



## Funeral Planning Guide

## Funeral Planning Guide Introduction



### A Note from the Rector

Planning your funeral need not be a morbid task to be avoided but the joyful work of planning the celebration of your life. *The Book of Common Prayer* reminds us that the funeral is an Easter liturgy, finding its meaning in Christ's resurrection and 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 letter and the accompanying planning pages are meant to serve as a guide as you begin the planning process. The best liturgies are the result of the collaboration of the priest, the musician, and the family working together to create a celebration which will commend the person to God and give hope to those who mourn.

When you or a loved one becomes sick or is in the process of dying, please notify the church and a member of the clergy. We wish to be present with you and your family whenever possible throughout the dying and grieving process. The clergy at St. Michael's have walked along side countless families during the death of a loved one and we are happy to guide and support you as needed.

When it comes to planning the liturgy and funeral the service is a witness to your Christian life, and should reflect your way of worship. The Burial Service in *The Book of Common Prayer* is traditionally used for a Celebration of Life with appropriate music that complements the liturgy. To help guide you through some of the decision that may need to be made, we've provided this Funeral Planning Guide and framework that will be helpful when the church, your family, and friends celebrate your life.

May the planning of your funeral be a meaningful time of prayer and reflection. Upon completion of this Funeral Planning Guide, please make a copy for your records and provide a copy to the parish office for our records. If you have any questions, please do not hesitate to reach out to me directly or any of the clergy at St. Michael's.

Faithfully in Christ,

A handwritten signature in black ink that reads "Rev. Matt Holcombe". The signature is written in a cursive style.

The Rev. Matt Holcombe  
Rector

## **INDEX:**

4	Statement of Guidance
5	Personal Information
6	Personal Information Continued
7	Burial Information
8	Funeral Arrangements
9	Miscellaneous & Fees
10	Appendix A - Hymns & Music
11	Appendix B - Scripture Passages & Psalms

**STATEMENT FOR THE GUIDANCE OF MY FAMILY AT  
THE TIME OF MY DEATH**

It is my desire that I should be buried in accordance with the traditions of the Episcopal Church using the accompanying pages as a guide for my wishes and desires. When circumstances arise that prevent these wishes from being honored, I provide pastoral discretion to the clergy and my family to make the appropriate alternative arrangements.

A copy of this statement is on file at St. Michael's Episcopal Church, 7400 Tudor Road Colorado Springs, CO 80919. Telephone: 719-598-3244 [www.stmikeschurch.com](http://www.stmikeschurch.com)

Additional copies have been given to:

---

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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

**PERSONAL INFORMATION**

*Please print clearly and complete as much information as possible.*

Today's Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

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

Length of Residence in this State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ City/State of Birth: \_\_\_\_\_

Baptism Date: \_\_\_\_\_ Location: \_\_\_\_\_

Confirmation Date: \_\_\_\_\_ Location: \_\_\_\_\_

Occupation: \_\_\_\_\_

**FAMILY INFORMATION**

Living                      Deceased

Name of Spouse:        \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Name of Father:        \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Name of Mother:        \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Siblings:                \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

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

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

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

Children:                \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

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

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

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

Number of Grandchildren: \_\_\_\_\_      Number of Great Grandchildren: \_\_\_\_\_

*An earlier marriage may be listed here if desired:* \_\_\_\_\_

**FRATERNAL LODGES & ORGINIZATIONS** *(Optional)*

Name of Organization

Burial Benefits

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

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

**MILITARY SERVICE** *(Optional)*

Did you serve/are you serving in the military?    \_\_\_\_ Yes    \_\_\_\_ No

Branch & Date of Service: \_\_\_\_\_

Service Number: \_\_\_\_\_ Veterans Admin. Claim No. \_\_\_\_\_

Grade, Organization, & Type of Discharge: \_\_\_\_\_

Do you receive Monetary Benefits for a Service-Connected Disability? \_\_\_\_\_

**LEGAL INFORMATION**

I have a Will:    \_\_\_\_ Yes    \_\_\_\_ No

If Yes, the date of my most recent Will is: \_\_\_\_\_

If Yes, a copy of my will is located: \_\_\_\_\_

**FINANCIAL INFORMATION**

My Insurance Policies are located: \_\_\_\_\_

Policy:

Company and Number

Burial Benefits

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

*Other financial information may be listed below or on the reverse side of this page.*

**BURIAL INFORMATION**

Funeral Home Preference: \_\_\_\_\_

I wish to donate my body for medical use:    \_\_\_\_Yes    \_\_\_\_No

I wish to donate the following organs for medical use: \_\_\_\_\_

My preference is body burial:            \_\_\_\_Yes    \_\_\_\_No

    If body burial, do you desire a Viewing/Visitation prior to the service: \_\_\_\_Yes    \_\_\_\_No

    If Yes, do you prefer to have Viewing/Visitation: \_\_\_\_at Church    \_\_\_\_Funeral Home

My preference is to be cremated:    \_\_\_\_Yes    \_\_\_\_No

If body burial, the burial plot I own is located at: \_\_\_\_\_

    Burial Plot Contact Name/Number: \_\_\_\_\_

If cremation, I request my ashes be:    \_\_\_\_Interment/Plot    \_\_\_\_Scattered

    Interment/Plot Location: \_\_\_\_\_

    Scattered Instructions: \_\_\_\_\_

\_\_\_\_\_

If no burial plot is owned, I wish to be buried in the following location: \_\_\_\_\_

\_\_\_\_\_

Do you have any additional desires or wishes for your body? If so, please be specific:

**OBITUARY**

I am attaching a copy of my preferred Obituary:    \_\_\_\_Yes    \_\_\_\_No

**PREPAID ARRANGEMENTS**

I have prepaid for my funeral or made the following financial arrangements to cover costs: \_\_\_\_\_

\_\_\_\_\_

**FUNERAL ARRANGEMENTS**

*(Please discuss with your Priest before filling out)*

Please select **one**:

\_\_\_\_\_ 1979 *Book of Common Prayer* Rite I (*Traditional language*)

\_\_\_\_\_ 1979 *Book of Common Prayer* Rite II (*Contemporary language*)

\_\_\_\_\_ Other (*please specify*): \_\_\_\_\_

Please select **one**: \_\_\_\_\_ Holy Eucharist      \_\_\_\_\_ No Holy Eucharist

Committal preference is: \_\_\_\_\_ before the Service      \_\_\_\_\_ after the Service

I prefer the following clergy perform my funeral: \_\_\_\_\_

Congregational Hymns: <u>See Appendix A</u>	Hymn Name	Hymn No.
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Music Requests: (*instrumental, soloist, etc.*)  
\_\_\_\_\_  
\_\_\_\_\_

**Scripture Passages:** (*Please selected 2-3 scripture passages and a Psalm – include chapter & verses. One passage should be from Matthew, Mark, Luke, or John*)  
See Appendix B

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Psalm: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## APPENDIX A

### Hymn & Music Suggestions

Hymns may be selected from any approved Episcopal Hymnal or liturgically appropriate source. The music played during a funeral is a wonderful opportunity to capture an individual's personality, purpose, or passions. *You may select a song or hymn not listed below with clergy approval.*

#### Episcopal Hymnal 1982

- 207 Jesus Christ is risen today
- 208 Alleluia, alleluia, alleluia! The strife is o'er
- 287 For all the saints, who from their labors rest
- 388 O Worship the King, all glorious above
- 390 Praise to the Lord, the Almighty, the King of creation
- 400 All creatures of our God and King (vs 6)
- 405 All things bright and beautiful
- 416 For the beauty of the earth
- 473 Lift high the cross
- 482 Lord of all hopefulness, Lord of all joy
- 488 Be thou my vision
- 490 I want to walk as a child of the light
- 579 Almighty Father, strong to save (navy hymn)
- 618 Ye watchers and ye holy ones
- 637 How firm a foundation, ye saints of the Lord
- 646 The king of love my shepherd is (23 psalm)
- 657 Love divine, all loves excelling
- 662 Abide with me
- 664 My shepherd will supply my need
- 671 Amazing grace
- 680 O God, our help in ages past
- 688 A mighty fortress is our God
- 690 Guide me, O thou great Jehovah

#### Gospel Hymns

It is well with my soul  
Blessed assurance  
Sweet hour of prayer  
Amazing grace  
In the garden  
His eye is on the sparrow  
Down to the river to pray  
Surely the presence

#### Classical

Ave Maria  
Panis angelicus  
Pie Jesu  
The Lord is my shepherd (Rutter)  
Bist du bei mir

## APPENDIX B

### SCRIPTURE PASSAGES & PSALMS

#### Old Testament

Isaiah 25: 6-9 (He will swallow up death in victory)

Isaiah 61: 1-3 (To comfort all that mourn)

Lamentations 3:22-26,31-33 (The Lord is good unto them that wait for Him)

Wisdom 3:1-5,9 (Apocrypha) (The souls of the righteous are in the hand of God)

Job 19:21-27a (I know that my Redeemer liveth)

#### New Testament

1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (Raised in incorruption)

2 Corinthians 4:16-5:9 (Things which are not seen are eternal)

1 John 3:1-2 (We shall be like him)

Revelation 7:9-17 (God shall wipe away all tears)

Revelation 21:2-7 (Behold, I make all things new)

#### Gospel

John 5:24-27 (He that believeth has everlasting life)

John 6:37-40 (All that the Father giveth me shall come to me)

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 mansions)

#### Psalm

23

42

46

90

106

116

121

130

139

*\*All scripture will be NRSV unless otherwise specified.*



St. Michael's Episcopal Church  
7400 Tudor Road  
Colorado Springs, Colorado 80919

[www.stmikeschurch.com](http://www.stmikeschurch.com)  
719-598-3244