

Funeral and Memorial Planning Guide and Workbook



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St. Peter's Episcopal Church

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*“Our mission is to meet people where they are on their journey
and help them move closer to Christ”*

St. Peter's Episcopal Church wishes to thank the parish of Trinity Lutheran Church, Eau Claire, WI, for permission to reproduce the contents of this booklet with appropriate adaptations from their *Funeral Planning Guide and Worksheet*.



St. Peter's Episcopal Church

South Windsor, Connecticut

Important Documents and Advisors

It is important that survivors be able to locate vital records and important documents. Before your death, you should have a current will/living trust and related health care directives which express your wishes on important personal, financial, medical, and charitable issues for your survivors.

Location and Date of Will/Living Trust _____

Location of my Five Wishes Booklet or Living Will* _____

Attorney/Will Preparer _____

Power of Attorney/Financial _____

Power of Attorney for Health Care _____

Executor of Will/Estate _____

Guardian (for Minor Children) _____

Additional Comments _____

**Five Wishes Booklets available from the church office*

Obituary

Full Name (including Maiden Name) _____

Date and Place of Birth _____

Date and Place of Death _____

Residence at time of Death _____

Father's Name _____

Mother's Name (include Maiden Name) _____

Stepparent's (if applicable) _____

Baptism Date, Church, and Location _____

Confirmation Date, Church, and Location _____

Marital Status _____ Marriage Date _____

Name of Spouse _____

Other Marriages/Divorces/Spouse(s) _____

Names of Siblings (and their spouses) _____

Names of Children (and spouses) _____

Names of Grandchildren (and spouses) _____

Additional Next of Kin _____

Personal History

On a separate page, record additional information including place(s) of residence, special events, hobbies/interests, schools attended and degrees received, accomplishments, memberships, employment history, volunteer activities, military service, etc. Include as many full names, city of residence, birth and death dates, etc. as possible. All this information is important to your family. This information does not need to be prepared in paragraph form.

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Funeral Planning Guide and Worksheet

Jesus said: "I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also."

John 14:3

Thank you for using St. Peter's Funeral Planning Guide and Worksheet. This material is designed to:

- ▶ to provide a tool for planning for the future when your life on this earth ends, and
- ▶ to support and guide families making plans upon the death of a loved one.

In the first days following a loved one's death, the family makes an average of 200 decisions. During such an emotional, stressful and demanding time, plans that have been made earlier lighten the load after death.

If advance plans have not been made, this guide will be helpful to you as you make arrangements for services and burial of your loved one.

This guide will walk you through a series of questions. Your responses can be marked on the worksheet at the end. The Rector is available to discuss any items with you. When you are finished, please share your worksheet with a family member or friend who will act on your behalf after your death. It would also be helpful to contact the Rector to share your worksheet so that it can be held in safekeeping for the future.

The Goal of the Christian Burial Service

The gathering of family and friends, who form a community of hope for a funeral or memorial service, is a rich opportunity to recall the promises of God through Christ. Because of His suffering, death, and resurrection to new life, each time we gather to worship upon the death of a loved one, we do so in the context of God's promise. Every funeral includes praising God in Christ who is our hope and our salvation, even as we remember the deceased and give thanks to God for the time shared with that person.

Episcopal Christians believe in Jesus Christ whose bodily death and resurrection open for us the way to eternal life. Christians view death as another step in our life as children of God. Yet, Christians also experience death as a time of loss when sorrow, grief, and bereavement are both natural and appropriate. These two truths inform the Christian burial service and guide the church in its ministry to those who have lost a loved one to death, affirming with both joy and tears the promise and hope of the Good News of Jesus.

A funeral or memorial service should be comforting to those who mourn as well as bear witness to our faith in Jesus Christ. The concern of gathered friends does minister to our grief but, above all else, a burial service is an act of worship to God. There, in God's presence together, we witness to our faith in the communion of saints, the resurrection of the body, and the life everlasting. In doing so, the assurance of God's love and salvation in Christ become a ministry, especially to the bereaved. Since a burial is a service of worship, all that takes place should be consistent with this principle.

Names of Pall Bearers (Six Pall Bearers needed only when there is a coffin for burial.)

_____	_____
_____	_____
_____	_____

Cemetery or Conservation Site (CS)

_____ I have made arrangements for my burial.

Name of Cemetery/CS _____

Location of Cemetery/CS _____

_____ I do not have arrangements for my burial. I suggest the following arrangements:

_____ I have arrangements for a memorial marker with the following company:

(Include Contact Information)

Desired Expressions of Sympathy

_____ Flowers

_____ I desire Memorial Gifts in lieu of Flowers

Memorial Suggestions

_____ St. Peter's Episcopal Church Endowment Fund. *This is an Endowed Fund where memorial gifts are invested, and the interest growth is disbursed annually to support a variety of ministries and missions of St. Peter's.*

_____ St. Peter's Memorial Fund

_____ Specific Mission or Ministry: _____

Ideas include: Music Ministry, Mission Commission projects, Africa Education Partnership, Families in Need/Rector's Discretionary Fund, Worship

_____ Other: _____

Funeral Home

Preferred Company _____
(Specific arrangements in advance at the funeral home of your choice are encouraged.)

Have Pre-Arrangements Been Made?

Yes
 No

Disposition of the Body

Embalm Body (Usually required if unrefrigerated more than 24 hours before burial.)
 Cremate Body Shortly After Death
 Cremate Body After Visitation and/or Service
 Natural Burial

Burial Wishes

Bury Coffin/Urn in Cemetery
 Inter ashes in St. Peter's Memorial Garden
 Other: _____
(This might include keeping ashes with a family member, spreading ashes at a favorite spot, etc)

Burial in Coffin or Urn, Natural Burial, or Inter Ashes:

Before Visitation
 After Visitation but Before Funeral Service
 After Funeral Service but Before Reception
 After Reception
 At a Later Date: _____

Grave Marker

I have made arrangements for a grave marker with this company: _____

I would like the following to be included on the grave marker:

Name: _____

Dates: (birth/death dates) _____

Maiden name: _____

Bible Verse: _____

Graphic: _____

Other: _____

Eligible for Military Honors

Yes
 No

Planning Faithfully, Choosing Wisely

What is the difference between a funeral and memorial service?

Simply put, at a funeral service the body of the deceased is present, whereas at a memorial service either the deceased's ashes, or no remains, are present. Both services provide an opportunity to proclaim God's death-defeating acts in Christ as we remember all that God has given us in the life of our loved one.

How does the Church view cremation?

Cremation is an acceptable way for Christians to deal with one's earthly remains. The Scriptures tell us that we are formed "of the dust of the ground" (Genesis 2:7) and, after death, we shall return "again to dust." (Job 34:15)

If I choose cremation, do I need to secure the services of a Funeral Director?

We highly recommend working with a Funeral Director. This professional will ease the strain upon family members by coordinating all the details and thus contributing to your wishes being carried out with dignity and honor. Even if cremation is your desire, a Funeral Director handles many details that are not taken care of by the church, the Rector, or family members. Attempting to save money by not using a Funeral Director is likely to cause confusion and frustration at a time when you most need guidance and support.

Should I make pre-arrangements with a Funeral Director?

Making the decision to pre-arrange some aspects of your funeral and/or burial is helpful. An appointment with a Funeral Director in advance of death is a wise step to help you decide what you and your family need from the many services available. If you are a family member caring for a dying loved one, making an initial contact now with a Funeral Director can be very helpful and will lessen the decisions and demands you'll face upon death. The Rector is available to talk with you about the selection of a Funeral Director or to refer you to Funeral Directors they know well and hold in high regard.

How soon after death does a funeral or memorial service take place?

Funeral services are generally held within three to five days following death, thereby allowing appropriate time for family members and friends to gather for the service. Memorial services can be held at any time. However, waiting for weeks or even months after a death will have a bearing on finding a sense of closure, and this will impact the grief work that follows the death of a loved one. Therefore, it is recommended that a memorial service be held within a few weeks after death.

If a funeral or memorial service is to be followed by a burial that same day, the schedule of the cemetery workers dictates that burials be held during normal business hours for city cemeteries. Surcharges apply for weekend burials, and burials are not available on holidays. It is also possible to have the burial before the service which allows for a late afternoon or evening service.

Funeral or memorial services on Sunday are highly discouraged, as Sundays are reserved for the worship services of the congregation.

What fees are associated with a funeral or memorial service at St. Peter's?

There are minimal fees associated with providing the worship service. A donation to the church is appreciated to offset the costs of preparing for and cleaning up after the service. A fee schedule is available from the church office for the organist. Additional musicians may also receive remuneration. If cremains are to be interred in the Memorial Garden there are fees associated with the garden plaque and maintenance. Payment of these fees are often coordinated through the Funeral Director.

Who makes arrangements for the musician(s)?

St. Peter's Director of Music serves as the pianist or organist for all funerals. A vocalist may be selected by you or your family, or the vocalist can be arranged by St. Peter's or the Funeral Director.

May we have a visitation at the church the evening before the service, or must that take place at a funeral home?

The visitation may take place at St. Peter's the afternoon or evening before the service if there are no other events already scheduled in the Parish Hall. A visitation time may also be offered at the church prior to the service.

Who is responsible for producing the order of worship and bulletin?

After the service has been planned with the Rector the church office will produce the bulletin at no cost to your family.

Who is responsible for submitting the death notice and obituary to the newspaper?

The Funeral Director will likely take care of this for you. A simple death notice is printed in local newspapers shortly after death at no cost to you. A full obituary normally appears 2-3 days before the visitation and funeral. There is a cost for this, and the Funeral Director will assist you. Notices to other newspapers can also be handled by the Funeral Director at your request.

Who plans the reception following the funeral or memorial service?

If the family would like to hold a reception at St. Peter's following the funeral or memorial service, the parish hall and our commercial kitchen may be used by outside caterers for this purpose. A list of local caterers can be provided to assist in this planning. Local restaurants will also assist in planning an event at their facility after the service.

What if I desire to have memorials directed to St. Peter's or other organizations?

This is a thoughtful and honorable thing to do. St. Peter's and any other organizations you choose are blessed when memorials are directed to support their ministries and missions. The Funeral Director will be happy to include any memorial designation(s) in the notices about the funeral service. All memorial gifts received directly by St. Peter's will generate an acknowledgment to you.

Suggested Hymns from The Hymnal 1982

- "The Strife is O'er" #208
- "For All the Saints" #287
- "Lift High the Cross" #473
- "The King of Love My Shepherd Is" #645, #646
- "This Is My Father's World" #651
- "Love Divine All Loves Excelling" #657
- "Amazing Grace" #671
- "O God, Our Help in Ages Past" #680
- "A Mighty Fortress" #688
- "My Faith Looks up to Thee" #691

Other Hymns Selected: _____

Soloist

If possible, I would like this vocalist to sing: _____

Vocal Solos Selected (*Selection of solos must aim to reflect the spirit of Christian worship.*)

Remembrances to be Shared During Worship by a Family Member or a Friend

(Please ask speakers to limit their remarks to 3-5 minutes.)

- Yes
- No

I would like this person/these persons to speak: _____

Reception Following Worship

I would like a reception following the service for mutual conversation and consolation.

- Yes
- No

I would like the Reception

- Immediately Following the Worship Service; Before Burial
- Following the Worship Service and After Burial

Location for the Reception

St. Peter's Episcopal Church (Secure your own caterer and wait staff.)
 Other Location: _____

Bible Readings

- _____ The Officiant may choose the readings.
_____ My Family will choose the readings.
_____ I have chosen the readings as indicated below (please highlight or circle choices).

Old Testament

Isaiah 25: 6-9	Isaiah 65:17
Isaiah 40:1-11, 28-31	Lamentations 3:22-26, 31-33
Isaiah 40:28-31	Wisdom 3:1-5,9
Isaiah 61:1-3	

Psalms

Psalms 23 (BCP or KJV)	Psalms 116
Psalms 27	Psalms 121
Psalms 42	Psalms 130
Psalms 46:1-5, 10-11	Psalms 139:1-12

New Testament

Romans 8:14-23, 31-39
Romans 14:7-9, 10b-12
1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58
2 Corinthians 4:16-5:9
1 Thessalonians 4:13-18
1 John 3:1-2
Revelation 7:9-17
Revelation 21:2-7

Gospels

Matthew 5:1-12a
Luke 23:33, 39-43
John 5:24-27
John 6:37-40
John 10:11-16
John 11:21-27
John 14:1-6

Other Readings Selected: _____

Congregational Hymns

- _____ The Officiant/Music Minister may choose the hymns.
_____ My family will choose the hymns
_____ I have chosen the hymns as indicated below.

Funeral Planning Worksheet

When planning your funeral, or a funeral for a loved one, there are many choices to make. Facing some of those choices now will make the process less demanding for your loved ones later. This Funeral Planning Worksheet will lead you through a variety of decisions. After death, a Pastor of St. Peter's will meet with family members and review your worksheet to form the funeral or memorial service.

This worksheet may be used by:

- an individual making their advance plans known, or
- a family planning the funeral of a loved one nearing death or recently deceased.

Please supply as much information as you wish to share on any parts of the worksheet.

Guide for the Christian Funeral of:

_____ Full Name: First, Middle (Maiden), Last

_____ Date Completed:

For the Person Making Advance Plans:

When you have completed this worksheet please consider sharing it with the Rector. Your information will be kept on file at St. Peter's. It will be used in consultation with your family or whomever you have directed to carry out these wishes upon your death.

Also, after completing the worksheet, consider telling someone you trust about it. You may wish to discuss with them what you have written to be certain that it is clear. Consider providing copies:

- To your Family,
- Attached to your Five Wishes Booklet and/or your Will or Trust Plan
(see www.agingwithdignity.org/five-wishes.php), or
- To a Funeral Director

You may also give it to someone you trust with a note that says,

I have recorded my desires regarding my death and burial. I keep this information in the following place: _____ (i.e. on file at the church, with my will, etc.). At the time of my death, I ask that you use this information to provide guidance for my family and my church in making arrangements for the funeral I desire. Although this information is being left for safekeeping, I understand that it is not legally binding or enforceable. This worksheet does not make the church or anyone obligated or responsible for the execution of these instructions.

*With gratitude,
Signature and Date*

For Family Members Making Plans for the Funeral of a Loved One Nearing Death or Recently Deceased:

Please use this worksheet to assist with plans that will honor your loved one's expressed wishes or desires and will reflect his/her values. If you haven't already contacted a Funeral Director, please consider doing so now. The professional services, compassionate care, and guidance they provide will greatly assist you in the days ahead. The Rector is available to refer you to Funeral Directors they know well and hold in high regard.

When death occurs, please contact the church office at 860-644-8548 or, after hours, please use the personal phone number of the rector listed in the St. Peter's directory and bulletin. Area Funeral Directors may also have personal contact information for the Rector and will contact him or her on your behalf.

Visitation

A Visitation is an informal gathering for friends and family to express sympathy, view photographs and/or video tribute, etc. You are invited to consider St. Peter's for the visitation when you work with a professional Funeral Director.

Will a Visitation be Held?

- Yes
 No

Location of Visitation

- At the Funeral Home
 At St. Peter's Episcopal Church
 Other: _____

Will the Remains be Present at the Visitation?

- Coffin with Viewing of Body (only at the Funeral Home)
 Closed Coffin
 Urn with Photograph next to it
 No Remains Present

Time of the Visitation

- Evening Prior to the Funeral or Memorial Service
 Before the Funeral or Memorial Service Only
 Both

Displays

- Photographic Displays
 Mementos (Awards, Certificates, etc.)
 Video Tribute (Usually Produced by the Funeral Home)
 Other Mementos: _____

Christian Worship Service Plans

It is the norm of communities in the Christian tradition for baptized members to be buried from the church. *The Book of Common Prayer* provides two liturgies appropriate for this service of worship to celebrate the life of one who has died, found in our Burial Rites I and II (pages 469 and 491, respectively). Members are free to choose which of these liturgies they prefer. It is also the belief of Christians that through our baptism we are joined to Christ in his death and resurrection. It is therefore encouraged that a celebration of Holy Eucharist be part of the burial liturgy.

Location of Service

- St. Peter's Episcopal Church
 Funeral Home
 Cemetery (A Graveside Service Only)
 Other: _____ (i.e. Care Facility Chapel, etc.)

Time of Day for the Worship Service

- Morning
 Afternoon
 Evening

Will the Remains be Present at the Worship Service?

- Yes (Coffin or Urn with Ashes)
 No

Will Holy Communion be Celebrated? (Only available for services at St. Peter's)

- Yes
 No

Display Items to be On or Near the Casket

- Floral Spray
 Flag

Display Items to be On or Near the Urn

- Floral Bouquet or wreath
 Flag. *Please Note: The Funeral Pall will always be used to cover the casket during the worship service unless expressly declined.*

Readers

- The Officiant or other person designated by the Officiant will read.
 I would like this/these person(s) to read at my service, or serve in worship capacity:

_____	_____
_____	_____
_____	_____