

Funeral Planning Guide and Worksheet



St. John's Episcopal Church
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Name

Address

Funeral Planning

“The liturgy for the dead is an Easter liturgy. It finds all its meaning in the resurrection. Because Jesus was raised from the dead, we, too, shall be raised.

The liturgy, therefore, is characterized by joy, in the certainty that “neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.”

This joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.” Book of Common Prayer, page 507

As Christians, we know that death does not have the final word. Through God’s grace, Jesus has conquered sin and death forever. As we profess in the Apostles’ Creed, we believe in the resurrection of the body and the life everlasting.

Funerals are among the times that we as Christians do the task of the Church the best. We comfort one another in our grief, we gather in community, and we proclaim Christ crucified and risen. A Christian funeral is not a tribute to how wonderful you were, but instead it publicly affirms the saving power of God, as demonstrated in your life. We tell how God’s story interacts with your story. Baptismal imagery is important because it reminds us of God’s saving deeds. As Paul writes in Romans 6:5, “For if we have been united with him in a death like his, we shall certainly be united with him in a resurrection like his.”

In the days following a death, it can often be overwhelming for family members to put the details of a funeral together. Whether it is following a long illness or a surprising accident, your loved ones may wonder what your wishes really were. This worksheet is an opportunity for you to think about these things now, discussing them with your family, friends, and priest. A copy will be kept in a confidential file at St. John’s to assist the priest and your family in planning your funeral. It is not a legally binding document, but a guide and starting point for having conversation about what is to come.

CHECKLISTS

To aid your survivors, you should consider the following subjects and gather necessary information in a central location. Make a concise record of the information, and notify appropriate people of its location.

- | | |
|---|---|
| ___ Personal affairs records including: | Date and place of birth, marriage, etc |
| ___ Personal lawyer or trusted friend: | Do you have a Trust, Will, Executor? |
| ___ Family records including: | Birth, marriage, and death certificates, divorce, adoption, or naturalization papers. |
| ___ Military service personnel file: | How to contact military for funeral honor, burial. |

___ Insurance policies:
___ Social Security Information:
___ Property records including:
___ Stocks, bonds, securities:
___ Bank Accounts:
___ Safety Deposit Box:

Do you have a life insurance policy?
Where is information on survivor
benefits?
Real Estate, automobile, etc.
Who holds your stocks, bonds, securities
Credit Cards, IRA's, Savings, Checking,
etc.
What Bank or secure location are
important papers stored?

Basic information

Full name: _____ Age _____

Address: _____

Date of birth: _____ Place of birth: _____

Date of baptism: _____ Place of baptism: _____

Date of confirmation: _____ Place of confirmation: _____

Date of marriage: _____ Place of marriage: _____

Spouse's name: _____

Survived by: _____

Preceded in death by: _____

Next of kin and/or those making funeral arrangements: _____

Work and education: _____

Hobbies, activities, and passions: _____

Organizations, Associations or Institutions where involved: _____

On another sheet of paper attached to this document: What do you want your
Obituary to include? Write out a preferred obituary.

I prefer to have an obituary written in paper, no matter the cost. (circle one) yes no

A free online obituary would be nice. (circle one) yes no

Care of the body

This worksheet is not a binding document, but it can guide your loved ones in making decisions. Please talk with your family about these options now. Some decisions require separate signed documents. A Funeral Director should be consulted for these issues.

Organ donation (circle one): Yes No Make sure survivors understand this!

Donation for research (circle one): Yes No Make sure survivors understand this!

Autopsy (circle one): None unless legally required Yes, if it will benefit medical research.

Final decision regarding autopsy to be made by: _____

Cremation (circle one): Yes No

Have you done any pre-planning with a funeral home? (Circle one): Yes No

If yes, which funeral home? _____

Visitation

The visitation is an opportunity for friends and family to gather, often in the evening or if at the church, the morning of the funeral if casket, (casket shall be closed).

Please Circle One: No visitation Visitation at funeral home Visitation at the church

Funeral service

The priest of St. John's normally preaches and officiates at funerals held at St. John's. Other clergy may participate in the service at the priest's invitation and discretion. At St. John's, a white funeral pall covers the casket or urn as a reminder of baptism, and the paschal candle is lit as a reminder of Christ's triumph over death. Episcopalians leave the casket closed as a sign of resurrection. Communion can be a comforting option.

Funeral location (circle one): St. John's Church Other _____

Funeral Home _____

Cemetery/Columbarium: _____

Body/cremains present? (circle one): Yes (funeral) No (memorial service)

Liturgy (circle one): Rite I Rite II None

Communion? (Circle one): Yes No

You may choose one Old Testament reading, such as:

Isaiah 25:6-9 (He will swallow up death for ever)
Isaiah 61:1-3 (To comfort those who mourn)
Lamentations 3:22-26, 31-33 (The Lord is good to those who wait for him)
Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)
Job 19:21-27a (I know that my Redeemer lives)

A suitable psalm, hymn, or canticle may follow.

The following Psalms are appropriate: 42:1-7, 46, 90:1-12, 121, 130, 139:1-11.

You may choose one New Testament reading, such as:

Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (The imperishable body)
2 Corinthians 4:16--5:9 (Things that are unseen are eternal)
1 John 3:1-2 (We shall be like him)
Revelation 7:9-17 (God will wipe away every tear)
Revelation 21:2-7 (Behold, I make all things new)

A suitable psalm, hymn, or canticle may follow.

The following Psalms are appropriate: 23, 27, 106:1-5, 116.

You may choose one Gospel Testament reading, such as:

John 5:24-27 (He who believes has everlasting life)
John 6:37-40 (All that the Father gives me will come to me)
John 10:11-16 (I am the good shepherd)
John 11:21-27 (I am the resurrection and the life)
John 14:1-6 (In my Father's house are many rooms)

Full Readings are provided separately with this document.

Homily and/or Remembrance

You may choose to have a homily or remembrance offered by the Celebrant, along with a member of the family, or a friend. (Limit 2 – each 3 minutes). If so, who would you like to invite to offer a remembrance along with the Celebrant's homily? _____

Music

Through music, we are often able to express what words alone cannot. For services at the church, St. John's Organist and Choirmaster will normally be the musician. In some circumstances, other musicians may participate at the priest's and Organist and Choirmaster's invitation and discretion. In selecting music, it is important to consider how the hymn proclaims Christ crucified and risen as demonstrated in the life of the deceased. Other music can be played, or sung if approved by the Priest and Organist.

The following list suggests a number of hymns from the 1982 Hymnal that are

appropriate. Other hymns or music can be played or sung but must be approved by the Rector and Music Director.

Easter Hymns

"The liturgy for the dead is an Easter liturgy. It finds all its meaning in the resurrection. Because Jesus was raised from the dead, we, too, shall be raised. The liturgy, therefore, is characterized by joy"... BCP 507

174 At the lamb's high feast we sing
178 Alleluia, Alleluia! Give thanks to the risen Lord
179 Welcome, happy morning!
180 He is risen, he is risen!
181 Awake and sing the song
188 Love's redeeming work is done
191 Alleluia, alleluia! Hearts and voices heavenward raise
194 Jesus lives!
199 Come, ye faithful, raise the strain
204 Now the green blade riseth
205 Good Christians all, rejoice and sing!
207 Christ the Lord is risen today!
208 The strife is o'er, the battle done
209 We walk by faith and not by sight

Hymns of Praise and Thanksgiving

379 God is Love, let heaven adore him
390 Praise to the Lord, the Almighty
397 Now thank we all our God
398 I sing the almighty power of God
400 All creatures of our God and King
410 Praise, my soul, the King of heaven
411 O Bless the Lord, my soul
429 I'll praise my Maker while I've breath

Hymns to Jesus Christ, Our Lord

447 The Christ who died but rose again
455 O love of God, how strong and true
460 Alleluia! Sing to Jesus
473 Lift high the cross
478 Jesus, our mighty Lord
482 Lord of all hopefulness
487 Come my Way, my Truth, my Life
488 Be Thou my vision

Hymns to the Holy Spirit

508 Breathe on me breath of God

516 Come down, o Love divine

Hymns for the Saints and the Church Triumphant

287 For all the saints
293 I sing a song of the saints of God
620 Jerusalem, my happy home
623 O what their joy and their glory must be
625 Ye holy angels bright

Hymns of the Christian Life and Pilgrimage

555 Lead on, o King Eternal
556 Rejoice, ye pure in heart!
635 If thou but trust in God to guide thee
636 & 637 How firm a foundation
645 & 646 The King of love my shepherd is
658 As long as the deer for cooling streams
663 The Lord my God my shepherd is
664 My Shepherd will supply my need
665 All my hope on God is founded
671 St. John's! How sweet the sound
680 O God, our help in ages past
687 & 688 A mighty fortress is our God
690 Guide me, O thou great Jehovah
692 I heard the voice of Jesus say

Hymns of the Church and the Church's Mission

517 How lovely is thy dwelling place, O Lord
518 Christ is made the sure foundation
525 The Church's One Foundation
541 Come, labor on

Hymns for Burial

356 May choirs of angels lead you to Paradise
358 Christ the Victorious, give to your servants rest

Other hymns

499 Lord God, you now have set your servant free
608 Eternal Father, strong to save

Including Others in Your Service

There are several opportunities for including friends and family in the service.

Assisting minister: _____ Denomination: _____

Pall bearers (up to eight): _____

Readers (up to three): _____

Ushers (two to four): _____

Acolyte: _____

Burial

Internment (circle one): In the earth Cremation

If internment in the ground, have you secured a cemetery plot? (Circle one): Yes No

If yes, where: _____

If Cremation: Where are ashes placed? _____ Scattered? _____

Funeral Reception

St. John's is happy to provide space at funeral receptions for members of the parish. A member of your family will have to coordinate food and other amenities for the reception as our church family does not have the resources to provide this service. Clean up is also your responsibility.

Military Honors

Those who have served in the military may be eligible for military honors. A flag is usually placed on the casket after the funeral for transport to the burial.

Have you served in the military? (Circle one): Yes No

What branch? _____

When? _____

If you would like Military Honors, please describe: _____

Memorial gifts

I have shared with my next of kin where financial gifts in my memory should be directed.
(Circle one): Yes No

Recipients include:

St. John's Episcopal Church: Yes No

Other: _____

Other: _____

Gifts are to be in lieu of flowers (circle one): Yes No

If so, how should the gifts be directed? _____

Planned giving:

A Lawyer should be consulted in matters of estate planning. A separate booklet "Gifts to the Church, Planned Giving & Stewardship Information" is available for more information.

I have included St. John's Episcopal Church in my will (circle one): Yes No

I have planned another type of deferred gift (circle one): Yes No

If yes please list: Life insurance, gift-annuity, charitable trust, etc. **See separate booklet:**

If you have circled yes above, you may wish to note the following:

St. John's Episcopal Church is included in my estate plan for:

Percentage: _____% Estimated value of gift: \$_____ Fixed amount: \$_____

Charges by St. John's Church for Columbarium space

More information can be obtained on the purchase of Columbarium space by calling the office. Only members or family of members may purchase a niche and remains placed in the columbarium. A contract must be signed with the church. (Note: prices subject to change)

Purchase of niche \$2,500.00

Purchase includes: 12" X 12" niche (urn or container of ashes must fit within this space), stainless steel lined, opening and closing of niche, a memorial plaque including Full Name, Date of Birth, and Date of Death.

Please share any additional details or requests:

Name of person preparing this form (print): _____

Signature: _____ Date: _____

Do you desire a visit with the priest to discuss these plans? (Circle one): Yes No

Please feel free to call upon the priest at any time for help with issues of death, dying, grief, or mourning.

On a separate piece of paper please include any other instructions that you wish in your planning.

Please return this worksheet to:

St. John's Episcopal Church

505 Cedar Lane Hopewell, VA 23860

PHONE (804) 458-8142

Website: www.stjohnshopewell.org

Email: secretary@stjohnshopewell.org

A copy of this document will be provided to you for your next of kin, executor, or administrator.

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Appendix A

Monetary Charges for St. John's Church, Musician, Priest, and other items for Funeral or Memorial

Organist/Pianist..... \$150.00

Church..... No charge if member of St. John's
Episcopal Church and known by the
Treasurer of St. John's Episcopal Church

Priest..... No charge if member of St. John's
Episcopal Church and known by the
Treasurer of St. John's Episcopal Church

Use of Ribble Hall (Parish Hall)..... No charge if member of St. John's
Episcopal Church and known by the
Treasurer of St. John's Episcopal Church

While there is no charge for members of St. John's, it is the family's responsibility to make sure the facility is cleaned after the event. Service of the Sexton can be pre-arranged.

Non-members may be buried from St. John's in consultation with the Priest of the parish and at his/her sole discretion. There is a charge for non-members.

Appendix B

From the Hebrew Scriptures

Isaiah 25:6-9 (He will swallow up death in victory)

On this mountain the Lord of hosts will make for all peoples a feast of rich food, a feast of well-matured wines, of rich food filled with marrow, of well-matured wines strained clear. And he will destroy on this mountain the shroud that is cast over all peoples, the sheet that is spread over all nations; he will swallow up death for ever.

Then the Lord God will wipe away the tears from all faces, and the disgrace of his people he will take away from all the earth, for the Lord has spoken. It will be said on that day, Lo, this is our God; we have waited for him, so that he might save us. This is the Lord for whom we have waited; let us be glad and rejoice in his salvation.

Isaiah 61:1-3 (To comfort all that mourn)

The spirit of the Lord God is upon me, because the Lord has anointed me; he has sent me to bring good news to the oppressed, to bind up the broken-hearted, to proclaim liberty to the captives, and release to the prisoners; to proclaim the year of the Lord's favor, and the day of vengeance of our God; to comfort all who mourn; to provide for those who mourn in Zion— to give them a garland instead of ashes, the oil of gladness instead of mourning, the mantle of praise instead of a faint spirit. They will be called oaks of righteousness, the planting of the Lord, to display his glory.

Lamentations 3:22-26, 31-33 (The Lord is good unto them that wait for him)

The steadfast love of the Lord never ceases, his mercies never come to an end; they are new every morning; great is your faithfulness. 'The Lord is my portion,' says my soul, 'therefore I will hope in him.' The Lord is good to those who wait for him, to the soul that seeks him. It is good that one should wait quietly for the salvation of the Lord. For the Lord will not reject forever. Although he causes grief, he will have compassion according to the abundance of his steadfast love; for he does not willingly afflict or grieve anyone.

† Wisdom 3:1-5, 9 (The souls of the righteous are in the hand of God)

But the souls of the righteous are in the hand of God, and no torment will ever touch them. In the eyes of the foolish they seemed to have died, and their departure was thought to be a disaster, and their going from us to be their destruction; but they are at peace.

For though in the sight of others they were punished, their hope is full of immortality. Having been disciplined a little, they will receive great good, because God tested them and found them worthy of himself; Those who trust in him will understand truth, and the faithful will abide with him in love, because grace and mercy are upon his holy ones, and he watches over his elect.

New Testament Readings at the Burial Service

Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)

For all who are led by the Spirit of God are children of God. For you did not receive a spirit of slavery

to fall back into fear, but you have received a spirit of adoption. When we cry, 'Abba! Father!' it is that very Spirit bearing witness with our spirit that we are children of God, and if children, then heirs, heirs of God and joint heirs with Christ—if, in fact, we suffer with him so that we may also be glorified with him.

I consider that the sufferings of this present time are not worth comparing with the glory about to be revealed to us. For the creation waits with eager longing for the revealing of the children of God; Who is to condemn? It is Christ Jesus, who died, yes, who was raised, who is at the right hand of God, who indeed intercedes for us. Who will separate us from the love of Christ? Will hardship, or distress, or persecution, or famine, or nakedness, or peril, or sword?

No, in all these things we are more than conquerors through him who loved us. For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.

1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (Raised in incorruption)

But in fact, Christ has been raised from the dead, the first fruits of those who have died. For since death came through a human being, the resurrection of the dead has also come through a human being; for as all die in Adam, so all will be made alive in Christ. But each in his own order: Christ the first fruits, then at his coming those who belong to Christ. Then comes the end,* when he hands over the kingdom to God the Father, after he has destroyed every ruler and every authority and power. For he must reign until he has put all his enemies under his feet. The last enemy to be destroyed is death.

But someone will ask, 'How are the dead raised? With what kind of body do they come?' Fool! What you sow does not come to life unless it dies. And as for what you sow, you do not sow the body that is to be, but a bare seed, perhaps of wheat or of some other grain. But God gives it a body as he has chosen, and to each kind of seed its own body.

So, it is with the resurrection of the dead. What is sown is perishable, what is raised is imperishable. It is sown in dishonor; it is raised in glory. It is sown in weakness; it is raised in power. It is sown a physical body; it is raised a spiritual body. If there is a physical body, there is also a spiritual body. For this perishable body must put on imperishability, and this mortal body must put on immortality. When this perishable body puts on imperishability, and this mortal body puts on immortality, then the saying that is written will be fulfilled:

'Death has been swallowed up in victory.' 'Where, O death, is your victory?

Where, O death, is your sting?' The sting of death is sin, and the power of sin is the law. But thanks be to God, who gives us the victory through our Lord Jesus Christ.

Therefore, my beloved,* be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labor is not in vain.

† 2 Corinthians 4:16-5:9 (Things which are not seen are eternal)

So, we do not lose heart. Even though our outer nature is wasting away, our inner nature is being

renewed day by day. For this slight momentary affliction is preparing us for an eternal weight of glory beyond all measure, because we look not at what can be seen but at what cannot be seen; for what can be seen is temporary, but what cannot be seen is eternal.

For we know that if the earthly tent we live in is destroyed, we have a building from God, a house not made with hands, eternal in the heavens. For in this tent we groan, longing to be clothed with our heavenly dwelling— if indeed, when we have taken it off* we will not be found naked. For while we are still in this tent, we groan under our burden, because we wish not to be unclothed but to be further clothed, so that what is mortal may be swallowed up by life. He who has prepared us for this very thing is God, who has given us the Spirit as a guarantee.

So, we are always confident; even though we know that while we are at home in the body we are away from the Lord— for we walk by faith, not by sight. Yes, we do have confidence, and we would rather be away from the body and at home with the Lord. So, whether we are at home or away, we make it our aim to please him.

1 John 3:1-2 (We shall be like him)

See what love the Father has given us, that we should be called children of God; and that is what we are. The reason the world does not know us is that it did not know him. Beloved, we are God's children now; what we will be has not yet been revealed. What we do know is this: when he* is revealed, we will be like him, for we will see him as he is.

Revelation 7:9-17 (God shall wipe away all tears)

After this I looked, and there was a great multitude that no one could count, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, robed in white, with palm branches in their hands. They cried out in a loud voice, saying, 'Salvation belongs to our God who is seated on the throne, and to the Lamb! And all the angels stood around the throne and around the elders and the four living creatures, and they fell on their faces before the throne and worshipped God, singing, 'Amen! Blessing and glory and wisdom and thanksgiving and honor and power and might be to our God for ever and ever! Amen.'

Then one of the elders addressed me, saying, 'Who are these, robed in white, and where have they come from?' I said to him, 'Sir, you are the one that knows.' Then he said to me, 'These are they who have come out of the great ordeal; they have washed their robes and made them white in the blood of the Lamb.'

For this reason, they are before the throne of God, and worship him day and night within his temple, and the one who is seated on the throne will shelter them. They will hunger no more, and thirst no more; the sun will not strike them, nor any scorching heat; for the Lamb at the center of the throne will be their shepherd, and he will guide them to springs of the water of life, and God will wipe away every tear from their eyes.'

Revelation 21:2-7 (Behold, I make all things new)

And I saw the holy city, the new Jerusalem, coming down out of heaven from God, prepared as a bride adorned for her husband. And I heard a loud voice from the throne saying, 'See, the home of God is among mortals.'

He will dwell with them; they will be his peoples, and God himself will be with them; he will wipe every tear from their eyes. Death will be no more; mourning and crying and pain will be no more, for the first things have passed away.'

And the one who was seated on the throne said, 'See, I am making all things new.' Also, he said, 'Write this, for these words are trustworthy and true.' Then he said to me, 'It is done! I am the Alpha and the Omega, the beginning and the end. To the thirsty I will give water as a gift from the spring of the water of life. Those who conquer will inherit these things, and I will be their God and they will be my children.'

Gospel Readings at the Burial Service

John 5:24-27 (He that believeth hath everlasting life)

Very truly, I tell you, anyone who hears my word and believes him who sent me has eternal life, and does not come under judgment, but has passed from death to life.

'Very truly, I tell you, the hour is coming, and is now here, when the dead will hear the voice of the Son of God, and those who hear will live. For just as the Father has life in himself, so he has granted the Son also to have life in himself; and he has given him authority to execute judgment, because he is the Son of Man..

John 6:37-40 (All that the Father giveth me shall come to me)

Everything that the Father gives me will come to me, and anyone who comes to me I will never drive away; for I have come down from heaven, not to do my own will, but the will of him who sent me. And this is the will of him who sent me, that I should lose nothing of all that he has given me, but raise it up on the last day. This is indeed the will of my Father, that all who see the Son and believe in him may have eternal life; and I will raise them up on the last day.'

John 10:11-16 (I am the good shepherd)

'I am the good shepherd. The good shepherd lays down his life for the sheep. The hired hand, who is not the shepherd and does not own the sheep, sees the wolf coming and leaves the sheep and runs away—and the wolf snatches them and scatters them. The hired hand runs away because a hired hand does not care for the sheep. I am the good shepherd. I know my own and my own know me, just as the Father knows me and I know the Father. And I lay down my life for the sheep. I have other sheep that do not belong to this fold. I must bring them also, and they will listen to my voice. So there will be one flock, one shepherd.

John 11:21-27 (I am the resurrection and the life)

Martha said to Jesus, 'Lord, if you had been here, my brother would not have died. But even now I know that God will give you whatever you ask of him.' Jesus said to her, 'Your brother will rise again.' Martha said to him, 'I know that he will rise again in the resurrection on the last day.' Jesus said to her, 'I am the resurrection and the life. Those who believe in me, even though they die, will live, and everyone who lives and believes in me will never die. Do you believe this?' She said to him, 'Yes, Lord, I believe that you are the Messiah, the Son of God, the one coming into the world.'

† **John 14:1-6** (In my Father's house are many mansions)

‘Do not let your hearts be troubled. Believe in God, believe also in me. In my Father's house there are many dwelling-places. If it were not so, would I have told you that I go to prepare a place for you? * And if 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. And you know the way to the place where I am going.’ Thomas said to him, ‘Lord, we do not know where you are going. How can we know the way?’ Jesus said to him, ‘I am the way, and the truth, and the life.