

# Funeral Planning Guide



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*With believers in every time and place, we rejoice that nothing in life or in death  
can separate us from the love of God in Christ Jesus our Lord.*

—A Brief Statement of Faith



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# Pastoral Letter

**Dear Friends,**

In life and in death we belong to God. God cares for us before we are brought into this world, sustains us through all our earthly days, and holds us with everlasting arms when this life is over. For a Christian, death should not be feared. Nonetheless, planning one's funeral is not something most of us relish.

In the Presbyterian Church, funerals and memorial services are services that witness to the resurrection hope we have in Jesus Christ. Therefore, they are not dreary, mournful affairs, but an opportunity to give thanks to God for life and to look ahead to that time when God's reign will be fully realized and we will be with God.

I hope you will take the time necessary to complete the questionnaire contained within this booklet, and if you are comfortable doing so, to discuss your wishes with your family. If I can be of assistance to you, please let me know. When completed, please send me a copy of your wishes and they will be kept in a confidential place in the Church Office.

Know that it is the desire of all your staff at Harvey Browne Church to be of assistance to you.

Grace and peace,

Rev. Christine Coy Fohr  
Pastor, Harvey Browne Presbyterian Church

## A Service of Witness to the Resurrection

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. The constitution of the Presbyterian Church (U.S.A.) declares that in baptism, *each Christian shares in Christ's dying and rising, and receives the promise of eternal and abundant life in him*. We understand the Christian funeral to be the completion of baptism.

Death brings loss, sorrow, and grief to all. In the face of death, we affirm with tears and joy the good news of the gospel and the hope of the resurrection. We do not grieve in isolation, but are sustained by the power of the Holy Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

Christians should make the occasion of death a time in which the hope of the Gospel is reaffirmed. The properly planned service can be a benediction and a comfort to us, as well as a witness of our faith. The funeral or memorial service is a time to praise God for the hope confirmed through the living God. It is a time to celebrate, giving thanks for life.

Our hope of eternal life is based not upon a person's worth, but upon the graciousness of God, who loves all persons with an everlasting love. Christians can commend to God's care those who die, trusting that by God's grace, all who believe in him are raised from death to life through the resurrection of Jesus Christ.

The service, which should be conducted with dignity and with simplicity, is a witness to God's love given to all people. A love that strengthens and supports even in the midst of grief. It is a witness to God's promises in Jesus Christ, as attested by Christ's resurrection from the dead, and to the sure and certain hope that Christ has gone to prepare a place for the children of God.

# **Planning the Funeral or Memorial Service**

Because it is difficult under emotional stress to plan wisely, church members are encouraged to discuss their wishes and plan in advance the arrangements that will be necessary at the time of death, including decisions about the Christian options of burial, cremation, or donation for medical purposes. These plans should provide for arrangements which are simple, which bear witness to resurrection hope, and in which the Christian community is central.

Whenever possible, these plans should be put in writing, preferably using the Harvey Browne Church Funeral Planning Form found on page 20. When the form is complete, copies may be filed with the church office and the funeral home you wish to us, and a copy given to a family member.

Feel free to make an appointment to speak with Rev. Christine Coy Fohr (502.896.1791 or 270.570.3462) if you would like assistance completing the form. Your funeral home of choice will also be able to provide you with additional information to be used in making final arrangements.

## **When Death Occurs**

The pastor should be notified as soon as possible when the death of a church member has occurred, in order that they might provide appropriate consolation and support to the family and friends, and assist them in making arrangements for the funeral or memorial service. Through early involvement with loved ones, the pastor can offer help with difficult transition decisions regarding funeral home selection, attendance of the body, and arrangements for the Service of Witness to the Resurrection. You are urged to call the church office, (502) 896-1791, at any time day or night. The general voice mailbox is checked regularly. Please leave a message and your call will be returned.

## **Funeral Home Involvement**

Please contact the minister or church office before making arrangements with a funeral home. It is very important that the minister and church staff work with the funeral home directors as a team. The minister will work with the family and funeral home to ensure your loved one's funeral is handled with the utmost dignity and respect. If you have not yet contacted the church when you begin working with the funeral home, please ask the funeral director to call the church immediately.

## **Where to Hold the Service**

Ordinarily, the service on the occasion of death 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. In the Sanctuary and in the Chapel, we are surrounded by symbols of the faith, which remind us of the promise of resurrection and of the "great cloud of witnesses" who have "kept the faith and finished the race" and now have inherited the "crown of glory." The Sanctuary and the Chapel at Harvey Browne are available without charge.

## **Visitation**

Families may request that a visitation be held at the church. Ordinarily, this is done in the Living Room or the Foyer.

## **Sample Funeral or Memorial Service**

The funeral is called a Service of Witness to the Resurrection because it is a liturgical service of worship to the glory of God and a consolation to the living. Thankfulness and honor are to be expressed to God for the life and witness of the deceased, and the focus of worship should be upon God. The service may include the following:

- Opening Words
- Call to Worship
- Prayer
- Hymn, Psalm or Spiritual
  - [Confession and Pardon may also be said.]
  - [Remembrances or eulogies may be offered.]
- Readings from Scripture
- Sermon
- Affirmation of Faith
  - [A hymn may be sung.]
- Prayers of Thanksgiving, Supplication and Intercession
  - [The Lord's Supper may be celebrated.]



- Lord's Prayer
- Commendation
- Hymn, Psalm or Spiritual
- Blessing
- Procession

The minister may invite family members, friends, or members of the congregation to share in the service.

The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction.

### **Committals and Interment**

Committals and interments may be held before or after the general service, upon arrangement with the minister. A committal or graveside service may include the following:

- Opening Words
- Committal
- Lord's Prayer
- Prayers
- Blessing

### **Scripture Readings**

The scriptures are a rich resource for the funeral service. Emphasis should be placed upon the reading of scripture for the declaration of Christian hope and the biblical affirmations of God's power over death. Passages that have special meaning to the family or were special to the deceased may be chosen in consultation with the pastor. (See page 14 for a list of suggested scripture readings.)

### **Music**

More than anything else in a worship service, music affects our emotions and the atmosphere of the service. As an expression of their common faith, it is appropriate for those assembled to join in the singing of hymns that declare belief in the life everlasting. Hymns should be chosen that affirm the goodness and grace of God and give comfort and support to the mourners. The minister of music will be glad to

consult with the family concerning their desires for suitable instrumental or vocal music. (See page 18 for a list of suggested hymns.)

## **Creeds**

Creeds have served the church for generations as a powerful means of reaffirming the basic beliefs of the Christian Faith. It is appropriate to include the use of a traditional creed in the funeral service. The Apostles' Creed originated in the baptismal liturgy of the early church, and thus it has a natural and significant relationship to the "Service of Witness to the Resurrection."

## **Sermon**

A brief homily praising God for the resurrection of Jesus Christ and for the promise of a resurrection for all Christians can be included in the service if the family so chooses. The homily can also offer words of thanksgiving for the particular gifts of the deceased. The pastor will find it helpful to speak with the family about the deceased's life in order to integrate these particular gifts into the homily.

## **Communion**

As the central liturgical act of the church, communion provides strength and hope through fellowship with our Lord as we break bread and share the cup of salvation with fellow Christians.

## **Flowers**

In an effort to encourage worshipfulness and simplicity so that all present may focus their attention on the promises of scripture and the grace of God, it is requested that only flowers from the immediate family be placed at the front of the Sanctuary or Chapel.

The newspaper announcement of the deceased's passing may suggest that in lieu of flowers, a memorial may be given to Harvey Browne Church, to one of the benevolent causes of the Presbyterian Church (U.S.A.), or to other worthy charities. In this way, the donation becomes a living memorial.

## **Pall**

When a casket is present in the sanctuary, it should be covered with a pall as deemed appropriate by the pastor. A pall with appropriate Christian symbolism is provided by the church. The symbolism of the church pall is severalfold. It is white, representing the color of the baptismal robes of early Christians. Baptism is often spoken of in the New Testament as death in Christ and resurrection to new life. The pall also symbolizes the fact that in Christ we are “clothed” with faith. In Christ we put off the old self and put on a new creation.

Family members or friends are encouraged to drape the pall over the casket, although the placing of the pall may also be done by the pastor.

Because the casket is covered by a pall, the purchase of a floral pall is unnecessary. If the family chooses to use a pall of flowers, it will be removed when the casket enters the church. Following the Benediction, as the casket is taken from the church, the floral pall will again be placed on the casket. For military funerals a flag may be used.

## **Paschal Candle**

The Paschal Candle is lit during the worship service. The candle, symbolic of God’s gift of grace bestowed upon us in baptism, has been used since ancient times to remind God’s people that we are, through the life, death, and resurrection of Jesus Christ, delivered from darkness and into the light of God’s eternal love. Death and resurrection are the basic meaning of baptism. Physical death marks the final and complete baptism by which, through the power of God, we are delivered into God’s eternal kingdom.

## **Civil and Military Ceremonies**

When requested by the family as they work with the pastor to plan the service, an American flag may be used as a pall. However, civil and military ceremonies may take place only outside the sanctuary or at a cemetery. In the event of inclement weather, these ceremonies could take place in Emory Hall.

## **Recording the Service**

At the family’s request, an audio recording of the service held in the Sanctuary will be made. When making service arrangements with the pastor, please indicate your desire for an audio recording and the number of CD copies you would like.

## **Receptions and Meals**

Upon request, church volunteers will prepare a reception with food, usually in the Foyer or in Eline Hall. A combination of cookies, fresh fruit, cheese and crackers, finger sandwiches, etc. are presented buffet style. If the family chooses to provide a meal, the volunteers will set it up and serve it. Tables are adorned with white cloths and a simple bouquet of flowers. A place for photo display is provided.

## **Memorial Garden**

The practice of cremation is consistent with the Christian faith. It is not new; it has been practiced by Christians throughout the centuries. If the family chooses cremation, you are invited to honor your departed loved ones by placing their ashes in the underground vault that is buried within Harvey Browne's memorial garden. There, their ashes will be co-mingled with those of other saints who lived their lives in service to God.

The memorial garden reflects the belief that in life and in death we belong to God. Neither death nor life can separate us from the love of God in Christ Jesus our Lord. His steadfast love endures forever.

The garden, with its natural beauty, represents God's magnificent creation and is designed to be a final resting place for those who have been part of this church's rich history. Burial in the garden is reserved for church members and their families. The church office staff will be happy to work with you to make these arrangements.

## **Other Options**

A Christian concern for others prompts us to remember that invaluable service can be rendered to the living by granting post-mortem examination and the medical use of specific parts of the body. Organizations such as the Kentucky Lions Eye Bank and the National Kidney Foundation are in real need of organs for transplant.

Because the organs need to be removed immediately after death, the donations must be registered in advance. A donor makes his or her wishes known to the family and doctor and usually carries a donor card. The removal of such organs does not alter the appearance of the deceased nor limit choices of various services.

Arrangements may also be made for the body to be bequeathed to the University of Louisville Medical School. This will benefit others by providing valuable service in medical research and in the training of medical students. To ensure the proper handling of the body immediately after death, arrangements for donation should be

made well in advance. These arrangements should be discussed with family members and the donor's doctor and the proper forms should be on file at the medical school.

## **Honoraria and Fees**

The clergy and staff of Harvey Browne Church believe that funerals are part of the life and ministry of a congregation. They count it both as a great responsibility and a great privilege to be with families in their moment of need, offering through their words, work and witness the life and love of Jesus Christ. As such, clergy and staff do not expect or require any fees as part of their ministry with church members.

Nevertheless, some families wish to honor church leaders with an honorarium. As many families are uncertain about an appropriate amount and often contact the church office to ask what is customary, the following are suggested as general guidelines for those wishing to provide honoraria:

- Officiating Pastor – To be determined by family
- Organist - \$250
- Minister of Music (if choir sings) - \$200
- Special Musician (vocal or instrumental) - \$150
- Sound/Livestream Technician - \$100

Please note: It is at the family's discretion as to whether or not they choose to provide an honorarium to participating clergy and staff. It is also at the family's discretion, should they choose to provide an honorarium, to follow the guidelines suggested above or to determine other amounts they deem appropriate.

The cost for each burial in the memorial garden is \$700, payable at the time of interment, and includes a permanent marker, engraved in granite, with the name of the deceased along with birth and death dates.

## **Non-Member Funerals**

In order for Harvey Browne Church to hold funerals and memorial services for non-church members, their loved ones must work through a funeral home. The cost for using the church space is \$100, with all additional payment arrangements for staff being handled through the funeral home. Non-member funerals and memorial services may be held Monday-Friday unless special arrangements are made with the minister.

# Commonly Used Scripture Readings

## 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. 55:1–3, 6–13	Ho, everyone who thirsts
Isa. 61:1–4, 10–11	The spirit of the Lord is upon me
Isa. 65:17–25	I create new heavens and a new earth
Lam. 3:19–26, 31b–32	The Lord’s steadfast love
Dan. 12:1–3	Many of those who sleep in the dust shall awake
Joel 2:12–13, 23–24, 26–29	Return to the Lord with all your heart

*Some have found this passage from an Apocryphal book useful in certain circumstances:*

Wisdom of Solomon

3:1–7, 9; 5:15–16      The souls of the righteous are in the hand of God

*At the loss of a child:*

Zech. 8:1–8      Children playing in the streets of the city  
Isa. 65:17–25      I create new heavens and a new earth

*For those whose faith is unknown:*

Eccl. 3:1–15      For everything there is a season  
Lam. 3:1–9, 19–23      The Lord’s steadfast love

## **Psalms**

*The following psalms are appropriate for singing or reading in the service.*

Ps. 16:5–11	The Lord is my chosen portion
Ps. 23	The Lord is my shepherd
Ps. 27:1, 4–9a, 13–14	The Lord is my light and my salvation
Ps. 39:4–5, 12	Lord, let me know my end
Ps. 42:1–6a	As a deer longs for flowing streams
Ps. 43	Give judgment for me, O God
Ps. 46:1–5, 10–11	A very present help in trouble
Ps. 90:1–10, 12	Teach us to number our days
Ps. 91	The one who dwells in the shelter of the Most High
Ps. 103	Bless the Lord, O my soul
Ps. 106:1–5	O give thanks to the Lord
Ps. 116:1–9, 15	The Lord has heard my voice
Ps. 118	Open the gates of righteousness
Ps. 121	I lift up my eyes to the hills
Ps. 130	Out of the depths I cry to the Lord
Ps. 139:1–12	Where shall I go from your spirit?
Ps. 145	I will extol you, O God my King
Ps. 146	Praise the Lord, O my soul

## **Epistles**

Rom. 5:1–11	Hope does not disappoint
Rom. 6:3–9	Baptized into Christ's death, raised to live with him
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. 15:3–8, 12–20a	Christ raised from the dead
1 Cor. 15:20–24a	In Christ shall all be made alive
1 Cor. 15:20–26, 35–38, 42–44, 50, 53–58	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
2 Cor. 5:1–10	From God we have a house not made with hands
Eph. 1:11–2:1, 4–10	Saved by grace through faith
Phil. 3:7–11	Knowing him and the power of his resurrection
Phil. 3:20–21	Our citizenship is in heaven
Col. 3:1–17	Set your minds on the things that are above
1 Thess. 4:13–18	The comfort of Christ's coming
2 Tim. 2:8–13	If we died with him, we shall also live with him
Heb. 2:14–18	Christ was tested in every way
Heb. 11:1–3, 13–16; 12:1–2	Faith, the pilgrimage, the cloud of witnesses
1 Peter 1:3–9	Without seeing Christ, you love him
1 Peter 3:18–22; 4:6	Christ's ministry to the spirits in prison
1 John 3:1–3	We are children of God
Rev. 7:2–3, 9–17	These are they who have come out of the great tribulation
Rev. 14:1–3, 6–7, 12–13	Rest for the saints
Rev. 21:1–4, 22–25; 22:3–5	A new heaven and a new earth
Rev. 22:1–5	The Lord God will be their light

*For those whose faith is unknown:*

Rom. 2:12–16	The law written on the heart
Rom. 14:7–9, 10c–12	None of us live to ourselves

## **Gospels**

Matt. 5:1–12a	The Beatitudes
Matt. 11:25–30	Hidden from the wise, revealed to infants
Matt. 25:1–13	Wise and foolish bridesmaids



Matt. 25:31–46	The Last Judgment
Luke 7:11–17	Jesus raises the son of the widow of Nain
Luke 18:15–17	We enter the kingdom only as children
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 6:37–40	Anyone who comes to me I will never drive away
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

*At the loss of a child:*

Matt. 18:1–5, 10	The greatest in the kingdom of heaven
Mark 10:13–16	Let the children come to me

*For those whose faith is unknown:*

Matt. 25:31–46	As you did it to one of the least of these
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## Music for Christian Burial

1. A Mighty Fortress Is Our God
2. Abide with Me
3. All Creatures of Our God and King
4. Alleluia, Alleluia! Give Thanks
5. Alleluia! Sing to Jesus!
6. Amazing Grace
7. Be Thou My Vision
8. Blessing and Honor
9. Blest Be the Tie That Binds
10. Breathe on Me, Breath of God
11. Christ is Risen
12. Come, Christian, Join to Sing
13. Come Down, O Love Divine
14. Come Sing, O Church, in Joy!
15. Come, Ye Thankful People, Come
16. For All the Saints
17. For the Beauty of the Earth
18. Glorious Things of Thee Are Spoken
19. God of Our Life
20. Great is Their Faithfulness
21. Guide Me, O Thou Great Jehovah
22. How Great Thou Art
23. How Firm a Foundation
24. I Was There to Hear Your Morning Cry
25. Immortal, Invisible, God Only Wise
26. In the Bulb There Is a Flower
27. In the Cross of Christ I Glory

28. Joyful, Joyful, We Adore Thee
29. Lord of the Living
30. Lord Dismiss Us with Thy Blessing
31. Love Divine, All Loves Excelling
32. My Shepherd Will Supply My Need
33. My Faith Looks Up to Thee
34. My Hope Is Built on Nothing Less
35. Near to the Heart of God
36. O Love that Wilt Not Let Me Go
37. Our God, Our Help in Ages Past
38. Precious Lord, Take My Hand
39. Rejoice, O Pure in Heart!
40. Rejoice, The Lord is King
41. Rock of Ages, Cleft for Me
42. Savior, Again to Thy Dear Name We Raise
43. Shall We Gather at the River
44. Swing Low, Sweet Chariot
45. The King of Love My Shepherd Is
46. The Lord's My Shepherd, I'll Not Want
47. The Strife is O'er
48. There's a Wideness in God's Mercy
49. To God Be the Glory
50. We Walk by Faith and Not by Night
51. What Wondrous Love is This

# Funeral Planning Form

The data on this form will be useful for those who plan the funeral or memorial service or who write an appropriate obituary. Although this is not a legal document, it is recommended that a copy of your completed form be given to a family member or a close friend and, if pre-arrangements have been made, to a funeral home.

By completing as much of the attached form as you are comfortable with, you will, as one church stated it, “have dealt with some arrangements that are usually only done under immense pressure and by persons who may or may not know all of your wishes. You will thus have the assurance that your wishes are made known and that you have taken the burden of a lot of unnecessary decision making off of the ones you love.”

Your completed form will be kept confidential in the church office to be used by the pastor at the appropriate time.

## General Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

*Signature* \_\_\_\_\_

## Worship Requests & Information

1. For the service witnessing to the resurrection (funeral)

\_\_\_ I do not wish to have a funeral or memorial service

\_\_\_ I would like a funeral or memorial service as detailed below.

\_\_\_ I would like my funeral/memorial service to take place in the church.

\_\_\_ I would like my funeral/memorial service to take place at the funeral home.

\_\_\_ I would like to have a committal/graveside service.

2. I would like the following minister(s) to lead the funeral service:

\_\_\_\_\_

3. I would like the following Scripture(s) to be read. (Choose up to four passages.)

\_\_\_\_\_

\_\_\_\_\_

4. I would like the following hymns to be sung. (List up to three hymns.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. I \_\_\_\_ would \_\_\_\_ would not like to have the Lord's Supper celebrated at the service.

6. Are there any stories of your life or faith that you would like to have shared at this service? (Please attach separate sheets of paper, if necessary.)

7. Is there anything that you would like people to know as they worship at this service? (Please attached separate sheets of paper, if necessary.)

**Family Information**

If your family does not know your last wishes, you may want to address the following. Please note that this is not a legal document, but a record to convey your final wishes. One copy should be given to family or a friend, and one copy to the church.

1. Name(s) of preferred individual(s) to assist in arrangements (relatives, friends, pastor, attorney):

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

2. Pastor to be called:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

3. Funeral Home to be called:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**Other Information**

Please check the following, if it is your desire:

4. Treatment of my body

My body is to be sent to such medical, social, or scientific center as will accept it

My body is to be made available for autopsy

My body is to be cremated with embalming without embalming

5. Funeral home, Funeral, Memorial Service

There  will will not be a viewing

There  will will not be a visitation

Visitation to be held at a  church  funeral home

The funeral service will be  public private

The funeral/memorials service will be held at (name of location)

\_\_\_\_\_

I have discussed/instructed my family/friends as to the kind of casket and other arrangements, including cost

6. Final disposition

My ashes are to be preserved or disposed of in the following manner and place:

\_\_\_\_\_

My body is to be buried in the following location: \_\_\_\_\_

It is my wish to donate any organs/parts of organs that are useful to the living

7. Contributions/Flowers

Flowers are desired

Organizations to which contributions may be sent: \_\_\_\_\_

\_\_\_\_\_

**Death Certificate Information**

The following information is required for the death certificate.

Name: \_\_\_\_\_

First

Middle

Last

Social Security #: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_\_\_

Sex:  M  F Race: \_\_\_\_\_

Citizen of what country: \_\_\_\_\_

Birthplace: \_\_\_\_\_

Armed Services: \_\_\_\_\_

Married  Never Married  Widowed  Divorced

Usual residence: \_\_\_\_\_

City

County

State

Country

Current street address:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Type of work done during working life (even if currently retired):

\_\_\_\_\_

Father's name: \_\_\_\_\_

Mother's maiden name: \_\_\_\_\_

# Obituary

Writing your own obituary can be part of your life and end-of-life planning. The way you would like to be remembered is part of a careful arranging for yourself should you not be in the best of health or life. This is your chance to say what you want others to know about you. It can be helpful to you, providing peace of mind that you have had your say; and it can be helpful to your family and friends, helping them during a difficult time.

## **Eight steps to writing an obituary include:**

1. Begin with the announcement. It should include who the person is, the date they died, and where they died. The cause of death is optional. Be short and concise. All this can be typically included in one sentence.
2. Write a short biographical piece about the person's life. This should include where and when the person was born, where they lived throughout their life, notable awards and times in their life, important hobbies, where they went to school, and anything else of personal or familial importance.
3. Include who the person is survived by. Include, in this order: immediate family members (spouse and children or parents and siblings, step-children) and secondary family members (aunts, uncles, grandchildren, close cousins). You can include spouse names such as Mary (John), John (Anna).
4. Use baptism names for relatives. Nicknames should be added in quotes, such as "Bud."
5. Deceased relatives should be listed last with the phrase "the late..."
6. Note where and when important ceremonies will take place, such as memorial services, grave-side burials, etc.
7. Tell people where they can make donations in remembrance of the person who has died. This is a very common practice in the United States and should always be noted so as to avoid an influx of calls to the bereaved family.
8. Remember, this is the main research tool for the family tree so try to include everyone. Include a photo as well.



## Appendix

Here is a list of things that are good to arrange as part of life as well as end-of-life planning:

- Life and disability insurance
- Critical illness/long-term care insurance
- Health care directive (“living will”)
- Power of attorney
- Up-do-date will
- Lawyer, guardian, executor
- Location of birth certificate and marriage certificate
- Guardian for minor children
- Organ donations
- Ethical will
- List of financial accounts
- List of Internet account usernames and passwords
- Wishes for a funeral or other service (or not)
- Bequests and requests for charitable donations
- Wishes for interment
- A start on you own obituary