

PLANNING YOUR FUNERAL/MEMORIAL SERVICE—Church of the Servant

Thanks to Holy Trinity Episcopal Church, Bonham, TX for an initial version of this form.

In case of serious illness or death, please instruct your caregivers, friends, or family to call the church immediately: 910 395-0616.

This outline is an effort to help you understand the choices available to you. It has been designed in two parts to guide you through a process. We recommend that you give the church one copy to keep on file; another to your family; a third to your attorney; and keep a fourth with your will.

Each of us will die. When we die, it may fall to family, friends, distant relatives, or total strangers to plan our services and burials. Planning such things when you are grieving is hard and time-consuming. Often members of the family live far apart and have never discussed these matters. When the time for planning comes they can have very different ideas about what the deceased person would have preferred or about what would be appropriate. The best way to avoid any struggle about what should be done, is to make your own plans. It is a very thoughtful gift both to your family and to yourself.

PART A: PRELIMINARY PLANNING

Before planning the service, with its many options, it will be helpful to your family if you provide certain preliminary information:

1. Do you wish to be buried in a casket? _____ or do you prefer to be cremated? _____

Pallbearers? _____

2. Do you wish to have a viewing? _____ (If there is a viewing, once the casket is closed at the funeral home or your home, it will not be reopened at the Church)

3. Who should be notified of your death? (In addition to family and friends, list Social Security, pension funds, especially military pension funds, insurance companies, organizations, schools and colleges, professional and other associations known only to you.)

By telephone: _____

By mail: _____

By email: _____

Use a separate sheet if necessary.

4. Are you entitled to military honors? ____ If so, where are your discharge papers? _____

5. If you own a burial plot, where is the deed? _____

6. Who do wish to conduct your funeral (if possible)? _____

7. Who should be invited to speak about you (if possible and agreeable to clergy)? _____

8. Is there anyone who should not be invited to participate or attend? _____

9. Have you made a will or created a revocable trust? _____

10. Does your will make provision for the well being of family, with clear directions about the guardianship of any minor children, and the arrangements for their nurture and education? (Specify here if desired—but only a WILL is legally binding on your survivors.)

11. Does your will or trust leave bequests for charitable purposes, including the church? _____

12. Where are your will and other important papers? (Include bank books, stock certificates, titles and deeds of ownership, birth certificates, insurance policies, etc.)

13. Where is your security box and where is the key? _____

14. Where is your passport? _____

15. Do you have other valuable papers that need to be kept? _____

Where are they? _____

16. Have you compiled a list of valuable and/or treasured items and their proposed recipients apart from your will? (Be aware that such items may be difficult to deliver or receive and use. Be flexible in your instructions.) Where is that list?

17. Whom have you designated as your executor? _____

18. Does anyone have any outstanding obligations to you about which your family or executor should be aware? _____

19. Who has your Power of Attorney? _____

20. Have you made an "advanced directive/living will" and/or healthcare proxy? _____

Where is it? _____

Who has copies? _____

Who is your healthcare proxy? _____

What is that person's telephone number? _____

21. Do you own property or have partnerships in properties or businesses of which others may not be aware? _____ Give location or contact information:

22. Do you have death benefits of which others may not be aware? _____

Please list: _____

PART B: PLANNING THE SERVICE

The Rector would be happy to meet with you to assist in the planning of this Service. Burial Services at Church of the Servant are from the Book of Common Prayer, 1979 ordinarily utilizing Rite One found on page 469 or Rite Two beginning on page 491. They may also be found online: Rite One: <http://justus.anglican.org/resources/bcp/burial1.pdf> OR Rite Two: <http://justus.anglican.org/resources/bcp/burial2.pdf>. The most appropriate place for the service is in the church and in the context of the Holy Eucharist.

Your full name: _____

The date of your birth: _____

RITE I (traditional English): _____ or RITE II (modern English): _____

Do you wish a funeral service with body or ashes present? (recommended)

Music

Within the service there are opportunities for the singing of several hymns. Please list your preferences from the Episcopal Hymnal 1982 or other Christian hymnals. (If not in Episcopal hymnals, attach a copy, with music.) Some hymn suggestions may be found at the end of this document.

Readings and Prayers

There are normally three readings from the Bible interspersed with Psalms. The suggested Psalms, listed below from the Book of Common Prayer, need not be used in the order that they appear. Psalms do not have to be used at all.

1. The first reading is from the Old Testament or from the Apocrypha. Choose one of the following. (The text of each reading may be accessed by going to our website cosepiscopal.org, clicking on "worship" and choosing the Funeral Readings document.)

_____ Isaiah 25:6-9; _____ Isaiah 61:1-3; _____ Lamentations 3:22-26; 31-33; (cont'd)

_____ Wisdom of Solomon (Apocrypha) 3:1-5, 9; _____ Job 19:21-27a (the "a" means the first phrase in that verse)

2. Choose a Psalm:

42:1-7 _____; or 46 _____; or 90:1-12 _____; or 121 _____; or 130 _____; or 139:1-11 _____.

3. The second reading is from the New Testament. Choose one.

_____ Romans 8:14-19, 34-35, 37-39; _____ I Corinthians 15:20-26, 35-38, 42-44

_____ II Corinthians 4:16-5:9; _____ I John 3:1-2; _____ Revelation 7:9-17

_____ Revelation 21:2-7

4. Choose a second Psalm:

23 King James Version _____; or 23 Prayer Book Version _____; or 27 _____;

or 106:1-5 _____; or 116 _____.

5. The Gospel. Choose one.

_____ John 5:24-27; _____ John 6:37-40; _____ John 10:11-16

_____ John 11:21-27; _____ John 14:1-6

6. The Homily/Sermon. The priest will preach on the Resurrection of the Dead.

7. The Apostle's Creed may be said.

8. The Prayers of the People.

9. The Communion.

10. Other suitable prayers you might want to consider from the Prayer Book:

_____ The final collect on page 280 ("Let the whole world see and know that things which were cast down are being raised up...");

_____ Collect number 54 *For those we love*, page 831;

_____ Collect number 62 *A Prayer attributed to St. Francis*, page 833;

_____ Collect number 63 *In the Evening (Support us all the day long)*, page 833;

_____ Collect number 6 *For Heroic Service (to our country)*, page 839;

_____Additional prayers found at the end of each service (pages 487ff, 503ff); specify by giving first line:

11. Any additional readings in the Burial Office or at the grave site committal:

12. Additional requests:

13. It would be helpful if you would attach a finished obituary or the outline of an obituary.

Signature

Date

Copies of this form should be given to your family, your attorney, your designated Executor and the church office (drop off or mail to: Church of the Servant, 4925 Oriole Dr., Wilmington, NC 28403). If you need any assistance in completing this form, please call the Rector at 395-0616 (email: rector@cosepiscopal.org).

Hymns recommendations from several websites:

Praise

8 Morning has broken
174 At the Lamb's high feast
180 He is risen, he is risen!
199 Come ye faithful, raise the strain
287 For all the saints
376 Joyful, joyful we adore thee
397 Now thank we all our God
460 Alleluia! Sing to Jesus
556 Rejoice ye pure in heart
618 Ye watchers and ye Holy Ones
625 Ye holy angels bright

Hope and faith

204 Now the green blade riseth
208 The strife is o'er

304 I come with joy
333 Now the silence Now the peace
335 I am the bread of life
370 I bind unto myself today
473 Lift high the cross
482 Lord of all hopefulness
560 Remember your servants, Lord
636 How firm a foundation
665 All my hope on God is founded
671 Amazing grace!
W804 Steal away
W810 You who dwell in the shelter of the Lord

Comfort, strength

337 And now, O Father, mindful of the Love
344 Lord, dismiss us with they blessing

345 Savior, again to they dear Name
608 Eternal Father, strong to save
645 The King of love my Shepherd is
657 Love divine, all loves excelling
662 Abide with me
680 O God, our help in ages past
685 Rock of Ages
687 A mighty fortress is our God
690 Guide me, O thou great Jehovah
W800 Precious Lord, take my hand
W811 You shall cross the barren desert