

FUNERAL PLANNING GUIDE

INCLUDING PLANNED GIVING

revised November 2018

*Most merciful God,
whose wisdom is beyond our understanding:
deal graciously with my family in their grief.
Surround them with your love,
that they may not be overwhelmed by their loss,
but have confidence in your goodness,
and strength to meet the days to come;
through Jesus Christ our Lord. Amen.*

The Book of Common Prayer, page 494



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FUNERAL PLANNING

“The minister of the congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses.”

– The Book of Common Prayer, page 445

“The liturgy for the dead is an Easter liturgy. It finds all its meaning in the resurrection. Because Jesus was raised from the dead, we, too, shall be raised.

The liturgy, therefore, 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 joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.”

– The Book of Common Prayer, page 507

As Christians, we know that death does not have the final word. Through God’s grace, Jesus has conquered sin and death forever. As we profess in the Apostles’ Creed, we believe in the resurrection of the body and the life everlasting.

Funerals are among the times that we as Christians do the task of the Church the best. We comfort one another in our grief, we gather in community, and we proclaim Christ crucified and risen. A Christian funeral is not a tribute to how wonderful you were, but instead it publicly affirms the saving power of God, as demonstrated in your life. We tell how God’s story interacts with your story. Baptismal imagery is important because it reminds us of God’s saving deeds. As Paul writes in Romans 6:5, “For if we have been united with him in a death like his, we shall certainly be united with him in a resurrection like his.”

In the days following a death, it can often be overwhelming for family members to put the details of a funeral together. Whether it is following a long illness or a surprising accident, your loved ones may wonder what your wishes really were. This guide is an opportunity for you to think about these things now, discussing them with your family, friends, and rector. A copy will be kept in a confidential file at Christ Episcopal Church to assist the rector and your family in planning your funeral. It is not a legally binding document, but a guide and starting point for having conversation about what is to come.

FEES AND HONORARIUMS

No fees will be charged for Christ Episcopal Church facilities' use nor are honorariums expected by the parish clergy or organist for services rendered at a funeral and/or committal service.

If family or friends wish, a donation to the Clergy Discretionary Fund may be made.

If a vocalist or other instrumentalist is requested, their services and fees will be the responsibility of the surviving family.

IN CONSULTATION WITH THE RECTOR

An individual should plan the details of their funeral in consultation with the parish rector. This Planning Guide is made available in the Church Office to any parish member. The Church Office will keep a copy of the completed guide on file for reference for the clergy and the family so that the wishes of the deceased may be kept.

FUNERAL INSTRUCTIONS

Date Completed

Full Name (if female, please include maiden name)

Address

City, State, Zip Code

Date of Birth

Place of Birth

Date of Baptism

Place of Baptism

Military Service (if so, please include branch, years of service, rank, etc.)

If you would like Military Honors at your Committal Service, please describe –

Occupation

Employer

Spouse's Full Name (if female, please include maiden name)

Spouse's Date of Birth

Spouse's Place of Birth

Child's Name (please note if deceased)

Child's Name (please note if deceased)

Child's Name (please note if deceased)

Child's Name (please note if deceased)

Please use extra paper if more space is needed.

Father's Full Name

Father's Date of Birth

Living – YES or NO

Father's Place of Birth

Mother's Full Name (please include maiden name)

Mother's Date of Birth

Living – YES or NO

Mother's Place of Birth

Living Relatives to be notified upon my death

Name	Address	Phone Number	Relationship
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Please use extra paper if more space is needed.

Other persons to be notified upon my death

Name	Address	Phone Number	Relationship
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Please use extra paper if more space is needed.

Funeral Home Preference

Name

Address

Phone

Please check one of the two following selections.

I request that a time of visitation and/or reception be conducted at

Funeral Home Name OR Church Name, City, and State

I request no visitation and/or reception time.

Please check the following if you wish to

_____ ONLY have a Committal Service at the cemetery or columbarium.

I request that my service be conducted at

Church Name, City, and State

I request that my service be (please check one)

_____ The Burial of the Dead with Holy Communion
Rite I (BCP, pages 469 and 323)

_____ The Burial of the Dead with Holy Communion
Rite II (BCP, pages 491 and 355)

_____ The Burial of the Dead
Rite I (BCP, page 469)

_____ The Burial of the Dead
Rite II (BCP, page 491)

Participants (All service ministers do not have to be listed)

Crucifer Acolyte

Acolyte Acolyte

Usher Usher

Usher Usher

If the body is present

Pall bearer

Pall bearer

Pall bearer

Pall bearer

Pall bearer

Pall bearer

THE LITURGY OF THE WORD

The following are selections appropriate for readings from the Old Testament, Psalms, and New Testament. The following are only suggestions. Other readings from Scripture or other sources may be suggested to the clergy. These three readings are optional for the service. A Gospel Lesson is required if Holy Communion is celebrated.

First Lesson (Old Testament)

Lector (Reader) Name

Please check one or write in your selection.

_____ 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)

Psalm Lesson

Lector (Reader) Name

Please check one or write in your selection.

- _____ Psalm 23 (The Lord is my shepherd, often King James Version)
 - _____ Psalm 27 (The Lord is my light and my salvation: whom shall I fear?)
 - _____ Psalm 42 (As a deer longs for flowing streams, so my soul longs for you, O God)
 - _____ Psalm 46 (God is our refuge and our strength)
 - _____ Psalm 90 (Lord, you have been our dwelling place in all generations)
 - _____ Psalm 116 (I love the Lord, because he has heard my voice and my supplications)
 - _____ Psalm 121 (I lift up my eyes to the hills – from where will my help come?)
 - _____ Psalm 130 (Out of the depths have I called to you, O Lord)
 - _____ Psalm 139 (O Lord, you have searched me and known me)
-

Second Lesson (New Testament)

Lector (Reader) Name _____

Please check one or write in your selection.

- _____ 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)
-

Gospel Lesson (required if Holy Communion is celebrated)

The Parish Clergy (Rector, Associate Rector, or Deacon) will read the Gospel.

Lector (Reader) Name _____

Please check one or write in your selection.

_____ 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 10:1-16 (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)

MUSIC

Please check all that apply.

_____ Parish Organist (No one is permitted to play the Organ except the parish organist or their designee.)

_____ Instrumentalist Only (other than the organ)

_____ Congregational Singing

_____ Soloists

List of Suggested Hymns – The Hymnal 1982

174-213 (Easter hymns)

287 (For All the Saints, Who From Their Labors Rest)

300-347 (Holy Communion)

354-358 (Burial)

376 (Joyful, Joyful We Adore Thee)

410 (Praise, My Soul, the King of Heaven)

556 (Rejoice, Ye Pure in Heart)

613-625 (The Kingdom of God and The Church Triumphant)

637 (How Firm a Foundation, Ye Saints of the Lord)

671 (Amazing Grace)

680 (O God, Our Help in Ages Past)

688 (A Mighty Fortress is Our God)

Please choose the hymns or songs for the service.

ALTAR AND PEDESTAL FLOWERS

If you desire flowers at the altar and on the pedestal, the following florist is familiar with the church's altar style and specifications.

Deemer Floral Company, 901 Lehman Avenue, Suite 6, Bowling Green, KY 42101,
270.843.4334

COMMITTAL

I prefer (please check one)

_____ Casket Burial

_____ Cremation

Cemetery Name, City, and State (if plot owned, list plot number)

OR

Columbarium Name, City, and State (if niche owned, list niche number)

MEMORIAL GIFTS

Please check all that apply and complete, if necessary.

I request that memorial gifts be given to –

_____ The Memorial Fund, Christ Episcopal Church, Bowling Green, KY

_____ Memorial gifts may also be made to –

examples – Churches United in Christ HELP Ministry, HOTEL Inc., MEALS, Inc.

THE COLUMBARIUM AT CHRIST EPISCOPAL CHURCH

With the completion and dedication in the summer of 2016 of ninety new niches in the Columbarium at Christ Episcopal Church, we especially invite you, the members of the parish, to consider cremation and inurnment in our Columbarium as you make your funeral plans.

The practice of cremation is an ancient one and has gained renewed attention in recent decades. One reason for this renewed attention is the opportunity to be buried at one's place of worship. Another is the ecological consideration of using less space for the interment of those who have died thereby making us better stewards of the earth at a time when land use is a growing concern. There is also the practical consideration that cremation and inurnment in a Columbarium costs a fraction of burial with a casket in a cemetery. While there was a time when some churches discouraged cremation, most Christian traditions, including our own, now encourage cremation for these reasons and others.

Christ Episcopal Church's Columbarium in the Memorial Garden is available to any member of the parish.

Costs are:

Niche purchase – \$750 each.

Memorial plaque – \$175-\$225 (depending on the current market rate of copper and nickel.)

(Note – costs are subject to change.)

For more information regarding the purchase of a niche in the Columbarium at Christ Episcopal Church, please contact **Vonda Garringer**, Parish Administrator (Vonda@cecbg.com or 270-843-6563).

A QUICK CHECKLIST

To aid your survivors, you should consider the following subjects and gather the necessary information in a central location. Make a concise record of the information, and notify the appropriate people of its location.

- _____ Personal affairs' records including date and place of birth, marriage, etc.
- _____ Personal lawyer and/or trusted friend's contact information
- _____ Family records including birth, marriage, and death certificates, divorce, adoption, or naturalization papers
- _____ Military service personnel file, including a clear copy of Form DD214 (discharge form)
- _____ Insurance policies
- _____ Social Security information
- _____ Property records: real estate, automobile, etc.
- _____ Stocks, bonds, securities
- _____ Bank accounts
- _____ Safety deposit box

This quick checklist serves only as an illustration of the types of information that one should organize. An individual's complete list should be formulated in consultation with one's own financial and legal counsel.

ESTATE PLANNING DOCUMENTS CHECKLIST

Durable Power of Attorney

Health Care Power of Attorney

Directive to Physicians (Living Will)

Declaration of Guardian

Organ Donor Authorization

Will and/or Trusts

Letter to Executor

Letter to Trustee(s)

Letter to Guardian of Minor Children

Christ Episcopal Church Funeral Planning Guide

The legal forms on this page and their considerations are matters that are to be discussed in consultation with your attorney.

PLANNED GIVING

Christ Episcopal Church is the special and dynamic place it is today because of the work and generosity of both past and present members of the parish. We have been particularly blessed by parishioners who have made planned gifts of all sizes to the church. Those who planned and provided these gifts had a vision for the ongoing ministry of Christ Episcopal Church which we now enjoy.

Our Reserve Fund and seven current Trust Funds are the cornerstone of our commitment to provide future parishioners with the means to minister to our community as we have been blessed to do. Income from these funds may be used at the Vestry and/or Rector's discretion to help fund needed building repair projects, special outreach projects, tuition assistance for those seeking church vocations, youth and music programs, office technology needs, and other parish life programming.

Our seven current Trust Funds include –

Covington Memorial Fund
Harrison Scholarship Fund
Kay Fund
Mabel Sharp Gaines Fund
Permanent Endowment Fund
Porter Sims Trust Fund
WKU Foundation Fund

If you wish to learn more regarding the specifics of how to endow a new trust, please contact:
The Reverend Steve Pankey, Rector (Steve@cecbg.com or 270-843-6563)
Vonda Garringer, Parish Administrator (Vonda@cecbg.com or 270-843-6563)

You can make a planned gift to the Reserve Fund or you can choose to direct your gift to any parish ministry area or current fund –

Christ Episcopal Church

All Saints Scholarship Fund
Altar Guild Fund
Clergy Discretionary Fund
Columbarium Fund
Current Year Operating Fund
Friends of Music Fund
Guild Fund
Living Waters for the World Fund
Major Repairs Fund
Memorial Fund
Memorial Garden Fund
Room in the Inn Fund
Wednesday Community Lunch Fund

You can also make a planned gift to Bowling Green community agencies supported by Christ Episcopal Church –

Churches United in Christ HELP Ministry
HOTEL INC
MEALS, Inc

Gifts to Christ Episcopal Church can be made by making a direct gift of cash or appreciated assets, or by making a planned gift. Planned gifts, though requiring financial and estate planning assistance, offer a unique opportunity for making a significant gift to Christ Episcopal Church while still providing for your loved ones. Some planned gift options provide income for life and reduce the tax burden on donors and their heirs.

A bequest in a will is the easiest and most common way of making a planned gift to the church. You can designate a specific amount, a percentage of your estate, or a specific asset. Christ Episcopal Church can also be named as a contingent beneficiary.

Life income gifts such as charitable gift annuities, charitable remainder trusts, or pooled income funds provide you and/or your designated beneficiary income for life, and provide a gift to the church after your death. Life income gifts generally reduce or eliminate certain taxes and guarantee an income for life.

Life insurance can be used to make lasting gifts to Christ Episcopal Church simply by making the church a beneficiary or contingent beneficiary of a new or existing policy.

Retirement plan assets are an excellent means of charitable giving through your estate planning. Tax-exempt organizations like Christ Episcopal Church are not subject to the same income tax that individuals are, and thus may receive the full amount of gifts from tax-deferred savings accounts such as 401(k)s or IRAs.

Your planned gift, regardless of type or size, can be a precious legacy for the future ministries of our parish. If you would like more information, or wish to discuss confidentially the ways in which planned gifts may further the ministries of Christ Episcopal Church, please contact:

The Reverend Steve Pankey, Rector (Steve@cecbg.com or 270.843.6563)
Vonda Garringer, Parish Administrator (Vonda@cecbg.com or 270.843.6563)

This planned giving information is for illustration only and is not meant to take the place of financial or legal advice. Please consult with your financial and legal counsel about specific charitable gifts.