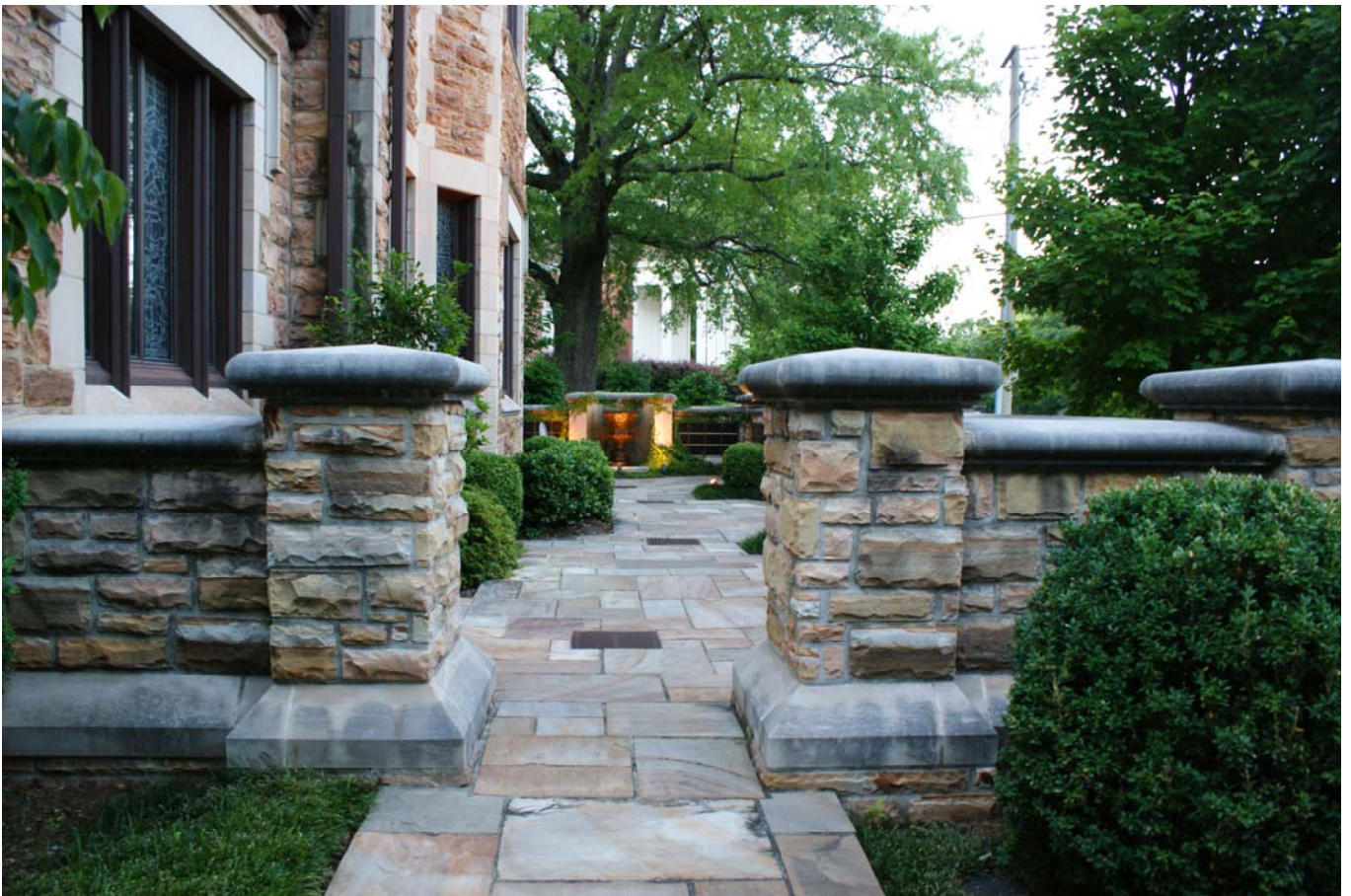


A Guide to Funeral Planning

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

TABLE OF CONTENTS

PART I

- **General Information** 4
- **Important Documents** 6
- **Financial Information** 7
- **Armed Forces / Government Service** 9
- **Church Service / Civic Service** 10

PART II

- **Funeral Guidelines** 11
- **Funeral Wishes** 13
- **Funeral Service Suggestions** 15
- **My Legacy** 19
- **Columbarium** 21

PART III

- **Additional Resources** 22-28

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:

(Name)	(Relationship)	(Phone)
--------	----------------	---------

Power of Attorney: _____
(Name and Phone)

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

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

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

Organization, Office, Position, Years of Association

CIVIC SERVICE

Fraternal, Civic and Professional Organizations

Organization, Office, Position, Years of Association

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.**

FUNERAL GUIDELINES (Continued)

- **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 in 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

___ Job 19:23-27	___ Isa. 61:1-4, 10-11
___ Isa. 25:6-9	___ Isa. 65:17-25
___ Isa. 26:1-4, 19	___ Lam. 3:19-26, 31b-32
___ Isa. 40:1-11, 28-31	___ Dan. 12:1-3
___ Isa. 40:28-31	___ Joel 2:12-13, 23-24, 26-29
___ Isa. 43:1-3a, 18-19, 25	___ Zech. 8:1-8
___ Isa. 44:6-8	___ Eccl. 3:1-15
___ Isa. 55:1-3, 6-13	___ Lam. 3:1-9, 19-23

PSALMS

___ Ps. 16:5-11	___ Ps. 103
___ Ps. 23	___ Ps. 106:1-5
___ Ps. 27:1, 4-9a, 13-14	___ Ps. 116:1-9, 15
___ Ps. 39:4-5, 12	___ Ps. 118
___ Ps. 42:1-6a	___ Ps. 121
___ Ps. 43	___ Ps. 130
___ Ps. 46:1-5, 10-11	___ Ps. 139:1-12
___ Ps. 90:1-10, 12	___ Ps. 145
___ Ps. 91	___ Ps. 146

EPISTLES

___ Rom. 5:1-11	___ Col. 3:1-17
___ Rom. 6:3-9	___ 1 Thess. 4:13-18
___ Rom. 8:14-23, 31-39	___ 2 Tim. 2:8-13
___ Rom. 14:7-9, 10b-12	___ Heb. 2:14-18
___ 1 Cor. 15:3-8, 12-20a	___ Heb. 11:1-3, 13-16, 12:1-2
___ 1 Cor. 15:20-24a	___ 1 Peter 1:3-9
___ 1 Cor. 15:20-26, 35-38, 42-44, 50, 53-58	___ 1 Peter 3:18-22, 4:6
	___ 1 John 3:1-3

EPISTLES (Continued)

- | | |
|--|---|
| <input type="checkbox"/> 1 Cor. 15:35-44 | <input type="checkbox"/> Rev. 7:2-3, 9-17 |
| <input type="checkbox"/> 1 Cor. 15:50-57 | <input type="checkbox"/> Rev. 14:1-3, 6-7, 12-13 |
| <input type="checkbox"/> 2 Cor. 4:16-5:1 | <input type="checkbox"/> Rev. 21:1-4, 22-25, 22:3-5 |
| <input type="checkbox"/> 2 Cor. 5:1-10 | <input type="checkbox"/> Rev. 22:1-5 |
| <input type="checkbox"/> Eph. 1:11-2:1, 4-10 | <input type="checkbox"/> Rom. 2:12-16 |
| <input type="checkbox"/> Phil. 3:7-11 | <input type="checkbox"/> Rom 14:7-9, 10c-12 |
| <input type="checkbox"/> Phil. 3:20-21 | |

GOSPELS

- | | |
|---|---|
| <input type="checkbox"/> Matt. 5:1-12a | <input type="checkbox"/> Luke 23:33, 39-43 |
| <input type="checkbox"/> Matt. 11:25-30 | <input type="checkbox"/> John 3:16-21 |
| <input type="checkbox"/> Matt. 18:1-5, 10 | <input type="checkbox"/> John 5:24-29 |
| <input type="checkbox"/> Matt. 25:1-13 | <input type="checkbox"/> John 6:37-40 |
| <input type="checkbox"/> Matt. 25:31-46 | <input type="checkbox"/> John 6:47-58 |
| <input type="checkbox"/> Mark 10:13-16 | <input type="checkbox"/> John 11:17-27 |
| <input type="checkbox"/> Luke 7:11-17 | <input type="checkbox"/> John 11:38-44 |
| <input type="checkbox"/> Luke 18:15-17 | <input type="checkbox"/> John 14:1-6, 25-27 |

Other scripture readings: _____

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

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:

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 236
- 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 Through Grief for Teens Laura Dower 155.9
How It Feels When a Parent Dies Jill Kremetz 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: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Friends and Family to be Notified at the Time of My Death:

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

Name: _____
Address: _____
Phone Number: _____

NOTES:

NOTES:

*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.