

**Planning Your Future:
A Resource Guide for Health, Aging, and Looking Ahead
Toward the Stages of Your Life**



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Dear Fellow Parishioners,

I would like to recommend this notebook to you and your family members as a way to prepare for your future, regarding your health, healthcare needs, end-of-life needs, and final wishes. Planning for healthcare in the later stages of life and making final arrangements can be difficult. Open conversations and pre-planning make the transitions easier for family and other loved ones. Making early decisions and wishes known may prevent the need for addressing them during a time of grief and pain.

Faith finds courage for the pilgrimage because, in principle, it has laid hold upon the final secret. God is the goal of our faith and God is in our midst. His life has intersected ours. ... Faith is that power of the soul, that gift to the soul, which sees God as present, and which releases into our lives and present time the powers of the end of the age. ... So seen, ... faith is never properly to be construed as a species of escapism from this world or from responsibility in it. It is the realism of God in our incomplete and sometimes unreal lives. With this bright light before us, we can with strength and surely occasional joy go forward, even if betimes we are in the dark. The Late Dr. Theron Price

This notebook's intention is to be a resource for each of us in taking responsibility for our lives, and assisting our family members.

Sincerely,

Mary Ellen Haile Saxon
Parish Nurse
January, 2015

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Introduction

Like its 2002 predecessor, this notebook is for parishioners of Trinity Episcopal Cathedral and the Diocese of Upper South Carolina. Its purpose is to encourage and assist parishioners in thinking and planning ahead, thereby minimizing the stress of unexpected events. Its resources aim to assist you in maintaining a high quality of living as you age.

Planning

Sometimes we fail to take the time for prayer, thought, talk, and action required to prepare for the future. Such planning is difficult and challenging, especially as it requires thinking of what often are regarded as negative possibilities or changes, imagining uncertain situations, and facing the end of this life. Nevertheless, planning ahead is both practical and a loving act.

Resources

This guide provides information and referrals for more materials. Your Parish Nurse, Clergy, and Staff Members gladly will assist you in using these materials and obtaining information and services. ***Please note, however, that while this notebook seeks to be current and accurate, please engage the services of a professional when expert advice is needed.***

You are encouraged to complete the forms listing personal, financial, and spiritual matters, and execute any pertinent legal documents; it may seem overwhelming, but begin taking these steps now.

Some attorneys recommend maintaining originals of your Will and any Trusts in a safe deposit box. In case originals are needed quickly, e.g., a power of attorney, health care power of attorney, living will, and the like, these should be maintained in a safe, secure location within your residence, and you should consider giving copies to your physician(s) and family members. ***Family members should know the location of the originals.*** You also may wish to provide copies of these documents, and plans for your funeral service, to the church. It also is recommended that you maintain copies of these, and other important, related documents in a binder or folder kept with this notebook; you should review the documents periodically. Planning ahead is a loving act.

Speaking with an attorney

A few simple steps will help in ordering your affairs, and most involve organizing documents (i.e., knowing where to find important documents, having named beneficiaries, having named personal representatives—formerly known as executors). You may wish to consult an attorney to review property titles, write or re-write a Will, establish a durable power of attorney, and designate an agent for health care decisions; assembling your personal and financial records will be of great assistance. An attorney will ask for necessary details, and he or she is not prying into your personal affairs in so doing. On the contrary, he or she seeks to provide the best professional services for your needs, and what you disclose to your attorney is confidential (as is information you share with your physician and priest). Before meeting with your attorney, gather your documents and have them with you at the meeting. This notebook contains lists of some of the documents your attorney may need, such as a divorce decree, prenuptial agreements, previous Wills, or existing trusts.

If your attorney consultation is for preparing your Will, list all of the following which are applicable to you: your assets, documents such as those mentioned above, deeds, insurance policies, financial statements, brokers' statements, bank records, pension information, profit-sharing information, deferred compensation agreements, , trusts, any powers of attorney you hold for others, leases, contracts, loan agreements, etc.

While the information in the paragraphs above concerns your financial situation, it is only one part of preparing your affairs. More important may be those matters addressed in this notebook's section on spiritual planning and resources; your attorney may ask you about many of these matters, so please consider them before meeting with him or her.

Health Insurance and Living Arrangements

U.S. Social Security provides the *Medicare* program, but this does not cover all costs, so supplemental, also-known-as *Medigap*, insurance is available. Supplemental insurance is available through Blue Cross/Blue Shield, AARP, some HMOs, and other commercial insurance carriers.

Federal law limits available *Medigap* policies to ten (10) standard types, with policies developed by the National Association of Insurance Commissioners; every insurance carrier issuing *Medigap* policies must offer a basic, or “core,” policy. During the initial six (6) months of eligibility, an insurance carrier cannot reject an applicant or charge more for poor health. Please note, however, that ***Medicare and Medigap policies do not cover custodial nursing care costs.***

For the most specific and current information about *Medicare*, you may contact the Columbia Social Security Office at 1-800/772-1213, 1-866/964-7594, and www.socialsecurityofficelocation.net/columbia-sc.gov. South Carolina offices are open Monday through Friday, from 9:00 a.m. through 3:00 p.m., save for Federal holidays. The Columbia office is located on the 11th Floor of the Strom Thurmond Federal Building, 1835 Assembly Street, 29201.

Helpful sources are:

- ❖ *Guide to Health Insurance for People with Medicare*, publication 02110, from the U.S. Department of Health and Human Services and the National Association of Insurance Commissioners;
- ❖ www.medicare.gov/publications; 1-800/633-4227;
- ❖ www.aarp.org/hcchoices; 1-800/424-3410

Long Term Care Insurance

Sources other than *Medicare* and *Medigap* must be found to cover long term care costs, whether this care is in a nursing home or one’s own home. Long Term Care Insurance is an option for covering these costs. Please note that comparing Long Term Care Insurance policies is difficult because different carriers use different definitions.

Nursing home and home care costs are considerable (\$35,000.00 and above as of 2002), and may substantially reduce or eliminate one's assets over a period of years. Long Term Care Insurance may be bought to cover part or all of potential costs, and the premiums depend on:

1. The insured's age;
2. The amount of coverage; and
3. The number of years of coverage.

Choosing a policy is not easy, and as of several years ago there were more than one hundred (100) separate companies writing some form of individual Long Term Care Insurance policies. Some provide home health care as well as nursing home care, and it is important to decide whether you want coverage for both situations and to consider what care level a policy will cover. Typically, there are three (3) levels of care:

1. Skilled;
2. Intermediate; and
3. Custodial.

The following may be helpful:

- ❖ *Long Term Care Insurance*, AARP Publication D17186; www.aarp.org;
- ❖ *A Shopper's Guide to Long-term Care Insurance*, National Association of Insurance Commissioners; www.naic.org;
- ❖ *Primer on Long-term Care*, National Consumer's League; www.natlconsumersleague.org; and
- ❖ *The Consumer's Guide to Long-term Care insurance*, Health Insurance Association of America; www.hiaa.org.

How to Choose a Nursing Home

There are several alternative living arrangements providing health care. While many are reluctant to consider a nursing home for themselves or their loved ones, such may be the best solution for those needing long term care.

If a nursing home is required, but insufficient funds are available, *Medicaid* will be an issue. *Medicaid*'s eligibility requirements vary, depending on the individual's marriage status, so contact your local Social Services office for more information.

Prepare yourself to spend a considerable amount of time choosing a nursing home. Keep in mind that because this process generally is driven by need, choices may be limited by space availability. From the following resources and counseling, you should choose three (3) or four (4) that appear to meet your needs. Visit each facility, taking time to speak with staff members, residents, and residents' family members. Identify the facility's owner and managers, and examine their experience and records, especially those relating to any problems cited by regulatory agencies; a good place to begin is with the South Carolina Department of Labor, Licensing, and Regulation (LLR) and its Board of Long Term Care Administrators: www.llr.state.sc.us; 803/896-4300. The Board's administrator may be reached at 803/896-4544, and the Board's mailing address is Post Office Box 11329, Columbia, SC 29211-1329.

Not all nursing homes are alike, and some are better equipped than others in meeting the needs of ambulatory clients, while others are better at meeting the needs of those with specific conditions such as *Alzheimer's* disease.

Home Health Care

This is a service for the recovering, disabled, or chronically ill person, and provides treatment and/or assistance in functioning effectively in a home environment. It may be appropriate whenever one needs assistance that cannot be provided effectively by a family member(s) or friend(s), and the need may be short- or long-term.

Your financial resources' size and nature should be considered in determining your ability to maintain your home and pay for in-home services. *Medicare*, *Medicaid*, and programs within the Older Adults Act and Social Services Block Grants pay limited amounts toward home care. Private insurance may be obtained to cover home care, but the individual or his or her family pays for most home care.

If you engage at-home support staff, there are reporting, tax withholding, and other administrative responsibilities to satisfy. Alternatively, one may contact an agency providing in-home companions, nurses, and other appropriate personnel to handle such matters. Often, in-home health care costs exceed those of a nursing home.

Basic home services that may be provided include:

1. Medical and skilled nursing care;
2. Speech, respiratory, physical, or occupational therapy;
3. Nutrition or dietary services; and
4. Hospice services for the terminally ill

Personal care or homemaker services are often included in home health care descriptions, though the services are not medical in nature; these include bathing assistance, dressing, eating, and toileting. Community services such as *Meals on Wheels* and adult day care facilities may also help in enabling one to live at home.

A “care manager,” generally a nurse or social worker, may be engaged privately or from a home health care agency to evaluate, coordinate, and monitor a variety of services to meet a particular client’s needs. It may be helpful to contact:

**Palmetto Home Health Care
Home Health-Hospice-Private Services
Post Office Box 7275
Columbia, SC 29202
803/296-3100 or 1-800/238-1884**

Is a Life Care Community a good choice for you?

Life care, or continuing care communities, flourishes in this area. For a one-time entrance fee and monthly service fee, you receive an apartment or villa-type residence, some meals, outpatient health care, and your stay in the facility if and when you need such a level of care. Entrance fees vary widely, depending on the type of residence, whether the facility is affiliated with a religious organization, whether the facility is very exclusive, etc.

When applying for residency in a life care community, the facility's management will require assurance that you have sufficient funds to cover entrance and monthly fees (and these may increase substantially over your lifetime), and that you have reasonably good health so long-term skilled nursing care will not be required immediately; financial statements and a medical examination often are required.

It is very important that you assure yourself and your family and loved ones that the facility's operator provides high quality care for your lifetime, and that it is financially sound. Review the facility's financial statements, reserve account records/balances, and fee increase histories. As mentioned, identify the facility's management members and their performance records. Finally, consider how managers and staff members respond to residents' complaints and concerns.

Because entering a facility is a major decision involving your property, estate, financial and health care planning, consider consulting an attorney, particularly about any long term admissions contact you will be asked to sign.

Please note that the Episcopal Diocese of Upper South Carolina is affiliated with the South Carolina Home at Still Hopes, located in West Columbia, SC; they may be contacted at 803/796-6490 and www.stillhopes.org. You may find this publication helpful:

New Life Styles: The Source for Seniors
www.NewLifeStyles.com
1-800/869-9549

Hospice

Hospice provides pain and symptom management for those for whom active treatment is no longer appropriate. To be admitted into a hospice program, a patient's physician and hospice medical director must certify the patient is terminally ill with a life expectancy of six (6) months or fewer. Comfort is provided, and practical assistance and emotional and spiritual support is provided at a time when patients and their families may feel alone and vulnerable.

When there is a terminal illness, there usually are social, psychological, financial, and spiritual issues accompanying physical deterioration. An interdisciplinary team assists the patient and family to identify and cope with such issues, and hospice's commitment continues through the bereavement phase.

Hospice care is a beneficiary of *Medicare*'s Hospital Insurance (Plan A), and is delivered, primarily, in the patient's home under a care plan established by the patient's attending physician(s). *Medicare* covers physician services, nursing care, medical appliances and supplies, outpatient medication for symptom and pain management, home health aid and homemaker services, and physical and speech therapy and medical services.

In addition to other professionals, one's priests are an important part of the team, as are the dedicated volunteers whose quiet presence, understanding, concern, and human touch can be of great comfort.

Information about hospice programs may be obtained from your physician or clergyperson, and here are two (2) local programs:

1. Palmetto Health Hospice
1400 Pickens Street, Columbia, SC 29201
803/296-3100; 1-800/238-1884; and www.palmettohealth.com

2. Lutheran Hospice
1505 Blanding Street, Columbia, SC 29201
803/461-0456 and www.lutheranhomessc.prohost.mobi/

Legal Documents

Durable Power of Attorney

This is a document in which you (the Principal) appoint another person (the Agent) to act on your behalf and in your place regarding the management of your financial and legal affairs. It directs the Agent by listing specifically granted powers and any restrictions or limits on those powers. A durable power of attorney is an effective way to provide for management of your assets during a period of incapacity.

Establishing a durable power of attorney is simple, and there is flexibility in the powers and instructions given to the Agent that may be tailored to your needs and circumstances. You can name more than one (1) person to serve as your Agent, either jointly (i.e., together), severally (one or the other), or as a successor should one be unable or unwilling to function as the Agent. A durable power of attorney does not prevent you from handling your affairs, but provides for their management through the designation of an Agent when you cannot, or choose not, to manage them, and it can be effective immediately or only under specific conditions. It is a very important document, and should be maintained in a safe, secure location. The durable power of attorney should be recorded in the Register of Deeds at the county courthouse. It is terminated by notifying the Agent in writing that it has been revoked and recording this revocation at the courthouse or by your death.

Without a durable power of attorney, a hearing is required to appoint a conservator to maintain control of your assets and use them for your benefit.

Health Care Power of Attorney

South Carolina authorizes delegating the power to an agent to authorize admission to or discharge from a medical facility, to authorize medical procedures, and to authorize withholding of life support or other life sustaining procedures. This permits the Agent to apply for admission on your behalf to a medical, nursing, residential, or similar facility, and to enter into agreements for your care. It also allows the Agent to consent on your behalf to medical, surgical, and therapeutic procedures.

Delegating health care powers can be included in a durable power of attorney or granted separately in a health care power of attorney (see the information above). The South Carolina legislature has adopted a standard form health care power of attorney that is commonly used and recognized by health care providers. The health care power of

attorney can authorize the agent to make treatment decisions should you be incapacitated and in an advanced state of a terminal illness or permanent state of unconsciousness.

Conservatorship

A conservatorship is a legal relationship in which a court-appointed agent, the Conservator, is given the responsibility and authority to make decisions on behalf of someone regarding that person's assets.

A conservatorship may be created in certain situations not involving the minority of children, for example, where an adult child has a significant mental or physical handicap. In such instances, a parent may wish to identify a suitable person to make decisions about the child's assets and protect the child's inherited assets.

In other cases, a conservatorship may be requested by a concerned child or other relative (or by the government should there be no available family members) in the Probate Court of the county in which the individual lives and that individual is unable to make his or her own financial decisions. The court will conduct a hearing and make specific fact-findings before appointing a conservatorship. If the court determines the individual to be incapable of managing his or her affairs and grants the conservatorship, a person is appointed to make such decisions. The Conservator must be bonded and must file annual reports with the court. If the individual regains capacity, a hearing is required to terminate the conservatorship. **A primary reason for creating a durable power of attorney is to prevent the expense of the conservatorship process;** an attorney must prepare the conservatorship petition and represent the person seeking appointment at the hearing; further, the court must appoint a separate attorney to represent the minor or incapacitated individual, and may approve compensation for that attorney's services. The process is time-consuming and the resulting records are public. If you do not have a durable power of attorney, and you have assets in your name, a conservatorship is necessary to provide for the assets' management during any period of incapacity.

Guardianship

Because family estate planning is to provide for a family's welfare, many parents consider a guardianship for minor children. Once a guardian is named in one's Will (as per the parents' preference and the court's approval), should both parents die, the guardian's responsibility is to become the child's surrogate parent, i.e., to take the child into the guardian's home and raise him or her as his or her child. If parents die without a Will, the Family Court likely will name one of the deceased's parent's family members to raise and educate the child until he or she reaches the age of majority.

Advanced Health Care Directive (Living Will)

South Carolina permits one to execute a Living Will, recognizing that all competent adults have a qualified right to control decisions relating to their medical care, subject to certain societal interests such as the medical profession's ethical standards and protection of human life.

Anyone eighteen (18) years of age or older, of sound mind, may execute a Living Will. The Living Will must enumerate the kinds of treatments desired or not desired; a general or undirected statement such as "no heroic measures" is inadequate and will not be honored by a hospital. A Living Will is effective only when one is incapacitated and in a terminal condition or in a state of permanent unconsciousness.

Part of a hospital's admissions process is to inquire whether one has executed a Living Will and, if the answer is in the negative, to encourage one to execute a Living Will. **You should not, however, consider such an important decision under the stress of a serious illness or hospitalization, it being much better to consider the issue beforehand and execute a directive listing the treatment(s) you want or do not want.** The Living Will can be changed at any time, but at least will be in place should a grave medical emergency arise.

While a health care power of attorney allows you to authorize an agent to act on your behalf in making health care decisions in the event of your incapacity, a Living Will gives the medical facility the power to follow your directions without the consent of an agent.

Despite the difficulty of contemplating one's death, signing a Uniform Donor Card, allowing your organs and/or tissue to be used for transplants or research, should be considered.

Will

If one has a Will, it should be reviewed periodically to ensure one's property passes as one wishes. A Will is a statement directing the disposition of one's property at death, and, in South Carolina, must be in writing and signed before two witnesses. There are other requirements to be met for court recognition of a will, and the court's recognition assures the distribution of assets as one wishes. Should one die without a valid will, state intestacy laws determine how property will be distributed.

When having a Will drawn, consider carefully the gifts to be made. One may ask oneself “who depends on me to provide for him or her?” In addition to your family and loved ones, does your congregation, school, or college rely on you? In answering these questions, you begin the estate planning process.

The issue of stewardship also is a consideration. As Christians, we believe our Lord expects us to be good stewards of His bounty, “our” resources, in life and in death. We should make wise, informed, prayerful decisions concerning who inherits our property. The belief that what has been given us has been given by a loving God is a primary belief of our faith, and we tithe, or return a portion, of our income to the Lord each year. In response to this, one may wish to return a portion of one’s estate to the Lord’s work.

Some Christians begin a Will with a statement of faith. One example is “First, I believe in the Lord Jesus Christ. Secure in His love and trusting in the salvation obtained for me through His suffering and death on the cross, I leave those who survive me the comfort of knowing that I died in His faith and am now with my Lord in eternal glory.”

Revocable (Living) Trust

A revocable trust is created during one’s lifetime, and it can be revoked at any time prior to your death; the trust is created by signing a document, contributing assets to fund it, appointing an initial trustee, and designating the trust beneficiaries. During your life, you retain control over the trust’s asset’s management and disposition. The trust should provide for a successor trustee to act should the original trustee become incapacitated or die. Upon death, the successor trustee directs the trust’s assets according to the trust’s provisions, allowing you the same flexibility in disposing of your assets by means of the trust as you would with a Will.

Because you can control the assets of your revocable trust, their value is included in your estate for calculating estate taxes and the assets’ income must be reported on your individual income tax returns just as if they were titled in your name instead of the trust.

Assets held in a revocable are not subject to the probate process, but are distributed according to the trust’s terms. Accordingly, assets held in a revocable trust are not subject to probate court fees (calculated at 0.25% of their fair market value) and are not required to be listed on a probate court inventory.

A revocable trust may save attorney’s fees for administering an estate, but legal fees will be incurred when the trust is established. Fees for a successor trustee to administer and

distribute assets may be approximately the same as your personal representative's fees in your Will.

A revocable trust's primary advantage is avoiding the probate court fee and providing privacy.

Beneficiary Designations in Contracts

Life insurance, IRAs, and pension plans are contracts that provide how assets pass according to the beneficiary designation stipulated in the contract, bypassing the Will. For example, should John Doe have a life insurance policy listing his son as beneficiary, the son receives the insurance policy's proceeds even if he is not named in his father's Will. You should name a primary beneficiary and an alternate to receive the proceeds in case the primary beneficiary dies before you. Review the beneficiary designations periodically to ensure they continue to reflect your intent.

If you fail to name a beneficiary, or should all named beneficiaries predecease you, proceeds of your insurance, IRA, or pension plan are generally paid to the estate; therefore, it is important that your Will contain a residuary clause providing for the distribution of any assets included in your estate.

A Personal Representative's (formerly known as an Executor) Duties:

Preliminary Step

To locate and study the Will; make funeral arrangements; if requested, confer with the attorney who drafted the Will and others familiar with the deceased's affairs; and meet with the family and others properly interested in the deceased's estate.

Safeguarding Assets

Pending confirmation of his or her appointment, the Personal Representative protects property; checks insurance; notifies banks and other financial institutions; examines the deceased's books and records; and becomes familiar with the deceased's active business interests, if applicable.

Probate

Have the Will probated; locate any necessary witness (es); and defend the Will if attacked.

Assemble and Inventory Assets

1. Transfer cash to the estate;
2. Collect debts due to the estate;
3. Provide storage or protection for all personal and household effects;
4. Collect the proceeds of any life insurance payable to the estate and obtain proof(s) of death;
5. Consider the supervision and representation connected with the deceased's business (es);
6. Inspect real estate; check leases, mortgages, taxes, insurance, and arrange for the management and collection of rents; and
7. Ascertain whether the deceased owned property in other states or countries, and/or interest in other estates or trusts.

Appraisal

1. Establish the value of the deceased's assets at the time of death; and
2. Prepare and file an inventory and appraisal.

Managing Assets

1. Decide when and how to dispose of household and personal effects;
2. Analyze business interests;
3. Determine whether to continue, liquidate, or sell business interests;
4. Arrange for the supervision and management of business interests;
5. Determine whether to retain or sell securities, considering the investment powers conveyed in the Will, market conditions, need for cash to pay taxes, bequests, and other costs; and

6. Supervise or sell real estate, if required.

Claims

1. Place advertisements as required by law;
2. Hold doubtful claims until an account audit is conducted;
3. Pay just claims in their order of priority; and
4. Ascertain whether trustees under life insurance, if a trust, are authorized to lend part of the cash proceeds to the estate or buy estate assets to provide case for payment of estate settlement costs.

Taxes

1. File returns; obtain waivers if necessary; pay taxes promptly in order to avoid penalties; follow the same procedure for state inheritance or estate taxes in states having such taxes;
2. File income tax returns for periods before and following death; defend against improper assessments; examine the deceased's records for possible overpayments in prior years; and pay taxes; and
3. Determine whether any other taxes are due, or any previous payments can be recovered; and file returns and pay taxes.

Accounting

Prepare a final accounting covering all principal, income, and disbursements.

Distribution

1. Ascertain whether any assignments are on file, and pay and distribute assets according to the Will's instructions, and obtain final receipt(s) and release(s) from recipients; and
2. Set up trust funds created by the Will, arrange for the payment of any income due the trust funds, and arrange for regular remittance to beneficiaries.

Please inform your spouse, children, parents, or significant others—perhaps including your priests—what you have done and where the information may be found. When such issues are discussed openly, there may be a new sense of closeness in the family.

Spiritual Planning and Resources

A Guide for Funeral Services and Related Matters

Christians recognize the inevitability of death, as do all people, but affirm “neither death, nor life ... nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.” Romans 8:38-39.

God in Christ took our sin and suffering upon himself. He has not abolished the hurts of human existence, but he has shared them and identified himself with our plight. He did not change the order of the universe to make evil impossible and thus destroy man’s humanity by taking away his freedom. Instead he partook of the cup of suffering himself and gave us the promise that nothing in all creation can separate us from his love. The Rev. Dr. L.D. Johnson

As Dr. Johnson related, trust in God’s love and power does not eliminate the grief accompanying the passing of a loved one. Because it is difficult to plan wisely under emotional stress, the Church encourages its members to discuss, plan, and make arrangements necessary at the time of death. Without such planning, survivors may be forced to make decisions while they are shocked and confused and in great pain. Making preparations in advance relieves survivors of answering difficult questions about what is right, and allows them the satisfaction of knowing what their loved one wanted. Your priests will discuss these matters with you.

Practical Considerations

When death occurs, who should be contacted first?

First, call 9-1-1 (emergency personnel) and/or the deceased’s personal physician. Next, contact the church’s office or priest’s home.

What services does a funeral director provide?

As many or few services as the family wishes. In addition to matters concerning the transportation and disposition of the body, the director will provide the family copies of the death certificate, use of the funeral home, car rental, death notices in newspapers, and the opening of the grave or a columbarium space.

May you make funeral arrangements before your death?

Yes. Pre-planning with your priest and/or funeral director is common. You may pre-pay all costs, and this may ensure the costs are fixed in place.

What information is in a death notice?

The deceased's name, age, and date of passing; survivors' names, if any; the date, time, and location of the religious service; and the designation of memorial gifts or flowers, if any.

What information is in an obituary?

An obituary contains more biographical information than a death notice. Most newspapers charge a fee for an obituary, often based on length. It generally is a family's responsibility to submit an obituary to a newspaper, but some newspapers require it be submitted by a funeral home. Some guidance on obituaries is provided later in this section.

What about memorial gifts?

Some families request contributions to the deceased's church or a favorite charity (ies) in lieu of flowers.

What about an autopsy?

The Episcopal Church supports an autopsy should it lead to the advancement of medical knowledge or the family's peace of mind. In the event of a questionable death, the state may require an autopsy.

What procedures are followed in donating one's body (or body parts) for medical purposes?

Procedures vary between whole-body donation (e.g., scientific research) and organ donations for the enriching or prolonging the life of another person. In either case, the South Carolina Organ Procurement Agency (SCOPA) is the responsible agency; they may be contacted at 1-800/462-0755 and www.midnet.sc.edu/orgdon. You may become an organ donor by signing the appropriate space on your South Carolina driver's license, but family members should be notified of this choice.

What choices are there regarding a body's disposition?

Two (2), apart from donation for medical purposes: burial and cremation.

Once this decision is made, the funeral director will make the arrangements.

Does state law require a body be embalmed?

No, it is not necessary for burial or cremation, but may be required if certain arrangements are chosen, such as a funeral with a viewing.

In case of cremation, must a casket be purchased?

No. The body can be transported to the crematory in a pine box or other simple container.

What about viewing the body?

It sometimes may be helpful for family members to view the body at least once, and this can be arranged with the funeral home at the time of death.

What happens to cremated remains (cremains)?

The urn or container may be placed in a columbarium or buried in a family plot in a churchyard or cemetery. Some bury the cremains in the cemetery ground without an urn. Contact the church or cemetery to determine its policy regarding cremains.

What resources are there to aid in coping with grief?

Your priests are available to counsel family members and loved ones, and there are many good books that may be helpful.

Please note there may be complex procedures for transporting a body across state lines or into the United States from another country. Contact the cemetery or funeral director where the body will be received for additional information before the need arises.

Religious Services

Baptized Christians are buried properly from the church. The service should be held at a time when the congregation has the opportunity to be present, and is arranged in consultation with the priest(s). Others may be invited to participate as service leaders, with the priest's approval.

Timing

In most cases, a service takes place within a few days of death. The main service may precede or follow a brief committal service at the burial site. If there is to be visitation at the church or funeral home, you may wish to have a service there before the funeral. Prayers for a Vigil, found on page 465 of the Book of Common Prayer, are appropriate, along with Psalms, Lessons, Collects, and other prayers. The Litany at the Time of Death, found on page 462 of the Book of Common Prayer, may be used instead of the Vigil prayers.

Type of Service

It may be a memorial service without a casket or urn, or a funeral service where the casket or urn is present. If a casket is present, it will be closed and covered with a pall or other suitable covering. The coffin is to be closed before the service and remain closed thereafter. It is appropriate, but not required, to celebrate the Holy Eucharist at the service.

Costs

Priests do not charge for conducting funeral services, though an honorarium may be offered at the family's discretion; it is customary to pay the organist or other musician(s).

Flowers

Generally, the only flowers are the altar flowers, and often are given by the Parish. Flowers sent to the funeral home usually are not used in the church, but are transported to the grave; speak with your priests about your church's customs.

Service's Content

You may plan your own funeral service in consultation with your family and priests; otherwise, your priests will plan the service in consultation with your family after death. You alone know what you like for the service, so it is helpful to your family, loved ones, and priest(s) to have made arrangements in advance. The service's purpose is to provide comfort and strength to mourners, to give thanks to God for the deceased's life, and, above all, to bear witness to the hope of Christian faith.

It is appropriate for hymns and other sacred music to be part of the service. Music should serve to direct the attention of those attending to the presence and power of God, and enable worshippers to voice their confidence in God's sovereign love. Suggested hymns are included later in this notebook.

Scriptures should be read and prayers offered. A homily may be preached, and words of appreciation may be spoken by the priest(s), family members, loved ones, or colleagues.

As mentioned above, Holy Eucharist also may be celebrated.

Suggested Outline for a Funeral or Memorial Service

The service order for Burial of the Dead is in the Book of Common Prayer (BOCP), page 469 for Rite I, page 491 for Rite II. When the body arrives at the church, it is appropriate to use the Order for the Reception of the Body, found on page 466 of the BOCP. If the body is to lie in repose or lie in state at the church before the service, and family and friends are present, it is suggested you use the Order for Reception, page 466 of the

BOCP, with Prayers for a Vigil, page 465 of the BOCP, along with suitable Psalms, lessons, and other prayers.

Hymn Suggestions

These are from *The Episcopal Musician's Handbook*, 2002-2003, pages 224 through 226. Those marked with an asterisk may be re-produced (copied) for use with choirs and congregations; there also are metrical versions of Psalms listed in the BOCP for a burial. Hymns marked with a cross (+) are metrical versions of canticles listed in the BOCP for a burial. Music settings for the burial anthems are found in the Service Music Accompaniment Appendix of *The Hymnal 1982*; a listing of anthems is provided later in the notebook. The following hymn page numbers are from *The Hymnal 1982*:

151*	<i>From Deepest Woe I Cry to Thee (3),</i>	<i>Aus tiefer Not</i>
194	<i>Jesus Lives! Thy Terrors Now (4),</i>	<i>St. Albinus</i>
195	<i>Jesus Lives! Thy Terrors Now (4),</i>	<i>Mowsley</i>
208	<i>Alleluia! The Strife is O'er, the Battle Done (5),</i>	<i>Victory</i>
287	<i>For All the Saints, Who From Their Labors Rest (8),</i>	<i>Sine Nomine</i>
326	<i>From Glory to Glory Advancing (2),</i>	<i>St. Keverne</i>
338	<i>Wherefore, O Father, We Thy Humble Servants (2),</i>	<i>Lobet den Herren</i>
354	<i>Into Paradise May the Angels Lead You (2),</i>	<i>In paradisum</i>
355	<i>Give Rest, O Christ, To Your Servant(s) (1),</i>	<i>Kontakion [Kievan chant]</i>
356	<i>May Choirs of Angels Lead You to Paradise on High (3),</i>	<i>Christus, der ist mein Leben</i>
357	<i>Jesus, Son of Mary (4),</i>	<i>Adoro devote</i>
358	<i>Christ the Victorious, Give to Your Servants (4),</i>	<i>Russia</i>
429	<i>I'll Praise My Maker While I've Breath (4),</i>	<i>Old 113th</i>
444+	<i>Blessed Be the God of Israel (3),</i>	<i>Thornbury</i>
447	<i>The Christ Who Died but Rose Again (4),</i>	<i>St. Magnus</i>
455	<i>O Love of God, How Strong and True (4),</i>	<i>Dunedin</i>
456	<i>O Love of God, How Strong and True (4),</i>	<i>de Tar</i>
487	<i>Come, My Way, My Truth, My Life (3),</i>	<i>The Call</i>
499+	<i>Lord God, You Now Have Set Your Servant Free (1),</i>	<i>Song 1</i>
517	<i>How Lovely is Thy Dwelling Place (4),</i>	<i>Brother James's Air</i>
560	<i>Remember Your Servants, Lord (9),</i>	<i>Beatitudes</i>
620	<i>Jerusalem, My Happy Home (5),</i>	<i>Land of Rest</i>
621	<i>Light's Abode, Celestial Salem (5),</i>	<i>Rhuddlan</i>
622	<i>Light's Abode, Celestial Salem (5),</i>	<i>Urbs beata Jerusalem</i>
623	<i>O What Their Joy and Their Glory Must Be (5),</i>	<i>O quanta qualia</i>
625	<i>Ye Holy Angels Bright (4),</i>	<i>Darwell's 148th</i>
635	<i>If Thou but Trust in God to Guide Thee (2),</i>	<i>Wer nur den lieben Gott</i>
636	<i>How Firm a Foundation, Ye Saints of the Lord (5),</i>	<i>Foundation</i>
637	<i>How Firm a Foundation, Ye Saints of the Lord (5),</i>	<i>Lyons</i>
645*	<i>The King of Love My Shepherd Is (6),</i>	<i>St. Columba</i>
646*	<i>The King of Love My Shepherd Is (6),</i>	<i>Dominus regit me</i>

658*	<i>As Longs the Deer for Cooling Streams (4),</i>	<i>Martyrdom</i>
663*	<i>The Lord My God My Shepherd Is (5),</i>	<i>Crimond</i>
664*	<i>My Shepherd Will Supply My Need (3),</i>	<i>Resignation</i>
665	<i>All My Hope on God is Founded (5),</i>	<i>Michael</i>
666*	<i>Out of the Depths I Call (4),</i>	<i>St. Bride</i>
668*	<i>I to the Hill Will Lift Mine Eyes (4),</i>	<i>Burford</i>
680*	<i>O God, Our Help in Ages Past (6),</i>	<i>St. Anne</i>
687*	<i>A Mighty Fortress is Our God (4),</i>	<i>Ein feste Burg</i>
688*	<i>A Mighty Fortress is Our God (4),</i>	<i>Ein feste Burg</i>
690	<i>Guide Me, O Thou Great Jehovah (3),</i>	<i>CWM Rhondda</i>
692	<i>I Heard the Voice of Jesus Say (3),</i>	<i>The Third Tune</i>

Additional Music Suggestions

Solos

I Know that My Redeemer Liveth, from Georg Frideric Händel's *Messiah*
Brother James's Air (Psalm 23), by Gordon Jacobs
I Will Lift Up Mine Eyes, by Leo Sowerby
Jesus, Redeemer, Our Loving Savior, by Johann Sebastian Bach
Who Shall Separate Us, by Daniel Pinkham

Organ Music

Bach:

Jesus, Joy of Man's Desiring
Sheep May Safely Graze
Fugue in E-flat Major (St. Anne)
 Selected Chorale Preludes, including:
From God Will Naught Divide Me
I Call to Thee, Lord Jesus Christ
If Thou But Suffer God to Guide Thee
In Thee, Lord, Have I Put My Trust

Brahms:

Selections from Eleven Chorale Preludes

Ralph Vaughn Williams:

Prelude on *Rhosymedre*

Samuel Barber:

Adagio for Strings

Lessons

Old and New Testament Lessons may be read by lay persons, and this is suggested.
Rite I or II (suggested from the BOCP rubrics)

Old Testament

Isaiah 25:6-9

Isaiah 61:1-3

Lamentations 3:22-26, 31-33

Wisdom 3:1-5, 9

Following the Old Testament Lesson, a suitable Canticle, or one of the following Psalms, may be said or sung:

Psalm 42 (page 471)

Psalm 46 (page 471)

Psalm 90 (page 472)

Psalm 121 (page 473)

Psalm 130 (page 474)

Psalm 139 (page 474)

New Testament

Romans 8:14-19, 34-35, 37-39

I Corinthians 4:16-5:9

I John 3:1-2

Revelation 7:9-17

Revelation 21:2-7

Following the New Testament Lesson, a suitable canticle, hymn, or one of the following Psalms may be said or sung:

Psalm 23 (page 476)

Psalm 23, King James Version (page 476)

Psalm 27 (page 477)

Psalm 106 (page 478)

Psalm 116 (page 478)

The Gospel

John 5:24-27

John 6:37-40

John 10:11-16

John 11:21-27

John 14:1-6

Note: Please provide a copy of your service planning to the officiating priest and the person in charge of making arrangements at the time of your passing. Remember to update your requests should you or your officiating priest move from the parish.

The Liturgy for the dead is an Easter Liturgy, and finds its meaning in the resurrection. Because Jesus was raised from the dead, we, too, shall be raised.

Life would be richer if we could but remember that every person is a potential ally and giver-receiver. We must reach out and risk caring for one another, knowing that to care is to become vulnerable again, to give ourselves as hostages to time and circumstance. What we cherish we are always in danger of losing, and almost certainly must sooner or later relinquish. In a sense, every good-bye is an occasion of grief no matter how casual or temporary. Everyone who walks out of my life takes something, and I must be willing to have it so, for everyone who walks in brings something. Thus the balance between emptying and filling, impoverishment and enrichment, keeps being made over and over again.

The Reverend Dr. L.D. Johnson

Some Obituary Suggestions:

- ❖ Contact your local newspaper to determine its preferred format, possibility for a free listing, and prices if you have to pay. Format, procedure, and price vary at newspapers, and different locations.
- ❖ Strike a balance between life and death. Make your obituary more than a basic notice of the death, but also a compelling story of a life lived.
- ❖ Focus on the deceased, not the obituary's author(s). Many professional newspaper obituary writers suggest a writer avoid beginning with "the family announces . . ." or referring to the deceased, for example, as "Mom" or "Dad." Describing the deceased as an individual, in the third person is preferred.
- ❖ Illustrate the deceased's characteristics rather than list facts. Show the person was charitable (or whatever characteristic you are trying to describe) by using examples instead of saying he or she was "charitable." Use interesting stories rather than facts alone.

- ❖ Revising what you have written is key. This allows you to find errors and improve the writing style. If time allows, set it aside for a while, or a few days, and examine it freshly, perhaps with someone’s assistance.
- ❖ Proofread. Then proofread again.

You may find this template useful:

John Quincy Doe III, Columbia

John Quincy Doe III, age 100, of 101 High Street, Columbia, husband of Jane Jefferson Doe, died January 1, 2020, at home.

From Oldetown, South Carolina, born January 1, 1920, he was a son of the late Mr. and Mrs. John Quincy Doe Jr. (Jane Washington Adams), and brother of Thomas Hampton Burr; he was predeceased by his grandparents Mr. and Mrs. John Quincy Doe Sr. (Martha Helene Smythe) and Mr. and Mrs. Robert Francis Lightfoot (Jacqueline Eisenhower). Surviving are his wife, son and daughter John Quincy Doe IV and Abigail Randolph Monroe. In addition to his family, Mr. Doe is survived by several nieces and nephews, by his close friends Andrew Martin Harrison, James Taylor Polk, and Dolly Elizabeth Polk, and by his pets Spot and Rover.

Mr. Doe received his bachelor’s and master’s degrees from Harvard University (1939) and the University of South Carolina (1948). After service as an airman during the Second World War, he worked as a university provost and rice planter. [In this section, you may wish to mention some of Mr. Doe’s hobbies and things/people he enjoyed.]

Funeral services and Holy Eucharist (if there will be Communion) will be held on January 3, 2020, at two o’clock in the afternoon, at Trinity Episcopal Cathedral, with burial in the churchyard. The Very Reverend Mr. Sterling Shand will officiate. Readers are Mr. Ernest Fitzgerald and Mrs. Dorothy Poe. Ms. Maria Bubbles is soloist, and Mr. Johann Bach is organist. Honorary Pallbearers are Mr. Thomas Heyward, Mr. Arthur Middleton, Mr. Edward Rutledge, Mr. James Burnes, Mr. Benjamin Franklin, and Mr. Wade Hampton. Eulogists are Mr. Franklin Delano Roosevelt and Sir Winston Spencer Churchill.

Memorials may be made to the Harvard University Class of 1939 Scholarship (Development Office, Cambridge, Massachusetts) or Trinity Cathedral’s Book Store (1100 Sumter Street, Columbia, SC 29201).

The family is at home, and will receive visitors following the service. Eternal Rest Funeral Home assisted the family.

Afterword

The apostle Paul nowhere explained the mystery of undeserved suffering. He said, rather, that it need not be wasted. ‘We know that in everything God works for good with those who love him,’ he wrote (Romans 8:28). Paul was talking about God’s aid in bringing good out of every event in life. There is no suggestion that everything which happens to ‘those who love the Lord’ is for their good, or that God wanted it to happen. He does work with us to make good come from what happens, to discover the ‘saving possibility’ in it. I can relate to that, for it is precisely what I understand to be the main purpose of creative living—to take what comes in all its shapes, sizes, and colors, and make something good out of it. In that kind of project we do indeed have God’s aid. The Reverend Dr. L.D. Johnson

Personal and Financial Information
(Use a separate sheet if additional space is needed.)

Personal Family Data

Your Name _____
(First) (Middle/Maiden) (Last)

Social Security Number _____

Telephone Nos. _____
(Home) (Mobile) (Work)

Address _____
(number & street) (city/town) (state) (zip code)

Date of Birth _____ Place of Birth _____
(month/day/year) (city/town, county, state)

Primary Personal Contact (please specify spouse or other):

Name _____
(First) (Middle/Maiden) (Last)

Telephone Nos. _____
(Home) (Mobile) (Work)

Address _____
(number & street) (city/town) (state) (zip code)

If your spouse is your primary personal contact, please complete the following:

Spouse's Social Security Number _____

Date of Birth _____ Place of Birth _____
(month/day/year) (city/town, county, state)

Date of Marriage _____ Place of Marriage _____
(month/day/year) (city/town, county, state)

Deceased or Prior Spouse(s), if applicable:

Name _____
(First) (Middle/Maiden) (Last)

Social Security Number _____

Address or Burial Site _____

Date of Marriage _____ Place of Marriage _____

Name _____
(First) (Middle/Maiden) (Last)

Social Security Number _____

Address or Burial Site _____

Date of Marriage _____ Place of Marriage _____

Survivors (parents, children, grandchildren, or significant persons):

Name _____ Relationship _____

Address _____ Telephone Nos. _____

Name _____ Relationship _____

Address _____ Telephone Nos. _____

Name _____ Relationship _____

Address _____ Telephone Nos. _____

Name _____ Relationship _____

Address _____ Telephone Nos. _____

Name _____ Relationship _____

Address _____ Telephone Nos. _____

Name _____ Relationship _____

Address _____ Telephone Nos. _____

Pets

Name _____ DOB _____ Description _____

Name _____ DOB _____ Description _____

Name _____ DOB _____ Description _____

Veterinarian(s)

Name/Telephone Nos./Address _____

Name/Telephone Nos./Address _____

Instructions for disposition of pet(s) _____

Personal Support System

Primary Physician _____ Telephone Nos. _____

Address _____

Secondary Physician/Specialty _____

Telephone Nos. & Address _____

Tertiary Physician/Specialty _____

Telephone Nos. & Address _____

Dentist _____ Telephone Nos. _____

Address _____

Attorney _____ Telephone Nos. _____

Address _____

Accountant/Tax Preparer _____ Telephone Nos. _____

Address _____

Durable Power of Attorney (POA):

Person Authorized to Act _____ Telephone Nos. _____

Address _____

Health Care Declaration (Living Will):

Person(s) Authorized to Act _____ Telephone Nos. _____

Address _____

Copies located: _____
(e.g., Home, Attorney's Office, Safe Deposit Box, Physician's Office, Hospital, Person(s) Above)

Personal Representative (formerly known as an Executor) of the Will:

Name _____ Telephone Nos. _____

Address _____

Alternate Personal Representative of the Will:

Name _____ Telephone Nos. _____

Address _____

Trustee(s) of any Trust (Person Named to Act):

Name _____ Telephone Nos. _____

Address _____

Name _____ Telephone Nos. _____

Address _____

Insurance Agent(s):

Name _____ Telephone Nos. _____

Address _____

Name _____ Telephone Nos. _____

Address _____

Stock Broker(s) and/or Investment Advisor(s):

Name _____ Telephone Nos. _____

Address _____

Name _____ Telephone Nos. _____

Address _____

Banker(s):

Name _____ Telephone Nos. _____

Address _____

Name _____ Telephone Nos. _____

Address _____

Pension Fund(s) Payer(s):

Name _____ Telephone Nos. _____

Address _____

Name _____ Telephone Nos. _____

Address _____

Persons and Places to be Notified of Your Passing

Social Security Office: 1-800/772-1213

Veteran's Administration: 1-800/827-1000

Others (attach additional sheets as necessary):

Name _____ Telephone Nos. _____

Name _____ Telephone Nos. _____

Name _____ Telephone Nos. _____

Name _____ Telephone Nos. _____

Name _____ Telephone Nos. _____

Name _____ Telephone Nos. _____

Location of Important Documents

Document	Location
Will	_____
Durable POA	_____
Advanced Health Care Directive (Living Will)	_____
Trust agreement(s)	_____
Birth certificate	_____
Marriage certificate	_____
Naturalization papers, if applicable	_____
Adoption papers, if applicable	_____
Military discharge papers, if applicable	_____
Social Security card	_____
Medicare card	_____
Medicaid card	_____
Title(s) to real estate	_____
Title to burial site	_____
Mortgage papers	_____
Title(s) to automobiles, boats, etc.	_____
Contract for long term care facility and/or other contracts and legal documents	_____

Inventory of household goods and personal property (including appraisals and photographs, if any) _____

Other storage locations for important property or documents _____

Insurance Policies:

Life _____

Health _____

Disability _____

Automobile(s) _____

Homeowner's _____

Excess Liability _____

Long Term Care _____

Other _____

Other _____

Current receipts and papers for tax filing purposes _____

Copies of previous years' tax returns _____

*Safe deposit box number _____

Key(s) _____

Other Signatures _____

Most banking institutions seal safe deposit boxes after a person dies until the will's Personal Representative is recognized by the Probate Court.

Other essential keys _____

Assets and Debts

Assets

Location

Checking Account Number _____
Is this an automated bill paying account? _____

Savings Account Number _____

Money Market Accounts and CDs
Account Number _____
Account Number _____
Account Number _____

Stocks

Bonds

Brokerage Account(s)

Mutual Fund(s)

Trusts of which you are the beneficiary

Mortgages and other debts owed to you

Pension or other retirement plans

IRAs and Keoghs

Automobiles, boats, recreational vehicles, *et cetera*

Primary Residence

--	--

Secondary and/or Vacation House(s)

--	--

Other real estate holdings

Other investments

Debts

Mortgage(s)

Loan(s)

Credit Cards

Person(s) dependent on your support

Name

Type of Support

Information and Instructions in the Event of Death

Information for the Death Certificate

Name _____
(First) (Middle/Maiden) (Last)

Date of Birth _____ Place of Birth _____
(month/day/year) (city/town, county, state)

Social Security Number _____ Citizenship _____

Spouse's Full Name _____

Father's Full Name _____

Mother's Full Name _____

Veteran's Discharge Papers, with serial number _____

Request at least ten (10) copies of the death certificate (the Funeral Director will provide them).

Instructions and Preferences for Funeral Service and Burial

Note: retain this document's original, and consider providing copies to the officiant, the church, and the person chosen to make arrangements at the time of death.

Name _____
(First) (Middle/Maiden) (Last)

Social Security Number _____

Telephone Nos. _____
(Home) (Mobile) (Work)

Address _____
(number & street) (city/town) (state) (zip code)

Date of Birth _____ Place of Birth _____
(month/day/year) (city/town, county, state)

Spouse's Full Name _____
Is he or she living or deceased? _____

Friend or relative you wish to oversee arrangements at the time of death:

Name _____
(First) (Middle/Maiden) (Last)

Telephone Nos. _____
(Home) (Mobile) (Work)

Living Family Members

Name _____ Relationship _____

Address & Telephone Nos. _____

Name _____ Relationship _____

Address & Telephone Nos. _____

Name _____ Relationship _____

Address & Telephone Nos. _____

Name _____ Relationship _____

Address & Telephone Nos. _____

Name _____ Relationship _____

Address & Telephone Nos. _____

Name _____ Relationship _____

Address & Telephone Nos. _____

Name _____ Relationship _____

Address & Telephone Nos. _____

Arrangement Preferences (check and complete the appropriate statement):

_____ Funeral Director: _____

_____ If there is a pre-planned or –paid contract, where is it located? _____

_____ Cremation, with ashes buried at _____
Burial site’s deed’s location, if any _____

_____ Cremation, with ashes scattered at _____

_____ Burial in a casket at _____
Burial site’s deed’s location, if any _____

_____ Donation of your body to a medical school (this requires registry information) or certain organs
(also requires registry information) _____

_____ Information for the obituary is attached on another sheet

_____ Memorial contributions, in lieu of flowers (the Parish places flowers on the altar): _____

Other arrangements: _____

Funeral or Memorial Service

Where is the service to be held? _____
(Church, Chapel, Funeral Home, Gravesite, *et cetera*)

Which Burial Office do you prefer? _____
Rite I (traditional), BOCP, page 469 or Rite II (contemporary), BOCP, page 491

Do you want Holy Eucharist? _____
(Do you wish your body or ashes to be present? _____?)

Officiant: _____

Preacher: _____

Choice of Psalms, Scripture, special prayers, *et cetera*: _____

Reader(s): _____

Music: _____

(organ, hymns, choir, *et cetera*)

Choice of hymns or other sacred music: _____

Prayers if there is a visitation at the church, home, or funeral home:

_____ Reception of the body (BOCP, page 466)

_____ Vigil Prayers (BOCP, page 465) or Litany at the Time of Death (BOCP, page 462)

Please check one or more of the following to express your wishes:

_____ Body at the funeral home

_____ Body at church

_____ Other: _____

_____ Immediate cremation

_____ Service, then cremation

_____ Family at the funeral home to receive friends

_____ Family at home to receive friends

_____ Family at church

_____ Service at church with the body present

_____ Service at church without the body (Memorial Service)

Below, please write any additional information and/or instructions to assist the church and your family and loved ones: _____

Signature _____ Date _____

A copy of this form will be maintained on file in the Parish's Office.