

## **Funeral Service Planning Sheet**

### *Utilizing the Book of Common Prayer, 1979*

Thinking about the end of our life can feel like a daunting and dark task. There are countless websites and books (your insurance or life insurance company likely has a free version they will send you to use) designed to help you leave behind a blueprint of your life's basic facts, from computer passwords to power of attorney status. While we strongly recommend working on all these aspects, one that is most often forgotten is taking the time to think about your memorial service.

In the Episcopal Church, there are two realities regarding our funeral services: the first is that our rites for burials and funerals are Easter liturgies and the second is that liturgy is always designed for the living. When we say that funerals are Easter liturgies, we mean that they are intended to be a celebration of the life and work of the person who has died. In the Episcopal Church, we celebrate saints not on the day they were born but on the day they died. This is why St. Martin Luther King, Jr. has a feast day and a national holiday that are not the same date. We celebrate the death of our loved ones and saints even while we mourn the loss of their presence in our everyday life, as a reminder that they have entered the great cloud of witnesses and are still accessible to us in our thoughts, prayers, and memories. The second, and perhaps less talked about reality, is that liturgies are always for the living. This makes sense when you think about it, and our church has worked since its founding to ensure that the way we pray and gather is enculturated, from worshipping in the language of the community gathered, to ensuring the theology is both sound and relevant. When you begin to think about planning your funeral, you need to hold all of this in tension. Your funeral is a celebration of your life and all the ways you lived out your baptism, but it is also meant as a comfort for those who are mourning.

Regardless of where you worship or hope to have your funeral, planning your funeral liturgy is often a gift to those you left behind. Your loved ones will find comfort in your directives, and it will help them know how to honor you while also removing one of the many tasks associated with the loss of a loved one. As you think through the following pages, be sure to keep in mind all of your favorite hymns, scripture, and prayers, but also feel free to leave items blank that someone else might want to fill in. Leave margin notes to your loved ones or clergy, since those are often a surprise blessing found alongside a beloved hymn. This is your worksheet and your time, so be gentle and generous with yourself as you work through it. Don't be afraid to ask for the help or opinions of others. Finally, be sure to keep a copy with your other important end-of-life documents in addition to giving a copy to the parish and cemetery or funeral home you may have made arrangements with. Let your loved ones know that you've done this work so they can also find comfort in knowing this process is complete. Lastly, this process is often not complete. Many times, people will make changes as they hear a hymn or attend someone else's funeral. That's okay. Just be sure to add an update with the date, to once again help guide those who love you in the ways that honor you and support them.

Finally, we at the United Thank Offering are grateful for your life, ministry, and commitment to a personal spiritual discipline of gratitude with UTO. If you would like to remember UTO in your will or include us as an option for gifts in lieu of flowers, we would be grateful. There are two ways to give to UTO: the first is to the Memorial Trust Fund. Here the gifts given in your name will be listed individually in our memorial book and/or your gift found in your will. The other option is to give to the Ingathering. Be sure to indicate which you prefer. To find out more visit:

<https://unitedthankoffering.com/memorial-trust/> as well as information to help you remember UTO in your will.

## General Information

Full Name (include any last names that are relevant, full names, nicknames, etc.):

Address:

Phone Number:

Email:

## Family Members

1. Partner/Spouse

2. Child(ren)

3. Personal Representative or Executor or person responsible for making final decisions after your death)

## Church Information

*For use in your bulletin and for church record keeping.*

	Date:	Location: (church (if applicable), city and state)
Born		
Baptized		
Confirmed		

Ministries in which you have participated:

## End-of-Life Planning Notes

I have/have not (*circle one*) made a will and other directives. If so, they can be found here:

Yes/No (*circle one*) I have outlined my preferred obituary; it can be found attached to this document.

Yes/No (*circle one*) I have a preferred photo to use with my obituary or in other places. It can be found attached to this document.

As a part of my medical directives:

Yes/No – I wish to donate my body for medical use.

Yes/No – I wish to serve as an organ donor if possible.

My preference is:

*Circle one:*

Burial

Cremation

Body present at the funeral, cremation to follow

**If cremation, please dispose of my ashes as follows:**

**If burial:**

*Circle and fill in one:*

1. I do not own a burial plot, but prefer to be buried at the following cemetery:
  
2. I own a burial plot at the following cemetery. (Please include name of the cemetery, city and state.)

### **Funeral Planning Details**

#### **Visitation Information**

*Circle one:*

1. I would prefer not to have visitation offered.
2. I would prefer visitation at the church.
3. I would prefer visitation at a funeral home.

*If you selected #3, please state which funeral home and if you have made arrangements with the funeral home already.*

#### **Service Preferences**

*Circle one:*

1. I would prefer Burial of the Dead Rite I, with Holy Eucharist.
2. I would prefer Burial of the Dead Rite I, without Holy Eucharist.
3. I would prefer Burial of the Dead Rite II, with Holy Eucharist.
4. I would prefer Burial of the Dead Rite II, without Holy Eucharist.
5. I would prefer Enriching our Worship, with Holy Eucharist.
6. I would prefer Enriching our Worship, without Holy Eucharist.
7. Other:

#### **Committal at the graveside following (if applicable based on burial preference listed above):**

*Circle one:*

1. For everyone.
2. For family only.
3. I would prefer there not to be a committal service at the grave.

### **Funeral Service Planning**

#### **Participants in the Service (if available and willing):**

Officiant/Presider	
Homilist (if different than above)	
Eulogist	
Lectors (2)	1. 2.
Prayer Leader	
Chalice Ministers (if applicable)	1. 2.
Acolytes	1.

	2. 3.
Soloists	
Ushers	1. 2.
Pallbearers	1. 2. 3. 4. 5. 6.
Military Honors at Gravesite? <i>If so, please list the contact for Veterans Affairs responsible for liaising with the congregation for your branch of the military.</i>	Name: Phone: Email:
Do you wish to have flowers, or would you prefer to state an organization to receive donations instead? (We suggest having two options.)	
Do you wish to have a Bible verse or quote on your bulletin or prayer cards? If so, please list it here.	

## Liturgical Choices

*Note: if you leave a line blank, then the clergy and your family will work together to choose something suitable.*

Prelude	
Opening Hymn	
Anthem	
Collects	
Old Testament Reading	
Psalm or Hymn	
Epistle/New Testament Reading	
Gospel	
Offertory hymn, anthem, solo	
Eucharistic Prayer (if applicable)	
Communion Hymn or solo	
Closing Hymn	
Postlude	

*There are many musical choices you can make in addition to the above and based on what your current congregation does. For example, if you have a favorite Sanctus, add it here. If you prefer the psalm chanted, note that above. Feel free to get as specific as you want based on your experience or knowledge in your local parish, remembering that these are all just suggestions.*

### **Additional Ideas and Notes:**

## Suggested Readings

### Selections for appropriate readings for the first reading:

- Isaiah 25:6-9 (He will swallow up death for ever)
- Isaiah 61:1-3 (To comfort those who mourn)
- Daniel 12:1-3 (Of those who lie sleeping in the dust of the earth many will awake)
- Maccabees 12:43-46 (It is good and holy to think of the dead rising again)
- 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)
- Wisdom 4:7-15 (A blameless life is a ripe old age)
- Job 19:21-27a (I know that my Redeemer lives)

### Selections for appropriate Psalms:

- 23
- 27
- 42:1-7
- 46
- 90:1-12
- 106:1-5
- 116
- 121
- 130
- 139:1-11

### Selections for appropriate readings for the second reading:

- Acts 10:34-43 (God has appointed Jesus to judge everyone, alive and dead)
- Romans 5:5-11 (Having been justified by his blood, we will be saved)
- Romans 5:17-21 (Where sin increased, there grace abounded)
- Romans 6:3-9 (Let us walk in newness of life)
- Romans 14:7-9, 10b-12 (Whether alive or dead, we belong to the Lord)
- Romans 8:14-19,34-35,37-39 (The glory that shall be revealed)
- 1Corinthians 15:2-26,35-38,42-44,53-58 (The imperishable body)
- 2 Corinthians 4:16--5:9 (Things that are unseen are eternal)
- Philippians 3:20-21 (Jesus will transfigure our bodies)
- Thessalonians 4:13-18 (We shall stay with the Lord forever)
- 2 Timothy 2:8-13 (If we have died with him, we shall live with him)
- 1 John 3:1-2 (We shall be like him)
- 1 John 3:14-16 (We have passed from death to life)
- Revelation 7:9-17 (God will wipe away every tear)
- Revelation 14:13 (Happy are those who die in the Lord)
- Revelation 21:2-7 (Behold, I make all things new)

### Selections for appropriate readings for the gospel reading:

- Matthew 5:1-12a (The Beatitudes)
- Matthew 11:25-30 (Come to me and I will give you rest)
- Matthew 25:1-13 (The bridegroom comes. Go out to meet him)
- Matthew 25:31-46 (Come, you whom my Father has blessed)
- Luke 7:11-17 (The raising of a young man)
- Luke 23:33,39-43 (Today you will be with me in paradise)
- John 5:24-27 (He who believes has everlasting life)

- John 6:37-40 (All that the Father gives me will come to you)
- John 10:11-16 (I am the good shepherd)
- John 11:21-27 (I am the resurrection and the life)
- John 14:1-6 (In my Father's house are many rooms)

At the discretion of the officiant or rector, a selection from secular writings or poetry may be used as a first or second reading.

## Suggested Music

These suggestions are only intended as a guide. There are many other hymns and songs from other traditions that are suitable for the funeral liturgy. If they are important to you, be sure to include a copy of the music (or where to find it) with this form or discuss it in advance with your priest.

- 207 "Jesus Christ is risen today"
- 208 "Alleluia! The strife is o'er"
- 287 "For all the saints"
- 356 "May choirs of angels lead you"
- 379 "God is Love"
- 388 "O worship the King"
- 410 "Praise, my soul, the king of heaven"
- 429 "I'll praise my Maker while I've breath"
- 455 "O love of God"
- 526 "Let saints on earth in concert sing"
- 618 "Ye watchers and ye holy ones"
- 620 "Jerusalem, my happy home"
- 623 "Jerusalem the golden"
- 625 "Ye holy angels bright"
- 636 "How firm a foundation"
- 662 "There is a balm in Gilead"
- 671 "Amazing grace!"
- 676 "Abide with me"
- 680 "O God, our help in ages past"
- 690 "Guide me, O thou great Jehovah"
  
- LEVAS 12 "Come, we that love the Lord"
- LEVAS 14 "Soon and very soon"
- LEVAS 29 "Jesus, keep me near the Cross"
- LEVAS 40 "He 'Rose"
- LEVAS 54 "Nearer, my God, to Thee"
- LEVAS 60 "How Great Thou Art"
- LEVAS 72 "Just a Closer Walk with Thee"
- LEVAS 88 "My faith looks up to thee"
- LEVAS 91 "Give me Jesus"
- LEVAS 106 "Precious Lord, take my hand"
- LEVAS 130 "Glory, Glory, Hallelujah"
- LEVAS 185 "Blessed Quietness"
- LEVAS 190 "He'll Understand and Say "Well Done"
- LEVAS 197 "Leave It There"
- LEVAS 201 "I've got peace like a river"