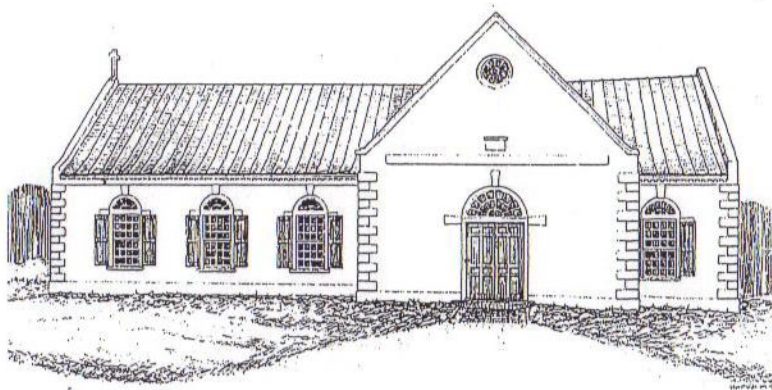


PLANNING FOR THE END OF LIFE

Including Funeral Arrangement Planning Documents
And Important Information for My Family



St. Andrew's Parish Church
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For many reasons, death is a spiritually significant time. Christian Burial has been an Easter liturgy of the Church for more than 2,000 years. In other words, Christians have always looked upon death not as an end to life, but as the gateway to resurrected life through Jesus Christ. This is, of course, surrounded in holy mystery, much of which we won't fully understand while on our earthly pilgrimage. But our Christian hope is that because Christ has been raised from the dead we, too, shall be raised.

One of the unique aspects of our tradition of common prayer is the fact that the personality of the one who has died is not central to the burial liturgy. Instead, the liturgy is grounded in Holy Scripture, prayer and worship of Almighty God. Of course we highlight and celebrate the life of the individual, but that is more appropriately done before or after the worship service. For this reason, we encourage families to consider having a reception at Old St. Andrew's immediately following the burial liturgy and/or interment.

In the midst of this spiritually significant time, logistical decisions need to be made. The burial liturgy needs to be discussed with the clergy, and usually a funeral home director is consulted. Even though we are all mortal, many of us don't prepare ahead of time for our own death. We leave the decisions to be made by our loved ones. These decisions are more difficult to make in the midst of the stress and grief associated with losing a loved one. Therefore, planning your own funeral with the assistance of your clergy, and having these plans on file in the church office, is a deeply faithful and loving act, and we encourage you to do so.

If you have further questions, or would like to discuss these documents with clergy, please contact the Old St. Andrew's Church office at (843) 766-1541.

IMMEDIATE RESPONSE

When Death Occurs at Home

If Hospice is part of the care, call the service worker to certify death, otherwise call 911 and the primary physician to certify death.

Call Old St. Andrew's: 766-1541. If death occurs outside of office hours, please call Father Marshall at 532-4839.

Call the funeral home or crematorium.

When Death Occurs in the Hospital

The hospital is responsible for certifying death

Call Old St. Andrew's: 766-1541. If death occurs outside of office hours, please call Father Marshall at 532-4839.

The hospital staff will call the crematorium or the funeral home.

THINGS TO DO WHEN PLANNING AHEAD

Complete *Important Information for My Family* document and other documents in the *Being Prepared* folder.

Make liturgical choices.

Write the obituary.

Make interment arrangements (contact the Parish Administrator for details about interment at Old St. Andrew's, or your funeral director for details about interment elsewhere).

FREQUENTLY ASKED QUESTIONS

Q. How is the time and date of the funeral decided?

A. The clergy of Old St. Andrew's will work with the family and the funeral home in making this decision and to organize other arrangements. Many people are now choosing to be cremated. You should be aware that it takes a minimum of 2 business days for this to be completed.

Q. Who do I contact at the church to discuss flowers, reception, etc.?

A. Please contact our Parish Administrator, Fiona Sanderson, in the church office at 766-1541 to arrange these matters and answer any other questions that you may have.

Q. What costs are associated with a funeral at Old St. Andrew's?

A. Honorariums to the clergy and/or organist are permitted but not expected, and gifts to the church are always appreciated. There are fees for burial in the church graveyard, an application must be filled out and approved prior to burial, with all fees paid. A copy of the application is included for your convenience. Taking care of the purchase of a burial plot is a great gift to your loved ones.

SUGGESTED READINGS AND HYMNS FOR YOUR FUNERAL

(For filling in the service planning guide on the following page)

These are only suggestions. Other appropriate readings are fine.

Suggested Old Testament Readings:

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)

Psalms:

23, 27, 42, 46, 90, 106, 116, 121, 130, 139

Suggested New Testament Readings:

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)

Suggested Gospel Readings:

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 10:11-16 (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)

Processional and Recessional Hymns:

208 The strife is o'er
287 For all the saints
362 Holy, holy, holy!
376 Joyful, joyful, we adore thee
388 O worship the king
390 Praise to the Lord, the Almighty
397 Now thank we all our God
410 Praise, my soul, the King of heaven
436 Lift up your heads, ye mighty gates
473 Lift high the cross
525 The Church's one foundation
608 Eternal Father, strong to save
680 O God, our help in ages past
685 Rock of ages
688 A mighty fortress is our God

Sequence Hymns:

293 I sing a song of the saints of God
405 All things bright and beautiful
439 What wondrous love is this
558 Faith of our fathers!
645 The King of love my shepherd is
671 Amazing grace!
679 Surely it is God who saves me

Communion Hymns:

304 I come with joy to meet my Lord
325 Let us break bread together
335 I am the bread of life
336 Come with us, O blessed Jesus
344 Lord, dismiss us with thy blessing

Name (Last, First) _____

Date completed _____

FUNERAL SERVICE PLANNING GUIDE

These confidential arrangements should be kept on file with the Parish Administrator to be returned or revised at your request.

Full name: _____ Date of Birth: _____

Address: _____ Phone: (____) _____ - _____

Name of spouse: _____ Date of Birth: _____

Address: _____

Family contacts(s): _____ Phone: (____) _____ - _____

Address: _____

Funeral home: _____

Contact person: _____ Phone: (____) _____ - _____

Liturgical Details

See the Book of Common Prayer Rite I, p. 469; Rite II, p. 491. See back for suggestions on Readings and Hymns.

Casket or Cremation Rite I or Rite II Communion Yes or No

Place of Interment: Old St. Andrew's Graveyard: Ground Columbarium

Other: _____

Military honors: Yes or No (Please discuss special instructions with Old St. Andrew's)

Readings: OT _____ Psalm _____ NT _____ Gospel _____

Hymns: Processional _____ Sequence _____ Communion _____ Recessional _____

Other details: _____

Obituary attached? Yes or No (Old St. Andrew's would like to help with the liturgical wording.)

Memorials made to Old St. Andrew's? Yes or No Other _____

RECEPTION AT THE CHURCH FOLLOWING THE SERVICE? Yes or No

Receptions take place in Gilchrist Hall which can be set up to accommodate small or large gatherings. This is an inviting space with the audio-visual capabilities for those who would like to give eulogies, or have a DVD slide show presentation in the background. Others may prefer to simply display family photos. Either way, an opportunity is provided to emphasize and celebrate the life of the individual, while keeping our worship focused on Almighty God, and anchored in our Christian hope. Families are welcome to provide refreshments.

Signed (or completed by): _____ Date completed: _____

IMPORTANT INFORMATION FOR MY FAMILY

PERSONAL INFORMATION

Name: _____ Email Address: _____

Home Address: _____

Home Phone #:(____) - _____ Cell Phone #:(____) - _____

Social Security #: _____ - _____ - _____ Birthdate: ____/____/____ Location: _____

I am an Organ Donor: Yes or No

Name of Spouse: _____ Marriage Date: ____/____/____ Location: _____

Cell Phone #:(____) - _____ Birthdate: ____/____/____ Location: _____

Mother's Full Name: _____ Birthdate: ____/____/____ Location: _____

Father's Full Name: _____ Birthdate: ____/____/____ Location: _____

Child's Name: _____ Birthdate: ____/____/____ Phone #:(____) - _____

Address: _____

Child's Name: _____ Birthdate: ____/____/____ Phone #:(____) - _____

Address: _____

Child's Name: _____ Birthdate: ____/____/____ Phone #:(____) - _____

Address: _____

Sibling's Name: _____ Birthdate: ____/____/____ Phone #:(____) - _____

Address: _____

Sibling's Name: _____ Birthdate: ____/____/____ Phone #:(____) - _____

Address: _____

Sibling's Name: _____ Birthdate: ____/____/____ Phone #:(____) - _____

Address: _____

Grandchild's Name: _____ Birthdate: ____/____/____ Address: _____

Grandchild's Name: _____ Birthdate: ____/____/____ Address: _____

Grandchild's Name: _____ Birthdate: ____/____/____ Address: _____

Grandchild's Name: _____ Birthdate: ____/____/____ Address: _____

Great-Grandchild's Name: _____ Birthdate: ____/____/____ Address: _____

Great-Grandchild's Name: _____ Birthdate: ____/____/____ Address: _____

Additional family members listed on back page.

IMPORTANT DOCUMENTS & CONTACTS

My Funeral Arrangement documents are located: _____

My Last Will & Testament is located: _____ OSA is included: Yes or No

My Durable Power of Attorney for Financial Management is: _____

Document is located: _____

My Healthcare Power of Attorney is: _____

My Executor is: _____ Phone #: (____) ____ - _____

My Accountant is: _____ Phone #: (____) ____ - _____

My Financial Advisor is: _____ Phone #: (____) ____ - _____

My Medical Physician(s) are: _____ Phone #: (____) ____ - _____

_____ Phone #: (____) ____ - _____

My Dentist is: _____ Phone #: (____) ____ - _____

My Employer is: _____ Phone #: (____) ____ - _____

My Business Partners are: _____ Phone #: (____) ____ - _____

_____ Phone #: (____) ____ - _____

All Web/Computer User & Password Information is located: _____

Other Important Contacts: _____

INSURANCE POLICIES

My Insurance Policies are located: _____

Life Insurance Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Life Insurance Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Names of Beneficiaries: _____

Medical Insurance Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Names of Family Members included on Policy: _____

Long Term Insurance Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Disability Insurance Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Homeowner's Insurance Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Automobile Insurance Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

FINANCIAL INFORMATION

Name of Bank: _____ Personal Checking Account #: _____

Savings Account #: _____ Business Checking Account #: _____

Other Bank Accounts: _____ Account #: _____

Other Bank Accounts: _____ Account #: _____

Banking records are located: _____

My safe deposit box is located: _____ Keys are located: _____

Those having access to box: _____

My personal safe is located: _____ Safe combination is: _____

Notes regarding my banking information: _____

STOCKS, PENSION & REAL ESTATE

My Financial Advisor/Company is: _____ Phone #:(_____) - _____

Stock and Bond Certificates held by me are located: _____

Investment Account: _____ Account #: _____ Location: _____

Investment Account: _____ Account #: _____ Location: _____

Investment Account: _____ Account #: _____ Location: _____

Other Financial Documents/Certificates are located: _____

Pension & Employment Benefits Information is located: _____

Real Estate Deeds are located: _____

Property: _____ Address: _____ Joint Ownership: _____

Property: _____ Address: _____ Joint Ownership: _____

Vehicle, boat, other titles are located: _____

Vehicle Model: _____ Year: _____ Tag #: _____

Vehicle Model: _____ Year: _____ Tag #: _____

Vehicle Model: _____ Year: _____ Tag #: _____

Other Assets: _____

Inventory lists of business assets, household furnishings, jewelry, other valuables are located: _____

TRUST & ASSETS

Documents are located: _____

Name of Institution: _____ Contact Name: _____ Phone #:(_____) - _____

Name of Trust: _____ Trustee: _____

Name of Trust: _____ Trustee: _____

Other: _____

DEBT

Mortgage Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Auto Loan Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Auto Loan Company: _____ Phone #: (____) ____ - _____

Policy #: _____ Agent: _____

Credit Card Company: _____ Card# _____ Phone #: (____) ____ - _____

Credit Card Company: _____ Card# _____ Phone #: (____) ____ - _____

Credit Card Company: _____ Card# _____ Phone #: (____) ____ - _____

Other: _____ Phone #: (____) ____ - _____

Other: _____ Phone #: (____) ____ - _____

Location of monthly billing information: _____

OTHER DOCUMENTS & INFORMATION

Birth certificate is located: _____ Marriage records are located: _____

Income tax records are located: _____ City/county tax records are located: _____

Military records are located: _____

Keys (home, vehicles, other properties) are located: _____

Patents/copyright documents are located: _____

Location of other documents: _____

Including naturalization papers, adoption papers, divorce decrees, birth and/or death certificates of other family members, etc.

Additional family members, friends, business associates: _____

Pets names: _____ Where will they go: _____

Other Information: _____

Prepared by: _____ Date: _____

This confidential information may be kept on file with the Rector's Administrative Assistant, to be returned or modified at the request of the preparer.