

● 葬儀・告別式 Funeral Service / Memorial Service

● アクセサリー Accessories

パールの一連ネックレスかパールピアスのみ。
指輪は、結婚指輪以外は外します。

Only a single-string pearl necklace or pearl earrings should be worn. All rings except wedding rings should be taken off.

女性

- フォーマルな黒のワンピースかスーツの略喪服。または黒喪服。
- スカートの膝丈より長めが基本。
- 夏ならブラウスにスカートでも可(夏でも腕は出さない)。襟ぐりが開いたものも避けます。
- 夏でも黒のストッキングが基本。生足はNG。
- 髪はまとめる。
- 濃い化粧、香水は控える。

Women

- Wear formal mourning attire, or a dress or suit in black.
- Short skirts, short-sleeved shirts or low-neck shirts should be avoided.
- Wear black stockings even in summer. Avoid revealing bare legs.
- Tie your hair.
- Heavy make-up or perfume should be avoided.

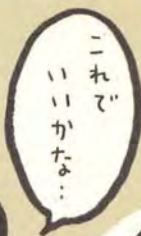


子どもの喪服

女兒なら黒のワンピース。男児なら黒か紺のズボンに白いシャツ。学生なら制服で構いません。

Mourning Attire for Children

Prepare a black dress for a girl, and a white shirt and black or navy pants for a boy. Students may wear their school uniforms.



男性

- ブラックスーツもしくはダークスーツ
- ワイシャツは白。
- ネクタイは光沢のない黒無地。
- カフスボタンやタイピンはつけない。
- 靴下は黒。
- エナメルなどの光物の靴はNG。

Men

- Wear a black or dark-colored suit with a white shirt.
- Wear a matte necktie in solid black.
- Do not wear cuff links or a tie pin.
- Socks should be black.
- Wear non-shiny black leather shoes.

● 小物 Accessories

- バッグや靴は、黒でもエナメルやラメ入りなどの光る素材、派手な留め金がついたものなどは避ける。布などの素材が○。ハ虫類は×。
- ハンカチは白か黒。
- 傘も地味なものに。
- 仏式には数珠も必要。
- 皮革は殺生を連想させるため、革のコートなどはNG。
- Refrain from wearing enamel or lame shoes. It is inappropriate to carry a reptile-skin bag with a flashy catch.
- Handkerchiefs should be white or black.
- Plain umbrellas are preferable.
- Bring a Buddhist rosary if you attend a Buddhist funeral.
- Do not wear a leather coat since leather suggests the slaughter of animals.

香典のマナー

Condolence Money Etiquette

香典とは?

線香や抹香のかわりに差し上げるお金のこと。供物・供花を贈れば、香典は必要ありませんが、近親者や親しい間柄では両方贈ることが多いようです。

What is Kōden?

Kōden is the condolence money offered at a funeral in the place of incense. If you choose to give other offerings like flowers, a kōden is unnecessary. However, relatives and close friends tend to give both kōden and offerings.

表書き

薄墨の毛筆か筆ペンで書くのがマナー。ボールペンは略式なのでなるべく使わないこと。「ご霊前」と書けば、仏式、神式、キリスト教式のいずれにも使えます。

Cover Address

The cover address should be written in a light writing brush or a pen-type writing brush. Ballpoint pens should not be used. For Buddhist rites, Shinto rites and Christian-style funerals, writing on the envelope "Goreizen" (For the altar) is commonly accepted.

あては
香典の
準備が

新しい札を入れる場合は、
一本折り目を入れて

When giving crisp banknotes,
fold them lengthwise once
before putting them in the
envelope.



● 表書きの種類 Different Types of Cover Addresses

仕事関係者 Business Associate



中央に名前を書き、右に小さな文字で会社名・役職(所属)を記入。

Write the name of the company and your title or the department in smaller letters along with your name.



名刺を添える場合は、名前は書かず、水引の左下にしっかり貼る。

If you attach your business card, stick it at the lower left of the black-and-white ribbons (called Mizuhiki), leaving your name unwritten.

連名 Joint Names



正式には中央から左へ、目上から順に(最近)は中心に合わせて書くことも多い。

It is common to start writing the name of the highest-ranking person in the center, adding other names to the left in order of rank. Recently, it has become acceptable to write names simply in center alignment.

グループ Groups



グループ名を中央に記し、中に全員の名前を書いた紙を同封。それぞれ金額が違う場合は、名前の下に金額を記入。

Write the name of the group in the middle of the envelope, and enclose a sheet of paper indicating all the names in the group.



いつ、誰に渡すの？

通夜か葬儀・告別式のどちらかに持参するもの。両方参列する場合は、通夜で渡し、葬儀・告別式では記帳のときに「香典は通夜のときにお持ちしました」と伝えて。通夜などで受付がなければ、ご焼香のとき祭壇に置きます(祭壇に供えるときは自分側に向けて置く)。または遺族に手渡します。他人の香典を預かってきた場合、受付で自分だけでなくその人の住所、名前も記帳し、左下に「代理」と記入。住所は、仕事関係でも自宅住所を書きます。

When and to whom should you give the money?

Bring the condolence money either to the wake or the funeral service. If you attend both, bring it to the wake and tell a receptionist at the funeral hall that you have brought it to the wake. If there is no reception desk at the wake, you may either leave the envelope at the altar facing the deceased when you offer incense, or hand it to the bereaved.

When you were asked to bring the condolence money by others who are unable to attend the service, sign the condolence book for them as well as for yourself. Write "proxy" or "dairi" at the lower left. Home address should be registered.

弔電の打ち方

さて先は喪主の名前に。喪主が不明な場合は、「故〇〇様ご遺族様」でも可。遺族がどんな関係の人から届いたものか判別できることが重要なので、差出人の所属する連盟、団体、部署やグループ名、住所、電話番号などを加えておくこと親切です。葬儀・告別式の前に自宅か葬儀場へ着くようにします。

Sending a Condolence Telegram

Send it to the chief mourner. If you are unsure of the name of the chief mourner, address "the bereaved of late Mr. XX." The most important point is to make sure the bereaved know from whom they received the condolence telegram. Specify your name, and other information such as your title, affiliation, home address and home phone number. Send it to the funeral hall prior to the funeral service.

参列できないとき

参列できないときは、封書でお悔やみのカードを送るか、弔電を打ちます。香典を郵送する場合は、現金書留で。

When You are Unable to Attend the Funeral

Send a letter of condolence or a condolence telegram. When sending the condolence money, send it via registered mail.



通夜・葬儀のマナー

Wake and Funeral Etiquette

受付で

深く一礼し、「このたびはご愁傷様です」とお悔やみの言葉を。受付台に袱紗ふくさを置き、香典を取り出したら、軽くたたんで台の手前に。香典を相手に向けて両手で渡す。

At the Reception

Bow deeply once and extend your condolences. Place the crape wrapper on the reception desk, and take out the condolence money. Fold the crape wrapper lightly. Hand the condolence money with both hands, with the envelope facing the receptionist.

遺族へのあいさつは控える

遺族、とくに喪主は忙しいので、こちらから呼び止めることはしない。

Refrain from Greeting the Bereaved

Do not talk to the bereaved, especially the chief mourner, because they will be busy.



通夜ぶるまいは故人の供養のためのもの。誘われたら固辞せず一口でも箸をつけるのがマナーです。故人の思い出話を静かに語り合い、長居はしない。

It is considered polite to take even a small bite when the meal is offered because it is considered to be for the deceased's soul. Talk about the deceased over drinks and food, but do not stay long.

通夜
Wake

芳名帳に記帳
Sign your name in the

香典を渡す
Give condolence money

焼香
Offering of incense

通夜ぶるまい
Hosting of a meal
by the bereaved

● キリスト教の葬儀(献花の仕方)



How to Offer Flowers at a Christian-style Funeral Service

1. Receive a flower with both hands in front of the altar.
2. Hold the flower close to your chest with the flower facing the right, and bow once to the photograph of the deceased.
3. Turn the flower clockwise. Offer it with both hands with the stem facing the altar.
4. Bow again to the photograph and pray silently. Step down and bow to the bereaved.

● 無宗教の葬儀

通夜として、親しい人だけで故人に対面し、その後酒宴が行われることも。無宗教といっても、葬儀には祭壇や棺が用意され、献花などを行います。

● 服装

黒を基調に、地味な平服で。

● 香典

表書きは「ご霊前」としますが、蓮の花の模様がついた市販の不祝儀袋は使わないようにします。

Non-religious Funerals

Some funeral services hold a viewing only among family and close friends as a wake. Drinks and food may be offered afterwards. An altar and casket are prepared and flowers are offered.

● Attire

Wear plain clothes in dark color.

● Condolence Money

Write "Goreizen" (For the altar) on the cover as at other funeral services. Do not use a Buddhist envelope with a lotus.

葬儀 Funeral Service

registry book.

at the reception.

喪主のあいさつ
Greeting from the chief mourner

親族の最後の対面
Final viewing by the bereaved

出棺
Sending off the casket

親族や近親者は火葬場へ
The bereaved go to the crematorium



● 焼香 Offering incense

1(a & b)

The Buddhist priest offers incense first, followed by the bereaved. Bow once and go to the incense urn in front of the altar, and bow again to the photograph of the deceased. Keep the rosary draped over your left hand.

a-2

Pinch incense with your right hand, and place it in the urn of smoldering incense after bringing it close to your forehead.

a-3

Repeat this process once or three times. If there are many mourners, do it just once.

b-2

Take a stick of incense with your right hand, and light it from a candle. Put out the burning incense by swinging it lightly or fanning with your left hand.

b-3

Place the incense vertically in the urn of smoldering incense.

4 (a & b)

Put both hands together to the photograph, step back a little, and bow to the priest and the bereaved once before returning to your seat.



対面を自ら申し出るのはNG。勧められたときだけ、慎んで対面します。

It is inappropriate to ask for a viewing. Do so only when asked by the mourners.

1. Stand (or sit) by the casket, bow once to the deceased.
2. View the deceased quietly.
3. Pray for the soul of the deceased, and put hands together or bow once.
4. Step down after paying respects to the deceased, then bow to the bereaved.

● 数珠の扱い方

How to Hold a Buddhist Rosary

房が下にくるように左手に持ちます。数珠を畳みやすの上にそのまま置くことはタブーとされています。

Hold it in your left hand with the tassel down. It is inappropriate to place the rosary on the floor or a chair.



両手の親指と人差し指の間にかけて合掌。
Put your hands together with the rosary draping between thumbs and forefingers.

長い数珠の場合、両手の中指にかけて使用します。また、持つときは二重にして左手に。
If the rosary is long, drape it around your middle fingers. Hold it in your left hand when carrying.