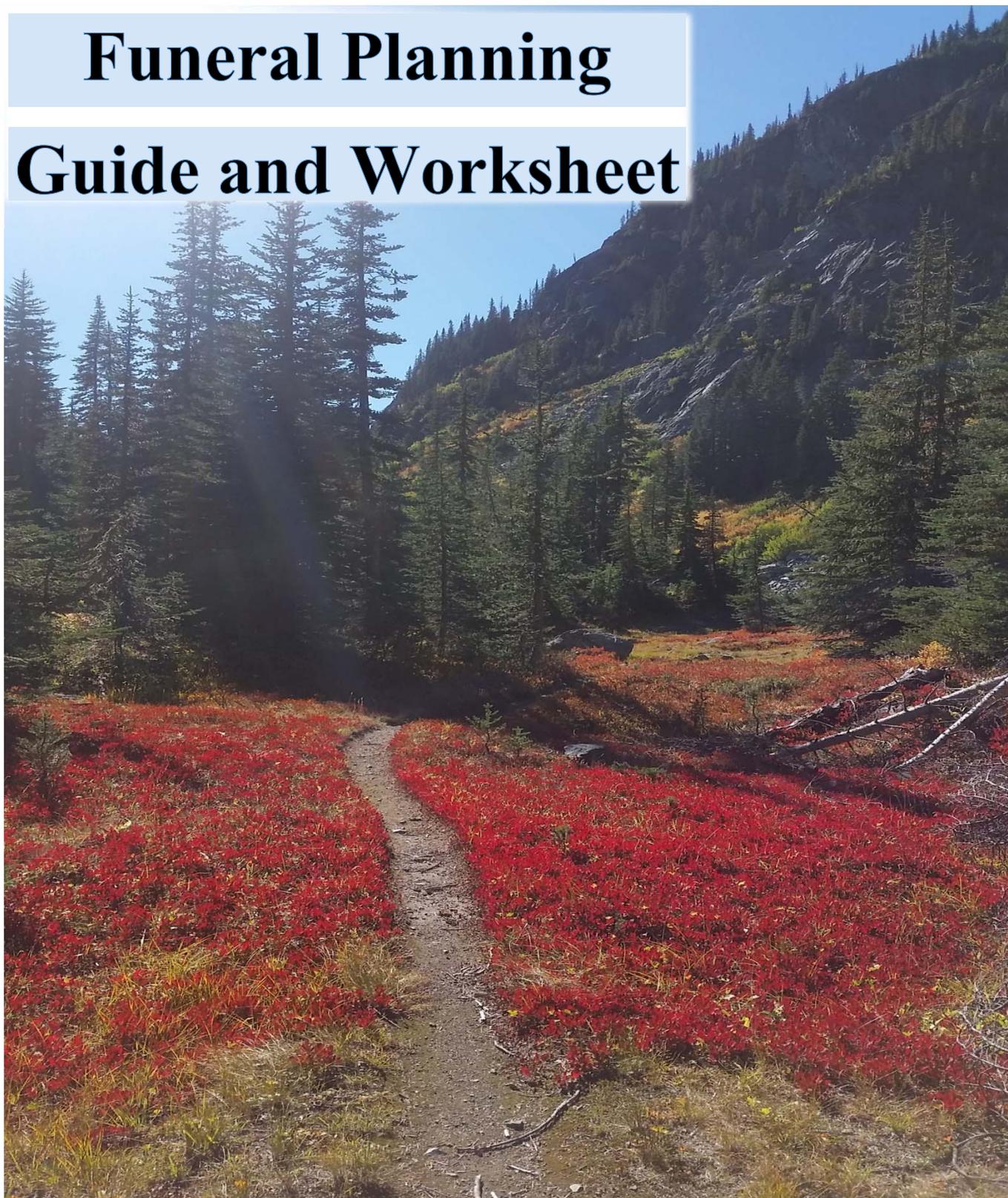


Funeral Planning Guide and Worksheet



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Funeral Planning Guide and Worksheet

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

John 14:3

Thank you for picking up Celebration’s Funeral Planning Guide and Worksheet. This material is designed:

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

In the first days following a loved one’s death, the family makes an average of 200 decisions. During such an emotional, stressful and demanding time, plans that have been made earlier lighten the load after death. If you’ve not made advance plans, this guide will be helpful to you as you make arrangements for services and burial of your loved one.

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

The Goal of the Christian Funeral Service

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

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

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

Planning Faithfully, Choosing Wisely

What is the difference between a funeral and memorial service?

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

How does the Church view cremation?

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

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

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

Should I make pre-arrangements with a Funeral Director?

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

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

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

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

Funeral or memorial services on Sunday are discouraged, as Sundays are reserved for the worship services of the congregation. However, there are provisions for brief memorials within the context of a Sunday morning worship.

What fees are associated with a funeral or memorial service at Celebration?

There are fees for the people involved in providing the worship service as well as those who prepare and clean up following the service and reception. A fee schedule is available from the church office and area Funeral Directors. There is no building rental fee for Celebration members. Payment of these fees are coordinated through the Funeral Director or the Ministry Associate at Celebration.

Who makes arrangements for the musician(s)?

The Celebration Lutheran pastor serves as coordinator and contacts the pianists for all funerals. A vocalist may be selected by you or your family, or the vocalist can be arranged by the Celebration or the Funeral Director. Any vocalist or additional musicians should contact the pastor or pianist promptly to arrange practice times.

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

The visitation may take place at Celebration the afternoon or evening before the service if there are no other events already scheduled in the worship center, narthex, or fellowship hall. In addition, a visitation time is typically offered at the church prior to the service.

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

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

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

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

Who plans the reception following the funeral or memorial service?

The church office staff will schedule and make these arrangements with the Funeral Director and your family. When plans are being made for the funeral following death, the Funeral Director will work with the Celebration office staff to order food appropriate to the number of people you anticipate attending. We know it is difficult to estimate a number. But we have years of experience at planning these events and, with a few questions, we can assist in that estimate. We assure you that there will be sufficient food and seating for all who choose to attend the reception. Any leftover food is yours to take home, deliver to agencies in the community that welcome donations, or leave at Celebration to be distributed through a local food pantry. If catered, payment for the reception food and servers is coordinated through the Funeral Director.

What if I desire to have memorials directed to Celebration or other organizations?

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

FUNERAL PLANNING WORKSHEET

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

This worksheet may be used by:

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

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

Guide for the Christian Funeral of _____
Full Name: First, Middle (Maiden), Last

Date Completed: _____

For the Person Making Advance Plans:

When you have completed this worksheet, please consider sharing it with the Celebration Pastor. Your information will be kept in a confidential file available only to the Pastor of Celebration. It will be used in consultation with your family or whomever you have directed to carry out these wishes upon your death.

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

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

Or simply give it to someone you trust with a note that says:

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

*With gratitude,
 Signature and Date*

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

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

When death occurs, please contact the church office at 509.884.3817 or, after hours, please use the personal phone numbers of the pastor listed on the Celebration newsletter (available online at www.clcewen.org). Area Funeral Directors also have personal contact information for the Celebration Pastor (s) and will contact them on your behalf.

Visitation

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

Will a Visitation be Held?

- Yes
 No

Location of Visitation

- At the Funeral Home
 At Celebration Lutheran Church
 Other: _____

Will the Remains be Present at the Visitation?

- Coffin with Viewing of Body
 Closed Coffin
 Urn with Photograph next to it
 No Remains Present

Time of the Visitation

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

Displays

- Momentos (Awards, Certificates, etc.)
 Bible of the Deceased
 Video Tribute (Usually Produced by the Funeral Home)
 Other: _____

Christian Worship Service Plans

Location of Service

- Celebration Lutheran Church
 Funeral Home
 Cemetery (A Graveside Service Only)
 Other: _____ (i.e. Care Facility Chapel, etc.)

Time of the Worship Service

- Morning
 Afternoon
 Evening
 At discretion of pastor, church, or family

Will the Remains be Present at the Worship Service?

- Yes (Coffin or Urn with Ashes)
 No

Will Holy Communion be Celebrated? *(Only available for services at Celebration)*

- Yes
 No

Display Items to be On or Near the Casket/Urn

- Floral Spray and/or additional Flower Bouquets
 Bible or Other Symbol of Faith: _____
 Photograph
 Cross
 Flag *(Only Used During Visitation and at Cemetery)*

Please Note: A Funeral Pall may be used to cover the casket during the worship service unless expressly declined.

Favorite Biblical Theme or Image _____

Readers

- The Pastor who officiates will read.
 I would like this/these person(s) to read at my service: _____

Choosing Bible Readings

- The Pastor who officiates may choose the readings.
 My Family will choose the readings.
 I have chosen the readings as indicated below.

Suggested Bible Readings (not an exhaustive list)

Old Testament

Job 19:23-27
 Isaiah 40:1-11, 28-31; Isaiah 40:28-31; Isaiah 65:17
 Psalm 23; Psalm 46:1-5, 10-11; Psalm 90:1-10, 12; Psalm 121; Psalm 130; Psalm 139:1-12

Gospels

Matthew 5:1-12a
 Luke 23:33, 39-43
 John 11:17-27
 John 14:1-6, 25-27

New Testament

Romans 8:14-23, 31-39
 Romans 14:7-9, 10b-12
 1 Corinthians 15:20-26, 35-38, 42-44, 50, 53-58
 2 Corinthians 4:16-5:1
 1 Thessalonians 4:13-18
 Revelation 21:1-4, 22-25, 22:3-5
 Revelation 22:1-5

Other Readings Selected: _____

Congregational Hymns

_____ The Pastor who officiates may choose the hymns.
 _____ My family will choose the hymns
 _____ I have chosen the hymns as indicated below.

Suggested Hymns:

Abide With Me
 A Mighty Fortress
 Amazing Grace
 Baptized and Set Free
 Beautiful Savior
 Blessed Assurance
 Borning Cry
 Children of the Heavenly Father
 For All the Saints
 Great is Thy Faithfulness
 Guide Me Ever, Great Redeemer
 Healer of Our Every Ill
 How Great Thou Art
 I Know That My Redeemer Lives!
 Joyous Light
 Lift High the Cross
 Lord of All Hopefulness
 Lord Take My Hand and Lead Me
 Love Divine All Loves Excelling

My Faith Looks up to Thee
 My Hope Is Built on Nothing Less
 My Shepherd, You Supply My Need
 Now Thank We All Our God
 O Christ the Same
 O God, Our Help in Ages Past
 On Eagle's Wings
 Praise to the Lord
 Precious Lord, Take My Hand
 Shall We Gather at the River
 Softly and Tenderly Jesus is Calling
 The King of Love My Shepherd Is
 The Lord's My Shepherd
 This Is My Father's World
 Thy Holy Wings
 We Praise You O God
 We Were Baptized in Christ Jesus
 What a Friend We Have in Jesus
 What Wondrous Love is This

Other Hymns Selected: _____

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

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

NOTE: Live music is preferred over recorded music. Please consult with Pastor for options.

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

(Please limit to 1 or 2 speakers, requesting them to limit their remarks to 3-5 minutes.)

Yes

No

I would like this person to speak: _____

Reception Following Worship

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

Yes

No

I would like the Reception

Immediately Following the Worship Service; Before Burial

Following the Worship Service and After Burial

Location for the Reception

Celebration Lutheran Church

Other Location: _____

Menu for the Reception (*Note: The Celebration Funeral Care Team will suggest a standard menu and make necessary arrangements if desired*)

Dessert and Coffee/Beverage

Light Lunch (Sandwiches, Salads, dessert)

Secure your own caterer and wait staff.

Other: _____

Funeral Home

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

Have Pre-Arrangements Been Made?

- Yes
- No

Disposition of the Body

- Embalm Body (Usually required if unrefrigerated over 24 hours before burial.)
- Cremate Body Shortly After Death
- Cremate Body After Visitation and/or Service

Burial Wishes

- Bury Coffin/Urn in Cemetery
- Other: _____
This might include keeping ashes with a family member, spreading ashes at a favorite spot, etc.)

Bury Coffin or Urn

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

Grave Marker

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

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

- Name: _____
- Dates: (birth/death dates) _____
- Maiden name: _____
- Bible Verse: _____
- Graphic: _____
- Other: _____

Eligible for Military Honors

- Yes
- No

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

_____	_____
_____	_____
_____	_____

Cemetery

_____ I have made arrangements for my burial.

Name of Cemetery _____

Location of Cemetery _____

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

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

(Include Contact Information)

Desired Expressions of Sympathy

_____ Flowers

_____ I desire Memorial Gifts in lieu of Flowers

Memorial Suggestions

_____ Celebration Lutheran general fund to support a variety of ministries and missions.

_____ Celebration's Memorial Fund (*suggestions made by Celebration's Memorial Team and/or Church Council. Ideas include: Music Ministry, OMNY, Youth Scholarships, Missions, Church partners, i.e., camps, campus ministry, etc.*)

_____ Other: _____

Obituary

Full Name (*including Maiden Name*) _____

Birth Date and Location _____

Parent's Names (*including Mother's Maiden Name*) _____

Baptism Date, Church, and Location _____

Confirmation Date, Church, and Location _____

Marital Status, Marriage Date, and Name of Spouse _____

Other Marriages/Divorces/Spouse(s) _____

Names of Children _____

Additional Next of Kin _____

Personal History

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

Important Documents and Advisors

It is important that survivors be able to locate vital records and important documents. Before your death, you should have a current will/living trust and related health care directives which express your wishes on important personal, financial, medical, and charitable issues for your survivors. If you need information regarding estate planning, planned giving, and/or the inclusion of a Christian preamble for your will, please consult your legal or financial advisor. Additional information is available at www.trinity-ec.org at the Endowment Trust page under the Give menu.

Location and Date of Will/Living Trust _____

Location of my Five Wishes Booklet or Living Will _____

Attorney/Will Preparer _____

Power of Attorney/Financial _____

Power of Attorney for Health Care _____

Executor of Will/Estate _____

Guardian (for Minor Children) _____

Additional Comments

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