

# FUNERAL PLANNING GUIDE

## INCLUDING PLANNED GIVING

*revised April 2017*

*Most merciful God,  
whose wisdom is beyond our understanding:  
deal graciously with my family in their grief.  
Surround them with your love,  
that they may not be overwhelmed by their loss,  
but have confidence in your goodness,  
and strength to meet the days to come;  
through Jesus Christ our Lord. Amen.*

*The Book of Common Prayer, page 494*



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***NOTE – The Parish Administrator serves as a Notary Public for the parish’s use.***

## FUNERAL PLANNING

*“The minister of the congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses.”*

*– The Book of Common Prayer, page 445*

*“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.”*

*– The 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 guide is an opportunity for you to think about these things now, discussing them with your family, friends, and rector. A copy will be kept in a confidential file at Christ Episcopal Church to assist the rector 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.

## **FEES AND HONORARIUMS**

No fees will be charged for Christ Episcopal Church facilities' use nor are honorariums expected by the parish clergy or organist for services rendered at a funeral and/or committal service.

If family or friends wish, a donation to the Clergy Discretionary Fund may be made.

If a vocalist or other instrumentalist is requested, their services and fees will be the responsibility of the surviving family.

## **IN CONSULTATION WITH THE RECTOR**

An individual should plan the details of their funeral in consultation with the parish rector. This Planning Guide is made available in the Church Office to any parish member. The Church Office will keep a copy of the completed guide on file for reference for the clergy and the family so that the wishes of the deceased may be kept.

## FUNERAL INSTRUCTIONS

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Date Completed

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Full Name (if female, please include maiden name)

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Address

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City, State, Zip Code

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Date of Birth

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Place of Birth

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Date of Baptism

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Place of Baptism

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Military Service (if so, please include branch, years of service, rank, etc.)

If you would like Military Honors at your Committal Service, please describe –

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Occupation

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Employer

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Spouse's Full Name (if female, please include maiden name)

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Spouse's Date of Birth

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Spouse's Place of Birth

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Child's Name (please note if deceased)

*Please use extra paper if more space is needed.*

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Father's Full Name

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Father's Date of Birth

Living – YES or NO

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Father's Place of Birth

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Mother's Full Name (please include maiden name)

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Mother's Date of Birth

Living – YES or NO

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Mother's Place of Birth

**Living Relatives to be notified upon my death**

Name	Address	Phone Number	Relationship
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*Please use extra paper if more space is needed.*

**Other persons to be notified upon my death**

Name	Address	Phone Number	Relationship
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*Please use extra paper if more space is needed.*

**Funeral Home Preference**

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Name

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Address

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Phone

**Please check one of the two following selections.**

\_\_\_\_\_ I request that a time of visitation and/or reception be conducted at

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Funeral Home Name OR Church Name, City, and State

\_\_\_\_\_ I request no visitation and/or reception time.



**If the body is present**

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Pall bearer Pall bearer

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Pall bearer Pall bearer

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Pall bearer Pall bearer

**THE LITURGY OF THE WORD**

The following are selections appropriate for readings from the Old Testament, Psalms, and New Testament. The following are only suggestions. Other readings from Scripture or other sources may be suggested to the clergy. These three readings are optional for the service. A Gospel Lesson is required if Holy Communion is celebrated.

**First Lesson (Old Testament)**

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Lector (Reader) Name

**Please check one or write in your selection.**

\_\_\_\_\_ 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)

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**Psalm Lesson**

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Lector (Reader) Name

**Please check one or write in your selection.**

- \_\_\_\_\_ Psalm 23 (The Lord is my shepherd, often King James Version)
  - \_\_\_\_\_ Psalm 27 (The Lord is my light and my salvation: whom shall I fear?)
  - \_\_\_\_\_ Psalm 42 (As a deer longs for flowing streams, so my soul longs for you, O God)
  - \_\_\_\_\_ Psalm 46 (God is our refuge and our strength)
  - \_\_\_\_\_ Psalm 90 (Lord, you have been our dwelling place in all generations)
  - \_\_\_\_\_ Psalm 116 (I love the Lord, because he has heard my voice and my supplications)
  - \_\_\_\_\_ Psalm 121 (I lift up my eyes to the hills – from where will my help come?)
  - \_\_\_\_\_ Psalm 130 (Out of the depths have I called to you, O Lord)
  - \_\_\_\_\_ Psalm 139 (O Lord, you have searched me and known me)
- 

## **Second Lesson (New Testament)**

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Lector (Reader) Name \_\_\_\_\_

**Please check one or write in your selection.**

- \_\_\_\_\_ 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)
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**Gospel Lesson (required if Holy Communion is celebrated)**

The Parish Clergy (Rector, Associate Rector, or Deacon) will read the Gospel.

Lector (Reader) Name \_\_\_\_\_

**Please check one or write in your selection.**

\_\_\_\_\_ 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 10:1-16 (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)

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

**MUSIC**

**Please check all that apply.**

\_\_\_\_\_ Parish Organist (No one is permitted to play the Organ except the parish organist or their designee.)

\_\_\_\_\_ Instrumentalist Only (other than the organ)

\_\_\_\_\_ Congregational Singing

\_\_\_\_\_ Soloists

**List of Suggested Hymns – The Hymnal 1982**

174-213 (Easter hymns)

287 (For All the Saints, Who From Their Labors Rest)

300-347 (Holy Communion)

354-358 (Burial)

376 (Joyful, Joyful We Adore Thee)

410 (Praise, My Soul, the King of Heaven)

556 (Rejoice, Ye Pure in Heart)

613-625 (The Kingdom of God and The Church Triumphant)

637 (How Firm a Foundation, Ye Saints of the Lord)

671 (Amazing Grace)

680 (O God, Our Help in Ages Past)

688 (A Mighty Fortress is Our God)

**Please choose the hymns or songs for the service.**

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**ALTAR AND PEDESTAL FLOWERS**

If you desire flowers at the altar and on the pedestal, the following florist is familiar with the church's altar style and specifications.

Deemer Floral Company, 901 Lehman Avenue, Suite 6, Bowling Green, KY 42101,  
270.843.4334

**COMMITTAL**

**I prefer (please check one)**

\_\_\_\_\_ Casket Burial

\_\_\_\_\_ Cremation

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Cemetery Name, City, and State (if plot owned, list plot number)

**OR**

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Columbarium Name, City, and State (if niche owned, list niche number)

**MEMORIAL GIFTS**

**Please check all that apply and complete, if necessary.**

I request that memorial gifts be given to –

\_\_\_\_\_ The Memorial Fund, Christ Episcopal Church, Bowling Green, KY

\_\_\_\_\_ Memorial gifts may also be made to –

examples – Churches United in Christ HELP Ministry, HOTEL Inc., MEALS, Inc.

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## THE COLUMBARIUM AT CHRIST EPISCOPAL CHURCH

With the completion and dedication in the summer of 2016 of ninety new niches in the Columbarium at Christ Episcopal Church, we especially invite you, the members of the parish, to consider cremation and inurnment in our Columbarium as you make your funeral plans.

The practice of cremation is an ancient one and has gained renewed attention in recent decades. One reason for this renewed attention is the opportunity to be buried at one's place of worship. Another is the ecological consideration of using less space for the interment of those who have died thereby making us better stewards of the earth at a time when land use is a growing concern. There is also the practical consideration that cremation and inurnment in a Columbarium costs a fraction of burial with a casket in a cemetery. While there was a time when some churches discouraged cremation, most Christian traditions, including our own, now encourage cremation for these reasons and others.

Christ Episcopal Church's Columbarium in the Memorial Garden is available to any member of the parish.

**Costs are:**

**Niche purchase – \$750 each.**

**Memorial plaque – \$150-175 – depending on the current market rate of copper and nickel.**

*(Note – costs are subject to change.)*

For more information regarding the purchase of a niche in the Columbarium at Christ Episcopal Church, please contact **B. Heath Harper**, Parish Administrator (heath@cecbg.com or 270.843.6563).

## A QUICK CHECKLIST

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

- \_\_\_\_\_ Personal affairs' records including date and place of birth, marriage, etc.
- \_\_\_\_\_ Personal lawyer and/or trusted friend's contact information
- \_\_\_\_\_ Family records including birth, marriage, and death certificates, divorce, adoption, or naturalization papers
- \_\_\_\_\_ Military service personnel file, including a clear copy of Form DD214 (discharge form)
- \_\_\_\_\_ Insurance policies
- \_\_\_\_\_ Social Security information
- \_\_\_\_\_ Property records: real estate, automobile, etc.
- \_\_\_\_\_ Stocks, bonds, securities
- \_\_\_\_\_ Bank accounts
- \_\_\_\_\_ Safety deposit box

***This quick checklist serves only as an illustration of the types of information that one should organize. An individual's complete list should be formulated in consultation with one's own financial and legal counsel.***

## ESTATE PLANNING DOCUMENTS CHECKLIST

Durable Power of Attorney

Health Care Power of Attorney

Directive to Physicians (Living Will)

Declaration of Guardian

Organ Donor Authorization

Will and/or Trusts

Letter to Executor

Letter to Trustee(s)

Letter to Guardian of Minor Children

Christ Episcopal Church Funeral Planning Guide

*The legal forms on this page and their considerations are matters that are to be discussed in consultation with your attorney.*

## PLANNED GIVING

Christ Episcopal Church is the special and dynamic place it is today because of the work and generosity of both past and present members of the parish. We have been particularly blessed by parishioners who have made planned gifts of all sizes to the church. Those who planned and provided these gifts had a vision for the ongoing ministry of Christ Episcopal Church which we now enjoy.

Our Reserve Fund and seven current Trust Funds are the cornerstone of our commitment to provide future parishioners with the means to minister to our community as we have been blessed to do. Income from these funds may be used at the Vestry and/or Rector's discretion to help fund needed building repair projects, special outreach projects, tuition assistance for those seeking church vocations, youth and music programs, office technology needs, and other parish life programming.

Our seven current Trust Funds include –

Covington Memorial Fund  
Harrison Scholarship Fund  
Kay Fund  
Mabel Sharp Gaines Fund  
Permanent Endowment Fund  
Porter Sims Trust Fund  
WKU Foundation Fund

If you wish to learn more regarding the specifics of how to endow a new trust, please contact:  
**The Reverend Steve Pankey**, Rector (steve@cecbg.com or 270.843.6563)  
**B. Heath Harper**, Parish Administrator (heath@cecbg.com or 270.843.6563)

You can make a planned gift to the Reserve Fund or you can choose to direct your gift to any parish ministry area or current fund –

### **Christ Episcopal Church**

All Saints Scholarship Fund  
Altar Guild Fund  
Clergy Discretionary Fund  
Columbarium Fund  
Current Year Operating Fund  
Friends of Music Fund  
Guild Fund  
Living Waters for the World Fund  
Major Repairs Fund  
Memorial Fund  
Memorial Garden Fund  
Room in the Inn Fund  
Wednesday Community Lunch Fund

You can also make a planned gift to Bowling Green community agencies supported by Christ Episcopal Church –

Churches United in Christ HELP Ministry  
HOTEL Inc.  
MEALS, Inc.

Gifts to Christ Episcopal Church can be made by making a direct gift of cash or appreciated assets, or by making a planned gift. Planned gifts, though requiring financial and estate planning assistance, offer a unique opportunity for making a significant gift to Christ Episcopal Church while still providing for your loved ones. Some planned gift options provide income for life and reduce the tax burden on donors and their heirs.

**A bequest in a will** is the easiest and most common way of making a planned gift to the church. You can designate a specific amount, a percentage of your estate, or a specific asset. Christ Episcopal Church can also be named as a contingent beneficiary.

**Life income gifts** such as charitable gift annuities, charitable remainder trusts, or pooled income funds provide you and/or your designated beneficiary income for life, and provide a gift to the church after your death. Life income gifts generally reduce or eliminate certain taxes and guarantee an income for life.

**Life insurance** can be used to make lasting gifts to Christ Episcopal Church simply by making the church a beneficiary or contingent beneficiary of a new or existing policy.

**Retirement plan assets** are an excellent means of charitable giving through your estate planning. Tax-exempt organizations like Christ Episcopal Church are not subject to the same income tax that individuals are, and thus may receive the full amount of gifts from tax-deferred savings accounts such as 401(k)s or IRAs.

Your planned gift, regardless of type or size, can be a precious legacy for the future ministries of our parish. If you would like more information, or wish to discuss confidentially the ways in which planned gifts may further the ministries of Christ Episcopal Church, please contact:

**The Reverend Steve Pankey**, Rector (steve@cecbg.com or 270.843.6563)

**B. Heath Harper**, Parish Administrator (heath@cecbg.com or 270.843.6563)

*This planned giving information is for illustration only and is not meant to take the place of financial or legal advice. Please consult with your financial and legal counsel about specific charitable gifts.*