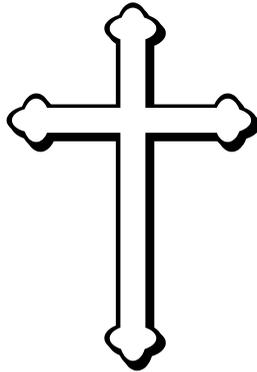


# Highland Presbyterian Church

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## Funeral Planning Guide



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**Highland Presbyterian Church**  
**FUNERAL PLANNING**  
**August 2016**

## Introduction

“In life and in death, we belong to God.” These words from *A Brief Statement of Faith* sum up the Christian approach to both life and death. Because we trust in God and power of God at work in the life, death and resurrection of Jesus, we can be confident of God’s presence with us as we prepare for the end of life.

The purpose of this manual is to help you and your family prepare yourselves and the church for the arrangements you want to be made at the time of death. It is our hope that members will fill out the forms provided and place them on file in the church office. This will help pastors and family members make important decisions at the proper time. The form will be kept in a confidential file in the church office and, of course, can be updated at any time.

## Theological Reflections (adapted from the “Directory for Worship” of the Presbyterian Church)

*In Baptism each Christian shares in Christ’s dying and rising, and receives the promise of eternal abundant life in him. We understand the Christian funeral to be the completion of Baptism. In the face of death, we affirm with tears and joy the good news of the gospel and the hope of the resurrection. We do not grieve alone, but are sustained by the by the power of the Holy Spirit and the community of faith.*

*The service of witness to the resurrection is most appropriately held in the congregation’s usual place of worship, demonstrating continuity with the community’s faith, life, and hope. When there are important reasons to hold the service elsewhere, it may be held in a home, funeral home, crematorium, or graveside. The service may take place before or after the committal of the body. The service is under the direction of one of the pastors of the church; others may be invited to share in leadership at the discretion of the pastor.*

*The service of witness to the resurrection is designed to be much like regular Sunday worship. It begins with sentences of Scripture, bearing witness to the resurrection and the living hope we have in Christ. Worshipers may sing hymns, psalms, and spiritual songs that affirm our faith in resurrection, everlasting life, and the communion of the saints. The act of confession and pardon may be included as an opportunity for healing and reconciliation. Scripture is read and the Word is proclaimed, expressing our trust in the risen Christ; an affirmation of faith may follow. Prayer is offered: giving thanks to God for life in Christ, the promise of the gospel, the life and witness of the one who has died, the comfort of the Holy Spirit, and the presence of the community of faith. The prayer makes intercessions for those who grieve, and all who suffer loss; asking for faith and grace in this time of loss; and concluding with the Lord’s Prayer. The Lord’s Supper may be celebrated, with the approval of the session. The service ends by commending the one who has died to the care of God, committing the body of the deceased to the place of disposition (unless this has already been done), and sending the people forth with God’s blessing.*

*If a casket or urn is present, it may be covered with a pall (which is available for use), a symbol of being clothed with Christ in Baptism. The paschal candle is lighted and placed near the casket or urn. Music directs attention to God and expresses the faith of the church. Flowers are to reflect the integrity and simplicity of Christian life. Family members or friends may be invited by the family and pastor to offer remembrances, but in no way should family members feel obligated to speak at the service itself. Remembrances may also be offered during visitation or a reception. If there are fraternal, civic or military rites requested, those are to be conducted after the benediction at the conclusion of the service or at the gravesite following the committal.*

## **Making Arrangements**

Members are encouraged to visit various funeral homes and select one in advance so that family members will know which funeral home to call at the time of death. Funeral homes will share the full list of services provided and the costs associated with each, allowing you and your family to select which services are needed and which are not. Funeral homes will offer a “pre-payment” option, but this is by no means necessary to the decision to use a particular funeral home.

When the service is conducted at the church, the church will provide a service bulletin, arrange for ushers, and an organist and/or other musicians. There is no fee for the use of the church; the pastor or director of music ministries can provide information regarding honoraria for musicians. If the service is held at the funeral home, musicians are often provided as part of the services of the funeral home. The Deacons of the church will provide a reception following the service if desired by the family as a time to greet those who are in attendance. Visitation may precede the service if there is no reception following.

## **Information Form**

The following form is provided as a way to guide your planning and to have a record available at the church when it is needed. Please feel free to share as much or as little information as you desire. This form allows you to provide four types of information: family contacts; obituary details; instructions to be followed at the time of death; and your desires for the funeral service itself. More extensive forms are available from various funeral homes which allow you to record vital legal and financial information so that it will be easily available to family members. One of the pastors would be happy to meet with you to answer questions or assist you in filling out the church’s form. Once it is complete, please make copies for yourself and family members, and send a copy to the church office where it will be kept in a secure file for the use of the pastor at the appropriate time.

### Part 1: Contact Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Spouse/Partner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Other Family or Contact Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Email: \_\_\_\_\_

## Part 2: Obituary Information

Place and date of Birth: \_\_\_\_\_

Parents' Names and places of birth: \_\_\_\_\_

Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Occupation (s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church service or leadership (ruling elder, deacon, etc.): \_\_\_\_\_

\_\_\_\_\_

Military Service (Branch, years of service, honors): \_\_\_\_\_

\_\_\_\_\_

Memberships (Service Organizations, Clubs, Fraternal Orders, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Family Members (Names and Relationships): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What else would you like to be remembered for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Part 3: End of Life

I have the following documents:

- A Will;
- A Living Will;
- Durable Power of Attorney for health care;
- Financial Power of Attorney.

My attorney or executor/trix is \_\_\_\_\_; Phone: \_\_\_\_\_

I want to use the following funeral home for final arrangements: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Pre-paid:  Yes;  No

I wish to be:  Buried at \_\_\_\_\_

Cremated and Ashes \_\_\_\_\_

Cemetery plot paid for: \_\_\_\_\_ yes; \_\_\_\_\_ no;

I have arranged for my body to be donated to: \_\_\_\_\_

**Part 4: Service of Witness to the Resurrection**

I want the service to be held at: \_\_\_\_\_ Church;  
\_\_\_\_\_ Funeral Home;  
\_\_\_\_\_ (other)

Hymns or other musical selections to be played/sung (see suggested list): \_\_\_\_\_

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Scripture readings to be used (see suggested list): \_\_\_\_\_

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If available, the following pastors: \_\_\_\_\_ current pastor;  
\_\_\_\_\_ current associate pastor;  
\_\_\_\_\_ other;

If available, the following musicians: \_\_\_\_\_

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Other persons to participate: \_\_\_\_\_

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Memorial gifts may be given to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pall bearers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I prefer to: \_\_\_ have the casket present at the church with burial to follow at the cemetery;  
\_\_\_ have committal/burial service first and service to follow;  
\_\_\_ have ashes in an urn present at the church with interment following;  
\_\_\_ have ashes interred first with service to follow;  
\_\_\_ have a memorial service with neither ashes nor casket present and no  
burial or interment service

I suggest that the family:  
\_\_\_ have visitation the day/evening before the service at the funeral home;  
\_\_\_ have visitation at church prior to the service;  
\_\_\_ have a reception following the service at \_\_\_\_\_.

## APPENDIX – Suggested Scripture Readings and Hymns

Readings from Scripture: (from which to choose several from the Old and New Testaments)

- |                     |                                  |
|---------------------|----------------------------------|
| ___ Psalm 8         | ___ John 3:16-17                 |
| ___ Psalm 16        | ___ John 11:17-27                |
| ___ Psalm 18        | ___ John 14:1-7, 25-27           |
| ___ Psalm 23        | ___ I Thessalonians 4:13-14      |
| ___ Psalm 46        | ___ I Corinthians 15             |
| ___ Psalm 90        | ___ II Corinthians 4:5-18; 5:1-9 |
| ___ Psalm 121       | ___ Romans 8:14-23               |
| ___ Psalm 139:1-12  | ___ Revelation 21:1-5a; 22:1-5   |
| ___ Isaiah 40:1-11  | ___ _____                        |
| ___ Isaiah 40:28-31 | ___ _____                        |
| ___ Isaiah 65:17-25 | ___ _____                        |

## Congregational Hymns:

(Numbers are from Glory to God)

- |  |   |
|--|---|
| No. 2 "Come, Thou Almighty King"                 | No. 649 "Amazing Grace"                                   |
| No. 45 "I to the Hills Will Lift My Eyes"        | No. 686 "God of Our Life, Through All the Circling Years" |
| No. 65 "Guide Me, O Thou Great Jehovah"          | No. 687 "Our God, Our Help in Ages Past"                  |
| No. 232 "Jesus Christ is Risen Today"            | No. 801 "The Lord's My Shepherd" (Psalm 23)               |
| No. 236 "The Strife is O'er, the Battle Done"    | No. 806 "I'll Praise My Maker"                            |
| No. 268 "Crown Him with Many Crowns"             | No. 815 "Give to the Winds Thy Fears"                     |
| No. 275 "A Mighty Fortress is Our God"           | No. 816 "If Thou But Suffer God to Guide Thee"            |
| No. 326 "For All the Saints"                     | No. 819 "Be Still My Soul"                                |
| No. 366 "Love Divine, All Loves Excelling"       | No. 821 "My Life Flows On"                                |
| No. 375 "Shall We Gather at the River"           | No. 822 "When We Are Living"                              |
| No. 377 "I Want to Walk as a Child of the Light" | No. 824 "There Is a Place of Quiet Rest"                  |
| No. 380 "God is Our Refuge and Our Strength"     | No. 829 "My Faith Looks Up to Thee"                       |
| No. 394 "Christ is Made the Sure Foundation"     | No. 833 "O Love That Wilt Not Let Me Go"                  |
| No. 438 "Rock of Ages, Cleft for Me"             | No. 834 "Precious Lord, Take My Hand"                     |
| No. 463 "How Firm a Foundation"                  | No. 835 "Just a Closer Walk with Thee"                    |
| No. 488 "I Was There to Hear Your Borning Cry"   | No. 836 "Abide with Me"                                   |
| No. 552 "Holy, Holy, Holy"                       | No. 837 "What a Fellowship, what a Joy Divine"            |
| No. 611 "Joyful, Joyful, We Adore Thee"          | No. 838 "Standing on the Promises"                        |
| No. 620 "Praise My Soul, The King of Heaven"     | No. 839 "Blessed Assurance, Jesus Is Mine!"               |
| No. 624 "I Greet Thee, Who My Sure Redeemer Art" | No. 840 "When Peace like a River"                         |
| No. 625 "O Lord My God, How Great Thou Art"      | No. 841 "God is My Strong Salvation"                      |
| No. 643 "Now Thank We All Our God"               |   |

