

PLANNING FOR THE FINAL CELEBRATION OF LIFE

Each of us will die. When we die, it falls to members of our family and our friends to plan our services and burials.

Planning a memorial service when grieving is both hard and time-consuming. Often members of the surviving family live far apart and have never discussed these matters. When the time for planning comes they can have very different ideas about what the deceased person would have preferred or about what would be appropriate. The best way to avoid all this struggle, and even disagreement about what should be done, is to make your own plans. It is a very thoughtful gift both to your family and to yourself; ***the best possible person to plan your funeral is you.*** You simply leave written instructions saying, “This is what I prefer.”

The clergy would be happy to meet with you to assist in the planning of this service. The Episcopal Church provides many options for the funeral liturgy; in addition to the two forms in **The Book of Common Prayer 1979** (Rite I, page 469, or Rite II, page 491), alternative liturgies are found in **Enriching Our Worship 3** (2006). These and all liturgies approved for use in the Episcopal Church are available online at <https://www.episcopalcommonprayer.org/existing-liturgies1.html>.

The appropriate place for the service is in the church. It is highly recommended, though not necessary, to include Holy Eucharist.

This outline is an effort to help parishioners of Trinity Cathedral, Cleveland, Ohio, to understand the choices available to them. It has been designed in two parts to guide you through a process. When you have written out your answers to Part A and filled in the blanks in Part B, put the original where your family can find it when you die, and tell them where that is. It is recommended that you also give the Cathedral office a copy to keep on file, give another to your attorney; and file another with your will.

PART A: PLANNING FOR THE END OF LIFE

Before planning the service, with its many options, it will be helpful to your family and your church if you provide certain preliminary information:

1. Do you have a preferred funeral home? Have you made prior arrangements with them?
2. Do you wish to be buried in a casket? Who would you like to be pall bearers?

*Episcopal Church tradition is that church members are normally buried from the church. **The Book of Common Prayer** indicates the body is to be present, although a memorial service without the body may be held. The coffin is closed and is always covered by a pall, which the church will provide.*

3. Do you wish to be cremated?
4. Do you belong to a fraternity, sorority, or other organization which conducts funeral rituals? Who in the organization should be notified?

Such rituals should be conducted at the funeral home, not in the church.

5. Do you wish to have a viewing?

***The Book of Common Prayer** requires that the casket be closed during the service; once it is closed at the funeral home, it will not be reopened at the church.*

6. Who should be notified of your death?

In addition to family and friends, list Social Security, pension funds, especially military pension funds, insurance companies, organizations, schools and colleges, professional and other associations known only to you.

7. If you are entitled to military honors, where are your discharge papers?

7. If you own a burial plot or have arranged for a columbarium niche, where is it located? Where is the deed or other legal documentation?

9. Have you made a will or created a revocable trust?

10. Does your will make prudent provision for the well being of family, with arrangements for their nurture and education?

11. Does your will or trust leave bequests for charitable purposes, including Trinity Cathedral?

12. Where are your will and other important papers?

13. Where is your security or safe deposit box? Where is the key or combination?

14. Where is your passport?

15. Do you have other valuable papers that need to be kept? If yes, where are they?

16. Where are bankbooks, stock certificates, titles and deeds of ownership?

17. Have you compiled a list of valuable and/or treasured items and their proposed recipients apart from your will? If yes, where is that list?

18. Who have you designated as your executor and/or trustee?

19. Does anyone have any outstanding obligations to you about which your family or executor should be aware?

20. Who has your Power of Attorney?

21. Have you made an "advanced directive/living will" and/or healthcare proxy? Where is it? Who has copies? Who is your healthcare proxy? What is that person's telephone number?

22. Do you own property of which others may not be aware? If yes, where? Where are the deed and any other pertinent legal documents?

23. Do you have partnerships in properties or businesses of which others may not be aware?

PART B: PLANNING THE SERVICE

Your full name: _____

Aliases: _____

Maiden name (if applicable): _____

Preferred name for use in liturgy: _____

Date & place of your birth: _____

Date & place of your baptism: _____

Date & place of confirmation: _____

Preferred liturgy: _____ Rite I (traditional) _____ Rite II (contemporary) _____ EOW3

With Holy Communion? _____

Do you wish a memorial service without body or cremains present? _____

CLERGY: It is customary for cathedral clergy to conduct funerals at Trinity. In addition to a cathedral priest, I would like the following clergy to participate (please include address and telephone number):

MUSIC: Within the service there are opportunities for instrumental music and for the singing of several hymns. Music should be confident and strong, expressing the hope and faith that Christians affirm in the presence of death. Easter hymns are especially appropriate. Please list your preferences; hymns should be from **The Episcopal Hymnal 1982, Lift Every Voice & Sing II**, or **Wonder, Love & Praise**.

Prelude: _____

Entrance Hymn: _____

Sequence Hymn: _____

Communion Hymns: _____

Dismissal Hymn: _____

Postlude: _____

READINGS: One or more selections from Holy Scripture are used (lists of suggested lessons are found in the BCP and in EOW3). If the Holy Eucharist is to be celebrated, a passage from the Gospels always concludes the Readings.

Hebrew Scriptures: _____

Psalm: _____

New Testament: _____

Gospel: _____

Additional readings: Are there any additional readings (poems, meditations, etc.) you would request be included in the service?

The Gospel passage is always read by a clergy person, but other lessons and readings may be read by family members or friends of your choosing. List those whom you would like to do so:

PRAYERS: The service continues as follows:

The Sermon

Eulogies are not part of Anglican tradition. However, the homilist usually will celebrate the life of the deceased while preaching on the themes of Resurrection and eternal life.

The Apostle's Creed

The Prayers of the People

Holy Communion

If Rite I: ____ Prayer I ____ Prayer II

If Rite II: ____ Prayer A. ____ Prayer B ____ Prayer C ____ Prayer D

If EOW, which prayer? _____

MEMORIAL DONATIONS: In lieu of flowers, I request that donations be made in my name to:
