day memorial service time, lunch details)
- b. DVD presentation, if any, before and/or after the service but not part of it.
- c. Invite final respects (*those who did not have an opportunity to pay their final respects last evening are invited to do so at this time*).

### **13. Bell Ringing during Recessional**