

**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 a suggestion.***

1. It is important to immediately notify the proper authorities when a death occurs.
2. Contact your doctor, if the deceased had been ill and death occurred at home.
3. If death occurred as a result of an accident, call emergency at 9-1-1 and ask for assistance.
4. The Minister is often called by the family to conduct a bedside service (Makuragyo).

**Roland Ikuta Sensei’s phone number**: (403) 360-8400 (cell)

 (403) 317-0078 (home)

1. Contact a funeral home of your choice.

1. Notify relatives and close friends

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

**Funeral/Memorial Service Guidelines**

*Please note: This form is a guide only*.

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| **FUNERAL ARRANGEMENTS FOR:** |
| **Name:** **Passed away on this date:**  **Date of Birth:**  **Personal history shared:**  |
| **FAMILY CONTACT(S)****:**Primary Contact: | Name:      Email:      Phone Number:       |
| Secondary Contact:(if applicable) | Name:      Email:      Phone Number:       |
| **FUNERAL HOME** (if applicable): | Contact:       |
| **FAMILY MEMBERS** (present at the meeting) |  [ ]  Face-Face  In attendance:    [ ]  Video Call  In attendance:       |
| **FUNERAL COMMITTEE**Participants:  |  [ ]  Roland Ikuta Sensei (403) 360-8400 [ ]  Wayne Tsukishima (403) 394-4517 [ ]  Joyce Adachi [ ]  Dorene (Keiko) Gordon (403) 329-4610 [ ]  Sachi Scharf [ ]  Emily Stitt (403) 380-6683 [ ]  Brenda Ikuta (403) 317-0078 [ ]  Andrew Ichikawa (403) 315 9892 |

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| **FUNERAL SERVICE:** |  **Location: Temple** Day/Date**:**           Time:      |
| **MEET THE FAMILY**[ ]  Yes**[ ]** No |  Location:       Time:       Comments:       |
| **SEVENTH DAY SERVICE (SHONANOKA)** (Optional)\*explanation of purpose [ ]  Yes [ ]  No |  Chairperson:        Gatha (optional):        Family provides photo of deceased (optional)       |
| **INTERNMENT SERVICE**[ ]  Yes[ ]  No |  Location:       Time:       |
| **FOOD/DRINK SERVICE**  [ ]  At the temple  | Type of food service:Caterers (if applicable):      Time requested to access kitchen:      Number of temple volunteers needed:       |
| [ ]  Other venue |  |

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| **SERVICE DETAILS AND PARTICIPANTS:** |
| Minister officiating: |  **Reverend Roland Ikuta**  |
| Service Chairperson: |  [ ]  Provided by Temple:            [ ]  Requested by family:       |
| A/V operator: |  Temple volunteer:       |
| Recorded Gathas (songs): |  [ ]  **Nadame**: verses 1 and 2, verses 3 and 4(*you can listen to the recording on the website* [*https://www.thebtsa.com/funeral*](https://www.thebtsa.com/funeral)) Or  [ ]  Gatha preferred by the family       |
| Other Music/Readings: |  [ ]  **White Ashes** (*you can see the English translation on the website* [*https://www.thebtsa.com/funeral*](https://www.thebtsa.com/funeral)) [ ]  Other readings:       [ ]  Other music:       |
| Bell Ringing (Kansho): |  Temple volunteer:       |
| Ushers: | 1.
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|  | 1.
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|  | 1.
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| Tribute: |  [ ]  Yes [ ]  No Name(s): |
| Pallbearers: \*usually 6-8 people needed for the casket, if applicable |  [ ]  Yes [ ]  NoNames: |
| Honorary Pallbearers (optional): |  [ ]  Yes [ ]   No Name(s):       |
| Online viewing: *\*The service will be recorded automatically unless the family indicates otherwise.* Platform: * Temple’s YouTube channel “Buddhist Temple of Southern Alberta”
* <https://www.youtube.com/channel/UCmr9wf_4Rpwg4IT2JyetvVg>
* No chat or comment feature available
 | Temple will record the service and make it available for viewing on temple’s YouTube channel.Viewership is determined by the family. Link for live viewing will be provided to family to be distributed to funeral home and possible online attendees (e.g. invitations, announcements, etc.)Recording will be available for viewing for 30-60 days |  [ ]  Yes, livestreaming on YouTube[ ]  Private  (password required)[ ]  Public [ ]  No livestreamingComments:             |
| Coordination of livestreaming (if a funeral home is involved): | [ ]  N/A[ ]  Yes Comments:           |
| Slideshow tribute* Provide USB stick 1-2 days in advance
* A/V operator will copy recording onto family’s USB stick upon request
 |  [ ]  Yes [ ]  No Comments:            |

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| **FUNERAL SET UP (at the temple)** |
| Reserved Seating– Family and special friends:  | Estimated attendance: Reserved seating # for immediate family and pallbearers:   [ ]  N/A |
| Casket: |  [ ]  Yes [ ]  No Comments:       |
| Urn (if cremation has preceded service): |  [ ]  Yes [ ]  No |
| Homyo (written Buddhist name) |  [ ]  Family has one for the Deceased [ ]  Family needs one for the Deceased |
| Photo of the Deceased |  [ ]  Yes  [ ]  No Comments :            |
| Burning of incense at the request of family |  [ ]  Yes [ ]  No**[ ]** Offering incense but no burningEstimated # of participants: *If family members or attendees would like information on offering incense at a funeral, there is a video on the temple website. This is just a guideline provided for the comfort of the participant:* [*https://www.thebtsa.com/funeral*](https://www.thebtsa.com/funeral) |
| **NAIJIN (ALTAR) SET UP** - Temple volunteers will arrange |
|  Set up | Volunteer:  |
|  Osonae Obupan (rice)  | Volunteer:    |
| Fruit | Volunteer:     |
| Manju | Volunteer:      |
| Flowers | Volunteer:    |

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| **OTHER FAMILY CONSIDERATIONS** |
| Shaji – Family Thank You/Words of Appreciation | Name:       |
| Group picture | **[ ]** Yes:       [ ]  No |
| Guestbook / Virtual guestbook: |  [ ]  N/A [ ]  Family will provide [ ]  Funeral Home will provide |

**Other Notes:**

\*If there is food leftover from meal/refreshments, what would you like the volunteers to do with it?

**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 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.

**ORDER OF SERVICE**

1. **Bell Ringing (Kansho) –** immediate family is in the board room or multipurpose room and comes in with ringing of bell
2. **Family who are not in the procession are seated before service**
3. **Procession lead by Sensei** *(congregation standing)*
* Designated family members follow
* Designated member will carry in the urn (if applicable)
1. **Sensei – Gassho**
2. **Chairperson**
* Asks congregation to be seated
1. **Sensei**
* Presents Homyo (Buddhist Name)
* Ascends Naijin and places Homyo on Shrine Table
1. **Chairperson**
* Opening Remarks/expression of condolences from the temple
* Refers to Sensei for Sutra chanting (okyo)
* Chairperson requests Gassho from immediate family members:
	+ approach naijin and gassho
	+ offer incense (if applicable)
* Chairperson extends invitation to extended family (if applicable)
* Chairperson invites a representative from Congregation (if applicable)
* Chairperson invites a representative from various organizations important to the Deceased (if applicable)
1. **Gatha:**
2. **Tribute**
3. **Sensei** Dharma message (gohowa) – includes reading of the passage “White Ashes”
4. **Gatha:**
5. **Words of Appreciation from Family (Shaji)**
* Announcements (e.g. Interment, cremation, 7th day memorial service time, snacks/refreshments details)
1. **Bell Ringing during Recessional**
* Attendees rise as family is escorted out by the minister