A Guide to Funeral Planning

at

Independent Presbyterian Church

I am the resurrection and the life, says the Lord.
John 11:25
INDEPENDENT PRESBYTERIAN CHURCH

3100 Highland Avenue
Birmingham, Alabama  35205
205-933-1830
Website:  www.ipc-usa.org
INTRODUCTION

Death can be a difficult subject for one to consider; it may be even more difficult to discuss with our loved ones. However, planning for what is inevitable for all human beings can be not only a significant spiritual experience for you, but also a gift of love for your family and friends.

“The resurrection is a central doctrine of the Christian faith and shapes Christians’ attitudes and responses to the event of death. Death brings loss, sorrow and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

Because it is difficult under emotional stress to plan wisely, the church encourages members to discuss and plan in advance the arrangements which will be necessary at the time of death, including decisions about the Christian options of burial, cremation or donation of the body for medical purposes. These plans should provide for arrangements which are simple, which bear witness to the resurrection, and in which the Christian community is central.” (Book of Order, PCUSA, W-4.1001—W-4.1002)

This booklet is offered as part of our ministry of love and hope to you and your family. It is divided into three parts: Part I is the place where you can record information that deals with some of the practical matters which must be addressed at the time of your death. This includes such things as: general information about your life, education, church and family; location of your bank, passwords and important documents; and military and civic service. In Part II you may set out your wishes regarding burial and memorial services. Part III includes a list of resources in IPC’s Lukens Library on death, dying, and grief, as well as a place to list friends to be contacted at the time of your death.

As you reflect upon your life, may you embrace even more deeply the love of God we know in Jesus Christ. May the information recorded in the booklet be more than a catalog of facts. May it bear witness to your faith. There could be no greater gift to your family and friends than this.
For God so loved the world
that he gave his only Son, so that
everyone who believes in him may
not perish but may have eternal life.

John 3:16
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PART I

GENERAL INFORMATION

Name: ____________________________________________________________
(First)              (Middle)                 (Last)                      (Maiden)

Address:
__________________________________________________________________
__________________________________________________________________
(City) (County) (State) (Zip Code)

Phone:  Home _______________ Office _____________ Cell:_______________

Email Address______________________________________________________

Sex: Male ___ Female ___

Social Security Number:  ______ - _____ - _____ Date of Birth:_____________

Place of Birth:______________________________________________________
(City)        (County)       (State)             (Country)

Marital Status:  Single _____ Married_____ Widowed _____ Divorced______

Occupation: ______________________ Type of Business:__________________

Employer:_________________________________________________________

Education (highest completed):  Elementary/Secondary _____ College _____
Post-graduate ______

Institution(s) attended:______________________________________________

Degree(s) earned:___________________________________________________

Church name and location:___________________________________________

Name of Spouse:____________________________________________________
(First)         (Middle)           (Last)                         (Maiden)

Number of Children: ______

Names of Children                        Address                        Phone
______________________________________  ___________________________  _____________
______________________________________  ___________________________  _____________
______________________________________  ___________________________  _____________
______________________________________  ___________________________  _____________

Father’s full name:________________________ Living? Yes _____ No______

Mother’s full name:________________________ Living? Yes _____ No______

Siblings:___________________________________________
__________________________________________________________________
__________________________________________________________________
Emergency Contact:

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Relationship)</th>
<th>(Phone)</th>
</tr>
</thead>
</table>

Power of Attorney: ___________________________________________________________

Healthcare Power of Attorney: ________________________________________________

Medical Doctor(s) & Phone Numbers: ____________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Attorney: ___________________________________________________________________

Financial Planner: ___________________________________________________________

I am an organ donor: Yes _____ No ____

I have chosen to donate my body, tissue or organs for research: Yes____No____

I have an Advance Directive (living will): Yes_____No____

Location of current address book: _____________________________________________

Location of Safe Deposit Box and keys: _____________ Box #: ___________

Location of keys to other homes/buildings: ________________________________

___________________________________________________________________________

Home safe: __________________________________________________________________

Alarm Codes: __________________________________________________________________

Location of passwords for computers, phone, special accounts, online accounts, voice mail:
___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
**LOCATION OF IMPORTANT DOCUMENTS**

The following documents may be necessary for establishing rights to insurance, pension, Social Security, ownership, relationship, etc.

(H) Home   (D) Safe Deposit Box   (O) Office   (A) Attorney

<table>
<thead>
<tr>
<th>Document</th>
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<tbody>
<tr>
<td>Birth Certificate or other legal proof of age</td>
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<tr>
<td>Marriage License</td>
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<tr>
<td>Divorce Decree</td>
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<tr>
<td>Adoption Papers</td>
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<tr>
<td>Passport or Citizenship Papers; Passport number:</td>
</tr>
<tr>
<td>Bills of Sale, Title, Registration for Vehicle (s)</td>
</tr>
<tr>
<td>Bills of Sale, Title, Registration for other Properties, i.e., boat, vacation property</td>
</tr>
<tr>
<td>Deeds to Property</td>
</tr>
<tr>
<td>Tax Returns, Receipts, etc.</td>
</tr>
<tr>
<td>Pension Information</td>
</tr>
<tr>
<td>Insurance Policies</td>
</tr>
<tr>
<td>Stock Certificates</td>
</tr>
<tr>
<td>Armed Forces Discharge Certificate</td>
</tr>
<tr>
<td>Planned Funeral Contract and Proof of Payment</td>
</tr>
<tr>
<td>Burial Plot or Columbarium Niche</td>
</tr>
<tr>
<td>Last Will &amp; Testament</td>
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<tr>
<td>Pre-nuptial Agreement</td>
</tr>
</tbody>
</table>

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# FINANCIAL INFORMATION

## Banking & Investments

<table>
<thead>
<tr>
<th>FINANCIAL INSTITUTION</th>
<th>CONTACT PERSON &amp; PHONE NUMBER</th>
<th>ACCOUNT TYPE &amp; ACCOUNT NUMBER</th>
</tr>
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FINANCIAL INFORMATION (CONT.)

Creditors, Mortgage, Insurance

<table>
<thead>
<tr>
<th>INSTITUTION OR CREDIT CARD</th>
<th>ACCOUNT TYPE &amp; ACCOUNT NUMBER</th>
<th>PHONE NUMBER</th>
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ARMED FORCES

Branch of service: ___________ Service serial number: ________________

Date entered service: ___________ Place: ______________________________

Type of separation or discharge from service: __________ Date: __________

Place of separation: ________________________________

Location of military discharge papers (DD214): __________________________

Highest grade, rank, or rating received: ____________________________

Wars/Conflicts served: ____________________________________________

Additional information (medals, honors, citations): ______________________
_________________________________________________________________
_________________________________________________________________

GOVERNMENT OR FOREIGN SERVICE

Branch of Government or Foreign Service: ___________________________

Date entered service: _________________ Place: ________________

Retirement or discharge from service: __________ Date: __________

Place of separation: _____________________________________________

Position: ________________________________________________________

Location(s) of service: _____________________________________________

Additional information (medals, honors, citations): ______________________
_________________________________________________________________
### CHURCH SERVICE

**Activities, Interests, Offices Held**

<table>
<thead>
<tr>
<th>Organization, Office, Position, Years of Association</th>
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### CIVIC SERVICE

**Fraternal, Civic and Professional Organizations**

<table>
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<tr>
<th>Organization, Office, Position, Years of Association</th>
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PART II

FUNERAL GUIDELINES

“The service on the occasion of death ordinarily should be held in
the usual place of worship in order to join this service to the
community’s continuing life and witness to the resurrection. The
service shall be under the direction of the pastor. Others may be
invited to participate as leaders in the service at the discretion of
the pastor.”

(Book of Order, PCUSA, W-4.1003)

- At the time of death, a family member should notify one of our
  pastors or the receptionist at 205-933-1830. Notify the chosen funeral
  home.

- The funeral/memorial services are worship services which witness to
  the resurrection of Jesus Christ. The following are the types of
  funeral/memorial services that are customary at Independent
  Presbyterian:

  1. Public or private burial or inurnment prior to a memorial
     service in the sanctuary.
  2. Funeral service in the sanctuary followed by burial in a local
     cemetery or inurnment of cremains in our columbarium.
  3. Graveside or columbarium service only.

- Specific time and location of services are planned by one of the
  pastors in consultation with the family and the funeral home.

- Opportunities to gather with friends can be held in the Parlor or
  Great Hall immediately before or following the worship service.

- The casket is always closed in the sanctuary. If a viewing is desired, it
  should take place at the funeral home.
Audio visual media and photographs can be displayed at the gathering in the Parlor or Great Hall but not in the sanctuary.

The casket may be covered with a white pall or a flower spray. The church can provide the white pall for the casket and a smaller one for the cremains urn.

The family is responsible for flowers to be used during the worship service in the sanctuary.

Ushers, an organist and printed bulletins are provided by the church for the funeral/memorial service of any church member. Special music (soloists, instrumentalists, etc.) is the responsibility of the family to arrange, in consultation with the church organist.
FUNERAL WISHES

The information is this booklet is a guide for your loved ones as they plan a service to celebrate your life. However, if you would also like the church to have a copy of your wishes for your funeral or memorial service, please copy pages 13-18 to be kept on file at the church. You may send them to IPC’s Director of Congregational Care and Counseling. Every effort will be made to honor your requests in consultation with your family (or those directed to handle your affairs) at the time of your death.

Information of: _____________________________________________________________
   (Full Name)

____ I prefer a ___private/___public burial or inurnment prior to a memorial service at the church.

____ I prefer a funeral service at the church followed by burial or inurnment.

____ I prefer a ___private/___ graveside service at the cemetery/ columbarium for my family only.

_____I prefer a service at the funeral home.

What is your preference for the disposition of your body at the time of your death?

_____traditional burial

_____cremation

_____donation to medical science

If you have willed your body or organs to medical science, where may necessary documents be located? ________________________________

What funeral home/crematory would you prefer?______________________________

Have you already made arrangements at the funeral home? ____________

Where is your family burial plot or niche located, if any? ________________

If burial of body, which do you prefer:

_____Mausoleum     _____Ground Burial
If cremation, what type of disposition?

_______ Burial of cremains  ________ Niche

_______ Would your family want to have a receiving time after the service in our Great Hall or Parlor?

Other needs, please specify:

__________________________________________________________________________________________
__________________________________________________________________________________________

If you prefer memorial gifts, to what cause should they be designated?

_____ IPC General Fund

_____ specific church fund (please specify ______________________)

_____ a specific charity (please specify_________________________)

_____ the donor’s choice

Other comments:

__________________________________________________________________________________________

Signature: ____________________________________________

Date: ________________________________________________
FUNERAL SERVICE SUGGESTIONS

At the time of death and, in particular, in the midst of grief, it is often very difficult for loved ones to know and select appropriate scripture readings, responsive readings, hymns and special music. The following are lists that may help you select hymns and readings that have special meaning to you or to your loved ones.

- SUGGESTIONS FOR HYMNS:

Hymns or other sacred music should be a part of the worship service. Below is a list of suggested hymns. Please indicate those you want to request be included in your memorial service. You may request others in the space provided.

If you would like assistance with your selection of hymns or special music, please contact the Director of Music & Fine Arts.

___A Mighty Fortress Is Our God
___All Hail the Power of Jesus’ Name
___Amazing Grace
___Be Thou My Vision
___Crown Him with Many Crowns
___Eternal Father, Strong to Save
___For All the Saints
___God of the Ages, Whose Almighty Hand
___Holy, Holy, Holy
___Joyful, Joyful, We Adore Thee
___Just a Closer Walk with Thee
___Lead On, O King Eternal
___Lift High the Cross
___Near to the Heart of God
___Now Thank We All Our God
___O Worship the King
___Our God, Our Help in Ages Past
___Praise, My Soul, the King of Heaven
___Praise Ye the Lord, the Almighty
___Sing Praise to God, Who Reigns Above
___Thine Is the Glory
___When Morning Gilds the Skies

Other:____________________________________________________________________

____________________________________________________________________
## SUGGESTIONS FOR BIBLE READINGS:

### OLD TESTAMENT

<table>
<thead>
<tr>
<th>Old Testament References</th>
<th>Isaiah References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job 19:23-27</td>
<td>Isaiah 61:1-4, 10-11</td>
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<tr>
<td>Isaiah 25:6-9</td>
<td>Isaiah 65:17-25</td>
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<tr>
<td>Isaiah 26:1-4, 19</td>
<td>Lam. 3:19-26, 31b-32</td>
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<tr>
<td>Isaiah 40:28-31</td>
<td>Joel 2:12-13, 23-24, 26-29</td>
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<tr>
<td>Isaiah 43:1-3a, 18-19, 25</td>
<td>Zech. 8:1-8</td>
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<tr>
<td>Isaiah 44:6-8</td>
<td>Eccl. 3:1-15</td>
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<tr>
<td>Isaiah 55:1-3, 6-13</td>
<td>Lam. 3:1-9,19-23</td>
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### PSALMS

<table>
<thead>
<tr>
<th>Psalm References</th>
<th>Psalm References</th>
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<tbody>
<tr>
<td>Ps. 16:5-11</td>
<td>Ps. 103</td>
</tr>
<tr>
<td>Ps. 23</td>
<td>Ps. 106:1-5</td>
</tr>
<tr>
<td>Ps. 27:1, 4-9a, 13-14</td>
<td>Ps. 116:1-9, 15</td>
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<tr>
<td>Ps. 39:4-5, 12</td>
<td>Ps. 118</td>
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<tr>
<td>Ps. 42:1-6a</td>
<td>Ps. 121</td>
</tr>
<tr>
<td>Ps. 43</td>
<td>Ps. 130</td>
</tr>
<tr>
<td>Ps. 46:1-5, 10-11</td>
<td>Ps. 139:1-12</td>
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<tr>
<td>Ps. 90:1-10, 12</td>
<td>Ps. 145</td>
</tr>
<tr>
<td>Ps. 91</td>
<td>Ps. 146</td>
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### EPISTLES

<table>
<thead>
<tr>
<th>Epistle References</th>
<th>Epistle References</th>
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<tbody>
<tr>
<td>Rom. 5:1-11</td>
<td>Col. 3:1-17</td>
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<tr>
<td>Rom. 6:3-9</td>
<td>1 Thess. 4:13-18</td>
</tr>
<tr>
<td>Rom. 8:14-23, 31-39</td>
<td>2 Tim. 2:8-13</td>
</tr>
<tr>
<td>Rom. 14:7-9, 10b-12</td>
<td>Heb. 2:14-18</td>
</tr>
<tr>
<td>1 Cor. 15:3-8, 12-20a</td>
<td>Heb. 11:1-3, 13-16, 12:1-2</td>
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<tr>
<td>1 Cor. 15:20-24a</td>
<td>1 Peter 1:3-9</td>
</tr>
<tr>
<td>1 Cor. 15:20-26, 35-38, 42-44, 50, 53-58</td>
<td>1 Peter 3:18-22, 4:6</td>
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<tr>
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<td>1 John 3:1-3</td>
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EPISTLES (Continued)

___1 Cor. 15:35-44
___1 Cor. 15:50-57
___2 Cor. 4:16-5:1
___2 Cor. 5:1-10
___Eph. 1:11-2:1, 4-10
___Phil. 3:7-11
___Phil. 3:20-21

___Rev. 7:2-3, 9-17
___Rev. 14:1-3, 6-7, 12-13
___Rev. 21:1-4, 22-25, 22:3-5
___Rev. 22:1-5
___Rom. 2:12-16
___Rom 14:7-9, 10c-12

GOSPELS

___Matt. 5:1-12a
___Matt. 11:25-30
___Matt. 18:1-5, 10
___Matt. 25:1-13
___Matt. 25:31-46
___Mark 10:13-16
___Luke 7:11-17
___Luke 18:15-17
___John 3:16-21
___John 5:24-29
___John 6:37-40
___John 6:47-58
___John 11:17-27
___John 11:38-44
___John 14:1-6, 25-27

Other scripture readings: ________________________________

_____________________________________________________

_____________________________________________________

Other readings or poems which I would like the pastor to consider:

_____________________________________________________________________

_____________________________________________________________________

17
Do you have any family member or friend whom you would like to participate in the funeral? In what way?

________________________________________________________________________

________________________________________________________________________

Life experiences that have been especially meaningful:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I have been a member of Independent Presbyterian Church of Birmingham since:

________________________________________________________________________

Other churches of which I have been a member or in which I have participated:

________________________________________________________________________

________________________________________________________________________
MY LEGACY

YOUR LEGACY CONSISTS OF WHO YOU ARE AS A PERSON. YOU MAY WANT TO SHARE SOME OF YOUR PERSONAL REFLECTIONS, IMPORTANT EVENTS OR OCCASIONS OF SPIRITUAL GROWTH AND DEEPENING OF YOUR FAITH. THIS IS ONLY A SUGGESTION FOR YOUR CONSIDERATION.

Life’s Lessons
OUR COLUMBARIUM

The Columbarium shall be used only for the inurnment of the cremated remains of (a) current and former members of the congregation of the Church, (b) spouses of such members, (c) children or step-children of such members and their spouses, (d) grandchildren of such members and their spouses, (e) parents or step-parents of such members, and (f) current or former ordained ministers of the Church, their spouses, children and step-children, all of which classes of persons shall be deemed members of the Church for the purposes hereof (the Eligible Persons). The Committee shall have authority to make exceptions to the definition of Eligible Persons.

Specific niches for the inurnment of cremains may be reserved for future use by eligible persons upon payment of fees and execution of required documents. Each niche is covered with a bronze faceplate on which the names and dates of birth and death of the deceased are engraved.

Additional details:

- Cremation Costs — The costs of cremation are not covered by fees paid to the church.
- Urn Niches — The Urn containing the cremated remains of the Eligible Person to be inurned in the Columbarium shall be obtained from the Church.
- The cremated remains of two (2) deceased eligible persons may be placed in the same niche.
- Only an ordained minister serving Independent Presbyterian Church shall be authorized to direct the burial service. An ordained minister of another church may assist in the burial service at the invitation of the Pastor.

Contact the IPC Director of Operations (205-933-1830) for information and reservations. With the reservation of a space, you will receive a copy of the agreement and a copy of the rules and procedures.
## Part III

### The John N. Lukens Library

#### Death, Dying, and Grief Resources

**Adults**

**Tuesdays With Morrie**  
Mitch Albom  
B

**How We Grieve: Relearning the World**  
Thomas Attig  
155.9

**Biblical Perspectives on Death**  
Lloyd R. Bailey  
236.1

**Heaven Now**  
Leslie F. Brandt  
236.2

**Mending the Heart**  
John Claypool  
248.8

**Tracks of a Fellow Struggler**  
John Claypool  
248.86

**Song for Sarah: a Young Mother's Journey Through Grief and Beyond**  
Paula D'Arcy  
248.8

**When People Grieve: the Power of Love In the Midst of Pain**  
Paula D'Arcy  
248.8

**Mrs. Hunter's Happy Death: Lessons on Living from People Preparing to Die**  
John Fanestil  
236

**The Grief Recovery Handbook**  
John W. James and Frank Cherry  
155.9

**The Many Faces of Grief**  
Edgar N. Jackson  
248.86

**Dying Unafraid**  
Fran Moreland Johns  
155.9

**Helping People Through Grief**  
Delores Kuenning  
259.6

**Death: the Final Stage of Growth**  
Elisabeth Kubler-Ross  
236

**On Children and Death**  
Elisabeth Kubler-Ross  
236.1

**On Death and Dying**  
Elisabeth Kubler-Ross  
236

**On Life After Death**  
Elisabeth Kubler-Ross  
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**Questions and Answers on Death and Dying**  
Elisabeth Kubler-Ross  
236.1

**The Wheel of Life: a Memoir of Living and Dying**  
Elisabeth Kubler-Ross  
B

**A Grief Observed**  
C.S. Lewis  
248.86

**When Going to Pieces Holds You Together: You Can Find Healing When You Allow Yourself to Grieve**  
William A Miller  
248.86

**Seven Choices: Taking the Steps To New Life After Losing Someone You Love**  
Elizabeth Harper Neeld  
155.9

**Beyond the Mirror: Reflections on Death and Life**  
Henri J.M. Nouwen  
236.1

**In Memoriam**  
Henri J. M. Nouwen  
236.1

**Our Greatest Gift**  
Henri J. M. Nouwen  
242.2

**How We Die**  
Sherwin B. Nuland  
616.07

**Getting Through the Night**  
Eugenia Price  
248.86

**Take the Dimness of My Soul Away: Healing After a Loved One's Suicide**  
William A. Ritter  
248.86

**A Grace Disguised: How the Soul Grows Through Loss**  
Jerry Sittser  
248.86

**A Long-Shadowed Grief: Suicide and Its Aftermath**  
Harold Ivan Smith  
248.8

**A Time to Grieve**  
Carol Staudacher  
155.9

**Lament for a Son**  
Nicholas Wolterstorff  
155.9
Parent/Child

Talking About Death  Earl A. Grollman  236
A Window to Heaven: When Children See Life in Death  Diane M. Komp  236.1
Helping Children Cope With the Loss of a Loved One  William C. Kroen  155.9
About Dying  Sara Bonnett Stein  236

Older Children and Teens

The Fox in Winter  John Branfield  JF
I Will Remember You: What To Do When Someone You Love Dies: a Guidebook  Laura Dower  155.9
How It Feels When a Parent Dies  Jill Krementz  155.9
The Magic Moth  Virginia Lee  JF
Bridge to Terabithia  Katherine Paterson  JF
Missing May  Cynthia Rylant  JF
A Taste of Blackberries  Doris Buchanan Smith  JF
Forgive the River, Forgive the Sky  Gloria Whelan  JF
Grandad's Prayers for the Earth  Douglas Wood  JF

Children

If Nathan Were Here  Mary Bahr  E
The Dead Bird  Margaret Wise Brown  E
The Fall of Freddie the Leaf  Leo Buscaglia  E
The Last Dance  Carmen Agra Deedy  E
Nana Upstairs & Nana Downstairs  Tomie dePaola  E
Marianne's Grandmother  Bettina Egger  E
Never Say Goodbye  Lea Gillespie Gant  E
Gram's Song  Karyn Henley  E
Remember the Butterflies  Anna Grossnickle Hines  E
Remember the Secret  Elisabeth Kubler-Ross  E
My Mom Is Dying: a Child's Diary  Jill Westberg McNamara  J 236.1
Lifetimes: A Beautiful Way to Explain Death to Children  Bryan Melloni  E
Gentle Willow  Joyce C. Mills  E
Sad Isn't Bad  Michaelene Mundy  J 236.1
The Purple Balloon  Christopher Raschka  E
Robert Nathaniel's Tree  Ra-Ra Sartwell Schlitt  E
What's Heaven?  Maria Shriver  E
Water Bugs & Dragonflies: Explaining Death to Young Children  Doris Stickney  E
Badger's Parting Gifts  Susan Varley  E
The Tenth Good Thing About Barney  Judith Viorst  E
I'll Always Love You  Hans Wilhelm  E
Veterans Benefit

If you think you may qualify for VA benefits such as burial allowance, headstone, markers, and/or burial flags, contact the U.S. Department of Veterans Affairs to verify eligibility.

To facilitate receiving veteran benefits for which you or your survivors may be eligible, the following information will be needed by the VA office:

- Proof of veteran’s military service ((DD214)
- Service serial number
- Marriage license (if applicable)
- Children’s birth certificates (if applicable)
- Certified copy of death certificate
Friends and Family to be Notified at the Time of My Death:

Name: _____________________________________________
Address:____________________________________________
Phone Number: ______________________________________

Name: _____________________________________________
Address:____________________________________________
Phone Number: ______________________________________

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Name: ____________________________________________
Address: __________________________________________
Phone Number: _____________________________________
May the God of hope

fill you with all joy and peace in believing,

so that you may abound in hope

by the power of the Holy Spirit.

Romans 15:13

We owe thanks to First Presbyterian Church in Hickory, NC, for allowing IPC to use their booklet, *An Act of Love*, as a resource for the preparation of this booklet.