

# PERSONAL FUNERAL PLANNING GUIDE

*created by:*

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Date of Death: \_\_\_\_\_

Outer Banks Presbyterian Church

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# Outer Banks Presbyterian Church

## A Guide to Assist You In Planning a Funeral or Memorial Service

This information has been prepared to be of service to you at a time when you experience the deepest pains we know in this life. Nothing quite tests us as severely as does the loss of a loved one to death. In that testing time, your family in the Christian faith desires to be a source of help, comfort, compassion and strength. This information is designed to help us achieve that goal. You will find here a variety of suggestions, recommendations and guidelines which will ease the burden of decision-making at such a time.

Undergirding this effort are our prayers for God's presence to be with you in your time of need, and for God's unconquerable hope to grip your heart and soul. Please remember that the promise of the Scriptures is that while we do experience the shadowed valley of death, by God's power and with God's help, we walk through that valley to the brighter days that are ahead.

This guide will offer suggestions on how to meet this inevitable event and plan according to most traditional standards. Among the matters for the family to consider at the time of death are listed here.

Once you have thoughtfully completed this form, please bring it to the church office and we will gladly place this in your membership file and make a copy for you for your records as well as other family members you may wish to share.

### Part 1: A Little About You

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Next of Kin / Person Responsible for your Arrangements: \_\_\_\_\_

What Type of Service would you like to have?

\_\_\_\_\_ Traditional Funeral (with Casket Present) with interment following at \_\_\_\_\_

\_\_\_\_\_ Traditional Funeral (with Casket Present) with cremation following

\_\_\_\_\_ Memorial Service (with remains interred prior to the service)

\_\_\_\_\_ Memorial Service (cremated remains present)

\_\_\_\_\_ Memorial Service (cremated remains placed in Bible Garden)

\_\_\_\_\_ No Service

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

### Part 2: About Your Funeral or Memorial Service

According to the Book of Order, 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. (W-4.1003)

This service may be observed before or after the committal of the body. In order that the attention in the service be directed to God, when a casket is present, it ordinarily is closed. It may be covered with a funeral pall. The service may include other actions common to the community of faith and its cultures when these actions do not detract from or diminish the Christian understanding of death and resurrection. The service shall be complete in itself, and any fraternal, civic or military rites should be conducted separately. (W-4.1005)

Where would you prefer to have your Funeral or Memorial Service?

\_\_\_\_\_ Outer Banks Presbyterian Church      \_\_\_\_\_ Funeral Home Chapel      \_\_\_\_\_ Graveside Service

### Part 3: Sample Suggested Order of Worship

When death occurs, the pastor and other officers of the congregation should be informed as soon as possible, in order that they might provide appropriate consolation and support to the family and friends, and assist them in making arrangements for the funeral. Family members, friends, or members of the congregation may be invited by the minister to share in the service. This order is intended for use with the body or ashes of the deceased present, but it may be adapted for use as a memorial service. The committal may follow or precede this service, as preferred. Please keep in mind that this is only a suggested order of service and can be altered to suite your preferences and wishes.

THE ORGAN PRELUDE

THE HYMN OF PROCESSION: \_\_\_\_\_

THE WORDS OF GRACE (*Spoken in Unison*)

**Christ has risen from the dead, trampling down death with his death, and giving life to those in the tomb. Dying, Christ destroyed our death. Rising, Christ restored our life. Christ will come again. In his baptism Jack put on Christ, so now in death he is clothed in Christ's glory. Here and now, dear friends, we are God's children. Praise be to the God and Father of our Lord Jesus Christ, the Father of mercies, who comforts us in all our sorrows, so that we can comfort others in their sorrow, with the consolation we have received from God. Jesus said, "I am the resurrection and the life. Those who believe in me, even though they die, will live, and everyone who lives and believes in me will never die. I am the Alpha and the Omega, the beginning and the end, the first and the last. I was dead and behold I am alive forever and ever; and I hold the keys of Death and Hades. Because I live, you also will live."**

LEADER: The Lord be with you.

**PEOPLE: And also with you.**

LEADER: Let us pray.

O God, whose mercies cannot be numbered: Accept our prayers on behalf of your servant, (*name*), and grant (*his/her*) an entrance into the land of light and joy, in the fellowship of your saints; through Jesus Christ our Lord, who lives and reigns with you and the Holy Spirit, one God, now and forever. **Amen.**

THE HYMN \_\_\_\_\_

THE OLD TESTAMENT LESSON (*Please Choose from the list and notate below*)

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

THE PSALM (*Please Choose from the list and notate below*)

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

THE SPECIAL MUSIC: (*Possible Solo, Instrumental or Omitted*) \_\_\_\_\_

THE SCRIPTURE (EPISTLE OR GOSPEL) LESSON (*Please Choose from the list and notate below*)

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

THE NAMING AND WITNESSING (*Anyone you wish to speak should be included at this time*)

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

THE CHORAL ANTHEM \_\_\_\_\_

THE GOSPEL LESSON (*Please Choose from the list and notate below*)

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THE HOMILY (*Name of minister*) \_\_\_\_\_

THE AFFIRMATION OF FAITH (*Apostle's Creed or Death Will Be Destroyed from A Declaration of Faith*) (*Choose One*) (*Spoken in Unison*)

**I believe in God the Father Almighty, maker of heaven and earth; and in Jesus Christ His only Son our Lord, who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; he descended into hell: the third day he rose from the dead; He ascended into heaven, and sitteth at the right hand of God the Father Almighty; from thence he shall come to judge the quick living and the dead. I believe in the Holy Ghost; the holy catholic (*universal*) church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen**

**OR**

**In the death of Jesus Christ God's way in the world seemed finally defeated. But death was no match for God. The resurrection of Jesus was God's victory over death. Death often seems to prove that life is not worth living, that our best efforts and deepest affections go for nothing. We do not yet see the end of death. But Christ has been raised from the dead, transformed, and yet the same person. In is resurrection is the promise of ours. We are convinced the life God wills for each of us is stronger than the death that destroys us. The glory of that life exceeds our imagination but we know we shall be with Christ. So we treat death as a broken power. Its ultimate defeat is certain. In the face of death we grieve. Yet in hope we celebrate life. No life ends so tragically that its meaning and value are destroyed. Nothing, not even death, can separate us from the love of God in Jesus Christ our Lord.**

THE LITANY OF PRAYER & THE PRAYERS OF THE PEOPLE

**ONE:** For (name), let us pray to our Lord Jesus Christ who said, "I am the resurrection and the Life." Lord, you consoled Mary and Martha in their distress; draw near to us who mourn for (name) and dry the tears of those who weep.

**ALL: Hear us, Lord.**

**ONE:** You wept at the grave of Lazarus, your friend; comfort us in our sorrow.

**ALL: Hear us, Lord.**

**ONE:** You raised the dead to life; give to our (brother/sister) eternal life.

**ALL: Hear us, Lord.**

**ONE:** You promised paradise to the thief who repented; bring our (brother/sister) to the joys of heaven.

**ALL: Hear us, Lord.**

**ONE:** Our (brother/sister) was washed in the waters of Baptism and anointed with the Holy Spirit. Give her fellowship with all your saints.

**ALL: Hear us, Lord.**

**ONE:** (He/She) was nourished with your Body and Blood; grant her a place at the table in your heavenly kingdom.

**ALL: Hear us, Lord.**

**ONE:** Comfort us in our sorrow at the death of our (brother/sister), let our faith be our consolation, and eternal life our hope. . . (*prayers continue*)

THE LORD'S PRAYER (*May be spoken or sung by a soloist*)

THE COMMENDATION

**LEADER:** Give rest, O Christ, to your servant, (name) with your saints

**PEOPLE: where sorrow and pain are no more, neither sighing, but life everlasting.**

**LEADER:** You only are immortal, the creator and maker of mankind; and we are mortal formed of the earth, and to earth shall we return. For so did you ordain when you created me, saying, "You are dust, and to dust you shall return." All of us go down to dust; yet even at the grave we make our song: Alleluia, Alleluia, Alleluia!

**PEOPLE: Give rest, O Christ to your servant, (name), with your saints, where sorrow and pain are no more, neither sighing, but life everlasting.**

Into your hands, O merciful Savior, we commend your servant, (name). Acknowledge, we humbly beseech you, a sheep of your own fold, a lamb of your own flock, a sinner of your own redeeming. Receive (him/her) into the arms of your mercy, into the blessed rest of everlasting peace, and into the glorious company of the saints in light. **Amen.**

THE BENEDICTION

THE HYMN OF SENDING

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THE POSTLUDE

*Please keep in mind that the Pastor, Music Director/Organist and Funeral Director will work together to help make the service as meaningful as possible. The Sanctuary Choir at Outer Banks Presbyterian is usually available to assist with providing music at the service as well as the church's organist.*

#### **Part 4: Scripture Suggestions (some most popular ones are denoted with and \*)**

##### **Old Testament**

* Job 19:23-27	I know that my redeemer lives
Isa. 25:6-9	God will swallow up death forever
Isa. 26:1-4, 19	God will keep them in peace
* Isa. 40:1-11, 28-31	Comfort my people
* Isa. 40:28-31	Those who wait for the Lord shall renew their strength
* Isa. 43:1-3a, 18-19, 25	When you pass through the waters, I will be with you
Isa. 44:6-8	I am the first and the last
* Isa. 65:17-25	I create new heavens and a new earth
Dan. 12:1-3	Many of those who sleep in the dust shall awake
* Isa. 65:17-25	I create new heavens and a new earth

##### **Psalms**

* Ps. 23	The Lord is my shepherd
Ps. 27:1, 4-9a, 13-14	The Lord is my light and my salvation
Ps. 42:1-6a	As a deer longs for flowing streams
* Ps. 46:1-5, 10-11	A very present help in trouble
* Ps. 90:1-10, 12	Teach us to number our days
Ps. 118	Open the gates of righteousness
* Ps. 121	I lift up my eyes to the hills

##### **Epistles**

* Rom. 8:14-23, 31-39	Nothing can separate us from the love of God
* Rom. 14:7-9, 10b-12	Whether we live or die, we are the Lord's
* 1 Cor. 15:20-26, 35-38,	Death is swallowed in victory
1 Cor. 15:35-44	The natural body and the spiritual body
1 Cor. 15:50-57	We shall all be changed
* 2 Cor. 4:16-5:1	Visible things are temporary, invisible things eternal
* Rev. 21:1-4, 22-25; 22:3-5	A new heaven and a new earth

##### **Gospels**

Matt. 5:1-12a	The Beatitudes
* Luke 23:33, 39-43	Today you will be with me in Paradise
John 3:16-21	God so loved the world
John 5:24-29	Whoever hears and believes has eternal life
John 6:47-58	Whoever believes in me has eternal life
* John 11:17-27	I am the resurrection and the life
John 11:38-44	Lazarus raised from the dead
John 14:1-6, 25-27	Let not your hearts be troubled

## Part 5: Hymn Suggestions *(Others certainly may be requested)*

A Mighty Fortress Is Our God  
All The Way My Savior Leads Me  
Amazing Grace  
Be Still, My Soul  
Because He Lives  
Blessed Assurance  
For All the Saints  
He Leadeth Me: O Blessed Thought  
How Great Thou Art  
It Is Well With My Soul

In the Garden  
Joyful, Joyful, We Adore Thee  
Lift High the Cross  
My Hope Is Built On Nothing Less  
My Jesus, I Love Thee  
O God, Our Help In Ages Past  
O Jesus, I Have Promised  
Rock of Ages, Cleft For Me  
Sweet By and By  
The Old Rugged Cross

## Part 6: Church Policies Regarding Funerals / Memorial Services

**Church Usage:** There is no charge for the use of the Sanctuary and/or Fellowship hall to Outer Banks Presbyterian Church Members or Regular Attendees. It is customary for an honorarium to be given to the presiding minister (s), the organist and soloist(s). Outside Ministers or Musicians are welcomed, but should be cleared through the Church Office and the Music Director.

**Visitation:** On occasion, a family may request that a visitation be held at the funeral home or the church. This would typically be held the evening prior to the service. If an open-casket visitation takes place in the sanctuary, the casket will be closed ten minutes prior to the funeral service.

**Receptions:** Quite frequently, a reception will follow a funeral service or the interment. This can be coordinated through the Congregational Care Committee.

**Bulletin (or printed order of worship):** The church office staff will ordinarily produce the bulletin (or printed order of worship) for funerals. Special requests should be made as early as possible.

**Memorial Donations:** Should you desire that memorial donations be made in your name to Outer Banks Presbyterian Church or another organization or charity, please remember to include that information in your obituary.

**Memorial Bible Garden:** Outer Banks Presbyterian Church is please to offer a Memorial Bible Garden for the purpose of scattering cremated remains. No casket burials are permitted in the Bible Garden. For more information regarding this, please contact the church office.

## Part 7: A List of Information that the Funeral Home will need

### Information for Death Certificates

Full Name (incl. Maiden if applicable) \_\_\_\_\_

Current Address \_\_\_\_\_

Social Security Number \_\_\_\_\_

Parents Full Names \_\_\_\_\_

Place of Birth \_\_\_\_\_

Were you a Member of Armed Forces? \_\_\_\_\_

Occupation \_\_\_\_\_

Method of Disposition \_\_\_\_\_

Place of Interment \_\_\_\_\_

Next of Kin (*Informant*) \_\_\_\_\_



