Funeral Planning Guide

 and Worksheet



St. John’s Episcopal Church

505 Cedar lane

Hopewell, VA 23860

804-458-8142

[www.stjohnshopewell.org](http://www.stjohnshopewell.org)

The Rev. William B. Taylor, Jr., Priest

Melissa Adams, Organist/Pianist

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

\_\_Family records including: Birth, marriage, and death certificates, divorce, adoption, or naturalization papers.

\_\_Military service personnel file

\_\_Insurance policies

\_\_Social Security Information

\_\_Property records including: Real Estate, automobile, etc

\_\_Stocks, bonds, securities.

\_\_Bank Accounts

\_\_Safety Deposit Box

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 also be consulted for these issues.*

Organ donation (circle one): Yes No

Donation for research (circle one): Yes No

Autopsy (circle one): None unless legally required 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 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

Funeral Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cemetery/Columbarium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Liturgy (circle one): Rite I Rite II

Communion? (circle one): Yes No Unsure

**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. Here may be a piece of poetry, music or other suitable offerings may be read or played or sung.*

*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)

**All Readings shall be read in the New Revised Standard Version.**

**Homily and/or Remembrance**

You may choose to have a homily or remembrance offered by the Celebrant, or a member of the family, or a friend. If so, who would you like to invite to offer a remembrance? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

It is not customary in the Episcopal Church that Eulogies be presented at the funeral. Other times of gathering are good times f0r stories to be told by friends and family. On occasion, the Rector will allow a couple of pre-approved people to speak. This is at the Rector’s discretion.

**Music**

Through music, we are often able to express what words alone cannot. For services at the church, the St. John’s Organist and Choirmaster will normally be the musician. The fee for this service, depending on the difficulty and extent of the music, begins at $150.00 for members of the church, $250.00 for non-members. While there are no charges for use of the church for members, it is customary that a memorial be given for the church use in honor of the deceased by the family or the deceased estate and an honorarium to the priest. In some circumstances, other musicians may participate at the priest’s and Organist/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 if approved by the priest and Organist.

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

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. " BCP 507

174 At the lamb's high feast we sing

1. Alleluia, Alleluia! Give thanks to the risen Lord
2. Welcome, happy morning!
3. He is risen, he is risen!
4. 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

1. Now the green blade riseth
2. Good Christians all, rejoice and sing!
3. Christ the Lord is risen today!
4. The strife is o'er, the battle done
5. We walk by faith and not by sight

Hymns of Praise and Thanksgiving

"The liturgy, therefore, is characterized by joy”... BCP 507

379 God is Love, let heaven adore him

390 Praise to the Lord, the Almighty

1. Now thank we all our God
2. I sing the almighty power of God

400 All creatures of our God and King

1. Praise, my soul, the King of heaven
2. 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

1. Come my Way, my Truth, my Life
2. Be Thou my vision

Hymns to the Holy Spirit

508 Breathe on me breath of God

516 Come down, 0 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

1. Lead on, 0 King Eternal
2. 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 longs the deer for cooling streams

1. The Lord my God my shepherd is
2. My Shepherd will supply my need
3. 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

1. How lovely is thy dwelling place, O Lord
2. 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 from the Episcopal Church or other Denomination: \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pall bearers (up to eight): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Readers (up to three): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ushers (two to four): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acolyte: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Burial**

Internment (circle one): In the earth Columbarium

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

If interment in a columbarium, have you secured a niche? (circle one): Yes No

If yes, where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.*

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Have you contacted the military for this service? (circle one): Yes No

**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 (optional section):**

*A Lawyer should be consulted in matters of estate planning.*

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. (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.*

Altar Flowers (optional) $150 (may vary with choice of flowers)

**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: stjohnshopewell@verizon.net revised 2021

The original of this document will be retained in the Church Office. A copy of this document will be provided to you for your next of kin or Executor.