



MIDWEST BUDDHIST TEMPLE

FUNERAL GUIDELINE

Midwest Buddhist Temple

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This guideline contains:

PROCEDURES FOR PLANNING A FUNERAL
RELIGIOUS SERVICES AND THEIR MEANING
PLANNING WORKSHEET

It is difficult to know what to do when a loved one has died.
We hope this guide will help you make your funeral arrangements so you
can spend more time and thoughts with your family.

Please feel free to call the temple office if you have any questions or
concerns. The office can arrange for you to meet with the Minister and/or a
member of the Funeral Planning Committee. You may also contact the
minister directly, any time of day or night.

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WHAT TO DO RIGHT AFTER DEATH

Contact your doctor or health official. As soon as death occurs, you should contact your doctor or other health official. This will allow the body to be released to the funeral home.

Contact your minister or the Temple office as soon as possible. If you desire a Makuragyo (Pillow Service) just before death or immediately after death, the Minister should be informed of your request. The Makuragyo Service is usually with family members and close friends and is held at the home, hospital or funeral home. This Service is not as common as in the past, but is one of the traditional Buddhist services.

If you are unable to make the funeral arrangements, you may select a family member or close friend to act on behalf of the family. It is helpful to have one contact that the funeral home and the temple can call for instructions.

Speaking with the Minister

When contacting the minister, please have the following information available:

- 1) Full name of the deceased and your name, phone number and email. If someone else will be making the arrangements, please include their contact information.
- 2) Provide location of the place of death (home or the hospital).
- 3) Determine a time and place to meet with the minister.
- 4) Provide the history of the deceased including date of birth, date of death, family members both alive and deceased, a Buddhist name or Homyo (if available).
- 5) If you have an idea of who you would like in the funeral service such as service chairman, pall bearers, ushers, receptionist, etc, please have their names available.

Contact a funeral home. The Midwest Buddhist Temple often uses Lakeview Funeral Home. You may use them or a funeral home of your choice. The funeral home will make arrangements to pick up the body and depending on the funeral home, have various services you can select.

Lakeview Funeral Home
1458 W. Belmont Ave.
Chicago, IL 60657
(773) 472-6300

Speaking with the Funeral Home

Once the funeral home is selected, they will work with the doctor or coroner, and minister to make the arrangements. The funeral home will need the following information.

- 1) Exact spelling of full, legal name
- 2) Birth date and birth place
- 3) Social Security number
- 4) Address
- 5) Length of residence
- 6) Name of spouse
- 7) Name and birthplace of father
- 8) Maiden name and birthplace of mother
- 9) Cause of death
- 10) Place of burial or cremation

The funeral home will offer information on the following:

- 1) Preparation of body
- 2) Casket or Urn selection
- 3) Place of funeral and final service
- 4) Funeral cortege and cars
- 5) Cremation or burial arrangements
- 6) Obituary notices

They may also assist in the following services:

- 1) Obtaining the Death Certificate
- 2) Social Security death benefits
- 3) Insurance claims
- 4) Veterans and union benefits

The funeral home and the minister may also ask you if there were any wishes of the deceased, feelings of the family members, cost considerations, and accessibility of the final resting place. This information will allow the funeral home and the minister to choose the proper arrangements.

Contact relatives and close friends

Contact relatives and friends either by telephone, in person, or by email as soon as circumstances allow in order for them to help with the funeral arrangements.

TYPES OF FUNERAL SERVICES

Funeral Service (with casket) or **Sogi-Memorial** (with urn)

This includes the following:

Funeral or Memorial planning conference

Printing of program

Funeral or Memorial Service including presentation of Homyo (Buddhist Dharma name)

When meeting with the minister, he will ask you what type of service you would like.

Funeral Service with casket. The service is held either at the funeral home or Temple.

To prepare for this service, a meeting with the minister and/or the funeral planning committee will be held.

- 1) Plan the service and organize the program. The minister or committee will go over the options with you at this time. A worksheet is enclosed to aid in this process.
- 2) Select if the service will be at the temple or funeral home.
- 3) If visitation is requested, plan on when and where this will take place. Many times this is one hour prior to the service.
- 4) If cremation is requested, this should also be discussed.
- 5) Decide if a chain call or announcement will be requested.

Funeral Service with an urn (Sogi-Memorial Service) This service can be held either at funeral home or Temple. The process in planning this service is similar to the Funeral Service with a Casket but planning for a hearse is not required.

Other Considerations

Flowers. It is whatever the family desires. The Funeral Home may suggest a florist or the Temple can make suggestions.

Refreshments after the Service. If the Service is held at the Temple, the Women's Association will provide coffee and tea. Any food served is at the discretion of the family. Each funeral home may have different policies on refreshments.

Family Memorial Service (Hoji)

In Buddhism, there are additional services that help the family cope with the death and remember their loved ones. Traditionally, following the main service, there is a schedule of follow-up services.

- 1) **The 7th Day Service** (this is sometimes conducted with the family and close friends immediately after the main Funeral service.)
- 2) The first Obon service after the death, the family would participate in the **Hatsubon** (literally first Obon) service. The family is encouraged to participate in the Obon Odori or Obon dancing to honor the departed.
- 3) **Memorial Services** are normally held at the temple on the first Sunday of the month and families are encouraged to attend the service on the anniversary of the death.
- 4) In addition to the yearly memorial service, **Special Memorial Services** are traditionally observed on the 7th day, 49th day, 100th day, 1st, 3rd, 7th, 13th, 17th, 25th, 33rd, and 50th years. All of these services do not need to be observed but are listed for your information.

The practice of counting years in the Asian system begins with the year of death being the first year so the second year memorial would be one year after the death. These services can be observed at the monthly memorial service or if the family wishes to have a private service with family and close friends, they may request a **Hoji Service** which can be scheduled with the minister or Temple office.

AFTER SERVICE ARRANGEMENTS

Acknowledgments. The family should acknowledge those who participated in the funeral service. The listing below indicates customary types of acknowledgments and to whom they are made. Specific amounts are at the family's discretion but the Temple can provide guidelines and suggestions. Acknowledgments should be made as soon as possible after the funeral service.

Temple or other organizations – monetary

Minister – monetary

Pianist, Custodian – monetary

Chairperson – card

Pallbearers, ushers, etc. – card

Koden (monetary gifts from friends) – card and/or stamps

Flowers – card

Email or letters – card or email

Finances. The following are customary expenses incurred when a family member passes away.

- 1) Casket or urn
- 2) Plot, niche, vault or Nokotsudo (room in the temple for storing the urn)
- 3) Burial fee
- 4) Marker or headstone
- 5) Upkeep of final resting place
- 6) Death Certificate
- 7) Funeral home charges (body preparation, other services)
- 8) Acknowledgments
- 9) Legal paperwork and advice
- 10) Ministerial fees
- 11) Temple fees

FUNERAL PLANNING WORKSHEET

Name _____

Date of Birth _____ Date of Rest _____

Address _____

Spouse _____

Children & Grandchildren _____

Contact person:

Name: _____

Phone #: _____

Email: _____

Relationship: _____

Brief history of deceased _____

Sample Funeral Program

Service Date _____

Order of Service

Chairperson _____ **Pianist** _____

Kansho (Tolling of the Bell)

Kanzen Dokkyo (Sutra Chant in front of Casket or Urn) Minister

Homyo (Presentation of Buddhist Name) Minister

Opening Words Chairperson

Sutra Chanting "Shoshinge" Minister and Congregation
Incense Offering (by Family, Relatives, Pallbearers and Guests)

Incense Offering (by Representatives)

Friends

Midwest Buddhist Temple

Words of Remembrance

Gobunsho and Dharma Talk

Gatha (if requested) _____
(Family remains seated)

Words of Appreciation
(on behalf of the Family)

Closing Remarks

Chairperson

List of additional helpers for service

Reception Desk

Condolence Book

Ushers

Pallbearers or Honorary Pallbearers

Suggested Gathas:

Nadame
Seiya
Nembutsu II
Ondokusan
Namo Amida Butsu

HELPFUL TIPS

- 1) For the service program, many elect to have a picture on the front cover so if you'd like, please send a jpeg, color or b/w, minimum 300 dpi. We can also include a poem or favorite saying on the back cover.
- 2) Typically, there is a framed photo placed next to the urn. This should be 8x10 or similar.
- 3) The temple provides the altar flowers but some families place a small flower (eg, orchid) next to the urn/picture.
- 4) Some families prepare a video that can be shown during the visitation and/or after-service reception. Best if this is saved on a DVD as opposed to playing off a PC/MAC. The video can have audio if you wish. An alternative is posters with pictures or favorite mementos that can be displayed tables.
- 5) If you are having an after-service reception, the Women's Association will prepare tea and coffee, and they will prepare any donated foods. The temple provides plates, cups and utensils. Table cloths, bottled water, special foods or drinks should come from the family.
- 6) If you are having a visitation before the service and anticipate some will not stay for the service, it's helpful if at least one family member is in the chapel to greet them. Otherwise, much of the visitation happens in the social hall.
- 7) For the service, we can suggest a seating chart but it should simply be whatever the family wants. Please let us know how many rows we should reserve for relatives.
- 8) The service typically is one hour, depending on number of speakers and guests.
- 9) Once the service concludes, the family will exit and your guests will join you in the social hall. The reception typically runs 90 minutes.

Financial guidelines are available upon request.