



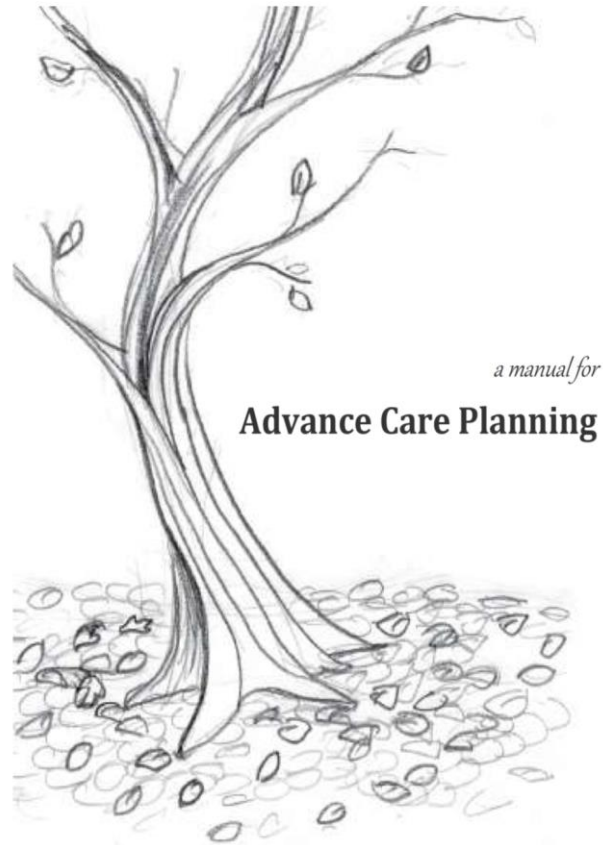
*a manual for*

## **Advance Care Planning**

805 S. Cottage Avenue  
Normal, Illinois 61761  
309.452.6622  
normalmennonite.org



# The Mennonite Church of Normal



*a manual for*

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**2023**

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## **The Importance of Advance Care Planning**

This booklet has been prepared by the Mennonite Church of Normal. It is an invitation to think about, discuss and communicate plans in preparation for aging, illness, and the end of life. The church's intention is to simplify advance care planning and final arrangements and give guidance regarding some of these important decisions. It is beneficial to you and your loved ones to make thoughtful plans in advance, while not under emotional distress.

It is common in our society to avoid topics like aging, death, and the dying process. Our human ability to look ahead and make plans is a God given gift. Planning is important for everyone, particularly those with families due to the many problems incurred with young or sudden death. We believe that preparing for our future reflects our faith in God and our concern for loved ones. It is necessary for each one of us to accept the reality of illness, aging and death. When we think about our aging process and end of life and discuss our thoughts with the faith community, it allows us to experience acceptance and wholeness.

We recognize that by planning in advance and discussing our wishes openly, we gain more control over this process. It can be difficult to make decisions and preparations in a time of crisis. Therefore, it is important for each of us to pray carefully, consider our values and communicate our advance directives and final wishes in writing.

## **Reassurances of the Christian Faith and the Congregation**

Someone has said, “There are worse things than a good, Christian death”. This is true because even dying and death do not separate us from the love of God. We do not walk alone as we die. The Christian faces death with the sense of God’s goodness. To be sure, there are death’s realities to face: we die and our bodies decay. But, by the mighty and mysterious acts of resurrection, God transforms us for eternal fellowship with God. Our Christian faith claims that we are not cast off at the point of death. The possibility of “being made alive” with God is a key claim of our New Testament scriptures. We believe and can trust in God’s grace as followers of Jesus Christ.

The church family is also a source of support and help when dealing with the dying process. Facing the realities of our future can challenge the tenets of faith. This is where the Body of Christ is made real through the loving support of the pastoral staff and congregation. In illness, aging, the dying process and death, individuals and their loved ones can receive support and care. The prayers and caring acts of the household of faith are a profound ministry to those experiencing loss and grief. For the helping people – loved ones, the congregation, the pastors – who stand with others during illness, grief and loss serve as resources for support and strength at a time of deep need.

## Resources Offered by the Mennonite Church of Normal

The Mennonite Church of Normal provides resources to its members and regular attendees as they face end-of-life questions and make plans for their death. By early planning, members can make rational choices without the pressure of grief and sorrow at the time of death. Early planning also allows discussion of plans with family and friends, so that they are prepared to carry out the wishes of the individual. Many people have found a sense of relief and freedom with advance planning.

### Pre-planning

Individuals are invited to share their thoughts and feelings about their wishes regarding death and funeral plans with one of the pastors. These suggestions can be placed in a funeral file. Plans can always be changed or adapted as needed.

### Pastors and the Congregation

When a death occurs, one of the pastors is prepared to represent the faith community and help mobilize resources of the congregation in appropriate ways. For many people, circles of church friends become significant care support at the time of death.

The church is prepared to help plan a funeral or memorial service. It is a time for the appropriate remembrances and the celebration of the person's life, while providing an opportunity for the community to reach out to God in a service of worship. The pastor will help plan the service and will facilitate contacting the people the family wishes to participate. The visitation and funeral/memorial service allow the church and community an opportunity to express care for the family and to honor the deceased.

### Types of Assistance

- **Funeral Home Support:** Someone from the church may go with the family to the funeral home to help with decisions regarding the selection of services needed.
- **Casket Option:** The pastoral staff or the church office may have information regarding sources for caskets to assemble at a minimal cost.
- **Visitation Set-up:** Church members can assist in setting up the church for the visitation, funeral, or memorial service.
- **Meals:** A meal may be provided for the family and close friends on the day of the service depending on the need or request. On some occasions, a reception with refreshments for all funeral guests may be served.
- **Grief support:** The pastoral staff are available for grief counseling and support.
- **Resources in the church library:** The church library has a collection of books on dying, death and grief.
- **Support information:** The church can provide information regarding people or agencies with expertise in areas of need.

## The Stewardship of Advance Care Planning

All of life is a gift of God. This gift includes our final days and our death. As a church, we encourage members to live graciously and generously with the blessings God has bestowed. Our decisions concerning death are part of our life stewardship. As such, it would be helpful to consider the following in order to plan appropriately:

**1. Have an up-to-date will.** A will legally establishes your wishes in several important ways. It spells out your desires concerning the distribution of your possessions and the care of your loved ones. A will eliminates the possibility of the state determining these matters. Your decisions also reflect your values of Christian stewardship.

Some decisions to consider include:

- Choose a competent executor to settle your estate.
- Elect a guardian for any minor dependents.
- Consult an attorney to document your wishes in the necessary legal language.
- Decide how you want your estate divided, gifting your family and designating the work of the Lord.
- Will templates are available.

Consider discussing with an attorney the benefits of a living trust as an alternative to a will. Depending upon the value of one's estate or the kinds of assets held, a living trust might offer advantages.

**2. Power of Attorney for Property in Illinois.** This form allows your chosen person to assist with or handle most financial matters prior to death. This document must be signed by the writer in front of a notary. Search the Illinois government website for Short Form Power of Attorney-Property: [www.illinois.gov](http://www.illinois.gov) . Many banks and other financial institutions require additional documentation.

**3. Inform your family where documents are located.** You may choose to write a letter to your survivors stating the location of your will, insurance policies, tax returns, any safety deposit boxes, keys, burial lots, stock certificates and deeds. Outline funeral and burial wishes. Sign and date the letter and give copies to your children or other family members. Instructions should be reviewed every few years or whenever there are major changes in your life. The pastors are available for consultation in this process.

**4. Consider Advance Directives** (see page 10). Advance directives are written statements that express your preferences and wishes about health care decisions, especially end-of-life care, when you can no longer speak for yourself. There are two major types of advance directives:

- Illinois Power of Attorney for Health Care
- Practitioner Orders for Life-Sustaining Treatment (POLST)
- Living Will and Mental Health Treatment Preference Declaration are less common
- All documents can be found by searching advance directives on The Illinois Department of Public Health website: [www.dph.illinois.gov](http://www.dph.illinois.gov) or through most medical facilities.

**5. Plan your funeral.** Visit a funeral director and ask for a range of services and costs. Keep in mind that the Mennonite Church of Normal can offer some services to help minimize your funeral expenses. Traditionally, Mennonites have been models in their values and have opted for less expensive services. With your spouse, family members, or trusted friends, select the services in the price range that reflect your Christian values. Estimate the cost of the funeral and or cremation and burial arrangements you desire. Consider paying in advance or through payment plans.

**6. Prepare your obituary.** Some people choose to write their own obituary. Fill out the Biographical Information form on page 16. Decide what information you would like to have included and the length of the obituary. Select a photograph to be used.

**7. Select a burial plot, grave markers and vaults.** You can choose to purchase burial plots in advance. Gravestones or ground level markers require decisions that are better when planned in advance. Not all cemeteries require vaults, but may charge a fill-in fee.

**8. Organize other financial affairs:**

- **Investigate survivors' benefits from Social Security.** If you are covered under Social Security, benefits may be available to your surviving spouse and/or children. Check with the Social Security Administration to see if you qualify and receive an estimate of benefits. Check the SSA website: [www.ssa.gov](http://www.ssa.gov) , call 1-800-772-1213 or contact your local office.
- **Check IRAs and pension-plans.** The primary purpose of a pension plan is to provide continuing retirement benefits. Investigate the provisions of your IRAs and pension plan as some may include death benefits. Review designated beneficiaries.
- **Consider your life insurance needs.** Financial protection is the principal function of life insurance. Every situation is particular to each individual. Consult an insurance advisor to discuss your needs as you consider end-of-life issues.
- **If married, consider the implications of joint ownership.** Most couples own property in joint tenancy with rights of survivorship. When a spouse dies, the assets typically transfer to the surviving spouse. Joint ownership may ensure a smoother transition but is not a substitute for a will. Safety deposit boxes may be sealed until an inventory can be taken of the contents. Consider other types of ownership for larger estates, such as individual ownership, tenancy in common or revocable trusts. Seek legal guidance through an attorney or estate planner. Everence (see page 9) offers resources that include faith, values, and financial considerations.
- **Estimate your potential estate tax.** List all of your assets on the basis of present fair market value. Depending on the size of your estate, the federal and the state governments impose an estate tax. Review the current Illinois laws on The Office of the Illinois Attorney General website @ [www.illinoisattorneygeneral.gov](http://www.illinoisattorneygeneral.gov) . Consider estate planning and consult an attorney, estate planner or tax accountant as needed.
- **Be sure your estate has adequate liquidity.** An executor will need enough cash to pay any taxes and administration costs of settling the estate. Allow for adequate cash in savings accounts or readily marketable investments. Life insurance is another way to provide liquidity.



- **Consider transferring some assets during your lifetime.** You may choose to gift some of your belongings to children or other recipients prior to your death. Be informed of Medicaid eligibility and allowable transfers for long term care services. This information can be found at the Illinois Department of Human Services website: <http://www.dhs.state.il.us> Consider donating to church causes, which may offer tax advantages. Gifts may include: cash, land, stocks, bonds or treasured possessions. You may choose to designate some of your possessions to your children or heirs, so that your wishes are known at the time of your death. Seek legal and financial guidance as needed.
- **Consider seeking counsel from Everence Financial.** In addition to an attorney and accountant, Everence is a source of guidance and counsel. It is particularly interested in helping Mennonites become faithful stewards of accumulated possessions. Inquire about charitable trust arrangements or about including your favorite church charities with a bequest. Explore options at the Everence Financial website: [www.everence.com](http://www.everence.com) or call: 574-533-9511.
- **Consider establishing a memorial fund.** Memorial funds are a way of helping charitable causes you believe in deeply. It is a tangible way for friends to express their grief. Memorial fund responses may be significant enough to establish a continuing endowment or provide equipment for your chosen charity. Include memorial instructions on the prearrangement sheet filed with the funeral director and in the church office.

## Advance Directives Information

### ***Advance Directives include: Power of Attorney for Health Care and POLST (Practitioner Orders), Living Will and Declaration for Mental Health Treatment***

It is very important to assign a trusted loved one to serve as your Power of Attorney for Health Care agent. By designating a Power of Attorney for Health Care (POAHC) to a trusted family member or friend, you legally allow him/her to make decisions on your behalf if you become unconscious, unable to communicate or unable to make sound decisions. The agent is given the authority to make health care decisions. You may also list a secondary and tertiary agent if desired.

If you do not have a POAHC and are unable to make decisions on your own, a health care proxy may be assigned per state law. See the National Institute on Aging for additional information about advance care planning and advance directives for health care at: <https://www.nia.nih.gov>

1. **A Power of Attorney for Health Care** allows you to designate a person to make decisions for health care on your behalf if you are not able to speak for yourself. You do not need to have a terminal illness. It is recommended that you consult with any person you choose before designating them as your Power of Attorney for Health Care. It is important to communicate your wishes and beliefs with your agent. This form can be found at the Illinois Department of Public Health website: <http://www.dph.illinois.gov> Executing a Power of Attorney for Health Care does not require the services of a lawyer. However, It is appropriate to seek legal assistance, especially if you anticipate family dissension regarding your wishes.
2. **POLST (Physicians Orders for Life-Sustaining Treatment)**, formerly DNR or Do Not Resuscitate, puts your wishes regarding End of Life Care in writing and must be signed by your doctor. Persons who do not have a POLST are automatically considered to be a “full code” and resuscitation will be attempted. This form can be found at: <http://www.dph.illinois.gov>
3. **Living Will Declaration** is less common and tells healthcare professions if you want death-delaying procedures. It is used only in the event that you have a terminal condition. This form can be found at <http://www.dph.illinois.gov>
4. **Declaration for Mental Health Treatment** is less common and allows you to put your choices about psychiatric medications, ECT and/or hospitalization in writing. This form can also be found at <http://www.dph.illinois.gov>

Copies of advance directives should be given to your agent/s, caregivers, physicians, hospital and attorney. Health care facilities request copies upon admission to the facility. You may choose to carry a card indicating the existence of your advanced directive in case of an illness or accident. An advance directive can be revoked at any time by so stating either orally or in writing. Destroy revoked copies and distribute new instructions. The church office will refer you to church members with expertise in these matters if you have questions.

## **Funeral Planning**

### **Types of Services**

1. Funeral service: The body or ashes are present at the service. A brief graveside service and burial may follow the funeral service.
2. Memorial Service: The body is not present. A graveside service and/or burial for the family may be held prior to the memorial service.
3. Celebration of Life: This may occur prior to death with the person present.

### **Services offered by the funeral director**

1. Clients can choose the services they desire from the funeral director. Certain services may be itemized and most offer packages.
2. Prearrangement and prepayment of funeral home services is possible for either certain selected services or complete arrangements.
3. Financial assistance may be available through Funeral assist and Medicaid funding if eligible.

### **Typical Protocol for the Visitation and Funeral/Memorial Service**

1. The service usually takes place three to five days after death for a funeral, but can be later if circumstances dictate it (like accommodating persons traveling from a distance).
2. Visitations often take place the day before the service and/or an hour prior to the service.

### **Viable Options for Body Allocation** (see pages 12 & 13)

1. Burial
2. Cremation with the option of burial
3. Body donation for medical research (must be prearranged)
4. Green or natural burial (check options with individual cemeteries)

### **Timing for Disposition of the Body**

1. If death is natural and the family chooses burial, disposition can be arranged after filing of the death certificate, securing a physician's signature and burial permit. The funeral home will assist with this.
2. If a death is accidental or foul play is suspected, the coroner may be involved and an investigation could delay the process.
3. Autopsies may be done when there is a sudden or unexplained death or the family wants specific medical information. This decision can be communicated to the doctor or the funeral home. If the death occurs in the hospital, the decision should be made before the body is taken from the hospital. There may be a cost associated with autopsy depending on circumstances.

**Embalming** – Check with the funeral home regarding current state law requirements.

## **Cremation**

1. The closest crematory is located in Bloomington.
2. There is a legal waiting period of 24 hours before cremation in Illinois.
3. Embalming is not necessary if there is no public viewing.
4. A casket is not necessary, but an rigid combustible urn or container is required. The crematory or funeral home offer these. A casket may also be rented from a funeral home.
5. The funeral director takes care of the documents required for cremations (a death certificate and authorization permits) and makes all the arrangements.
6. The funeral director will transport the body to the crematory.
7. Direct cremation is often less expensive than viewing and earth burial practices. If a viewing is held, the cremation may follow the funeral service.
8. Ashes are returned to the family in an urn or container. Urns are available from the funeral director or the family can provide one of their choice.
9. Ashes can be buried at a cemetery but may require a small container or vault.
10. Review current state laws regarding scattering of ashes.

## **Burial Plots**

1. Plots can be prearranged and paid for in advance or they can be purchased at the time of death by the funeral director or the family.
2. The Bloomington-Normal area has many cemeteries. The cost of a plot includes the plot and maintenance. Most cemeteries require a vault.
3. Some rural burial grounds do not require a vault but may add a fill-in fee.
4. Members of the Mennonite Church of Normal have access to burial plots for a very reasonable cost in a cemetery owned by the church that is approximately seven miles northwest of the church. Green or Natural burial is also allowed at this cemetery. Ropp Cemetery Guidelines are available in the church office. There is no cost for interment of ashes.
5. An interment fee is charged.

## **Mausoleums**

Some cemeteries offer above ground burial or entombment in a free-standing building. This involves placing the casket or urn into a crypt. Mausoleums tend to be more expensive.

## **Death Certificate**

A physician and the funeral director sign the death certificate. It is filed with the County Health Department. Copies are available through the funeral home. Families should purchase 5-10 certified copies. Copies are needed when settling the estate, life insurance policies, investments, transfer of property, etc. If additional copies are needed, they can be purchased from the Health Department at a later time.

See the Illinois Division of Professional Regulation web site at: <https://idfprapps.illinois.gov> for current information and laws regarding funeral services.

## **Body or Organ Donation**

### **1. Anatomical Gifting**

You may choose to make a whole body donation to medical science. This contribution can help many important science-based programs, including medical school education, research and development of medications or devices. This process can be completed in advance by completing documentation and may be canceled at any time. After the death, a family member or POAHC agent may sign for the donation. For anatomical gifting in Illinois, see The Anatomical Gift Association of Illinois website @ [www.againninois.org](http://www.againninois.org) or call 312-733-5283. Another option for whole body donation is The United Tissue Network @ [www.unitedtissue.org](http://www.unitedtissue.org) or 1-877-738-6111. The funeral director can also provide information. At the time of death, the funeral director will help make the appropriate arrangements. After the research is completed, the body is cremated and the ashes may be returned to the family, depending on the program's procedure.

### **2. Organ, Eye and Tissue Donation**

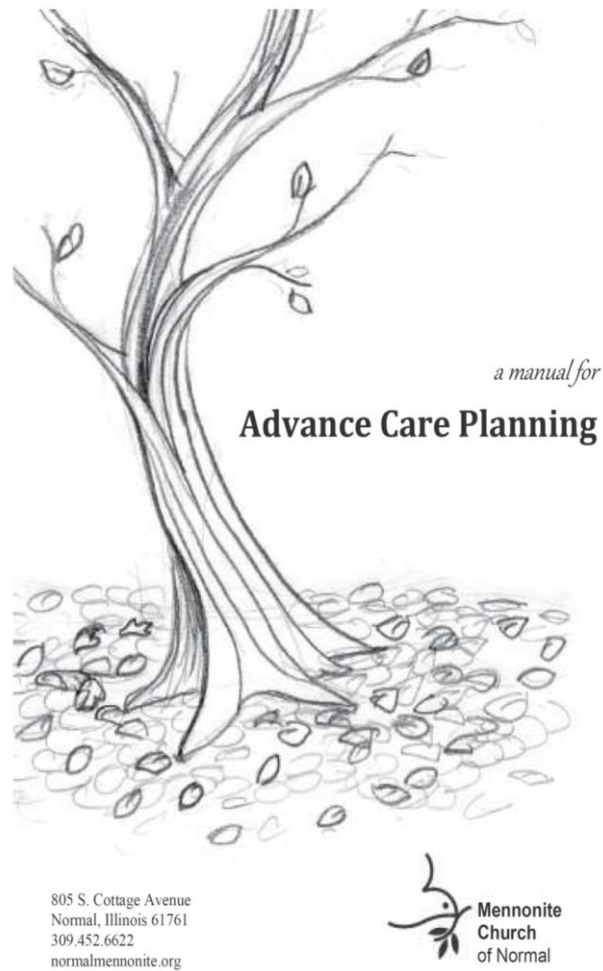
You can declare in advance that you wish to donate acceptable organs at the time of your death. In Illinois, the front of the driver's license has a place to indicate your desire to donate organs. You may join the First-Person Consent Organ/Tissue Donor Registry by going to [www.lifegoeson.com](http://www.lifegoeson.com) , calling 1-800-210-2106 or visiting a Secretary of State facility. Additional information regarding organ, eye or tissue donation can be found at The HRSA government website @ [www.organdonor.gov](http://www.organdonor.gov) .

## **Conclusion**

Life and death are filled with difficult decisions. Planning in advance for one's care, end of life and death is the ultimate gift to loved ones. Using this manual is an opportunity to create an organized, thoughtful collection of your wishes that are to be carried out when they are needed. By following the guidelines in this booklet and reflecting on your Christian values, you will be able to identify which aspects are important to you, resulting in a written record of your preferences. You will be able to express your love and concern for family and friends by relieving them of the burden of making so many important decisions while they are acutely grieving their loss.

While doing all of this is not an easy task, it is better to prepare for the future now, when you can thoughtfully research and prayerfully consider these decisions. You will benefit from asking for advice from the pastoral staff and other professionals. Ultimately, sharing open communication regarding your wishes with your loved ones will also be helpful. Completing this manual offers the opportunity to experience peace of mind and body when you have responsibly prepared for this final expression of your love of God.

# Appendix



- Biographical Information
- Obituary
- Funeral Arrangements & Preferences
- Scripture & Hymn Suggestions
- Checklist of Steps to Take Following a Death

## Biographical Information

**Name**

**Date**

**Address**

**Telephone**

**Date of Birth**

**Birth Place**

**Spouse's name**

**Children (names, names of spouses and addresses)**

**Father's name**

**Mother's name**

**Siblings' (names, names of their spouses, and location)**

**Date baptized**

**Location**

**Current Church Membership**

**Date and Place of Marriage**

**Main occupation or employers**



**Date retired**

**Education**

- **High school**
  
- **College**
  
- **Other**

**Membership in clubs, significant organizations and voluntary service**

**Professional and/or service awards**

**Location of will, obituary, and other important papers**

**Persons and organizations to be contacted**

**Newspapers to be notified**

***Copies of this form can be shared with survivors and filed in the church office.***

**Obituary for \_\_\_\_\_**

## Funeral Arrangements Preferences

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

1. I \_\_\_do/\_\_\_do not have arrangements with a funeral home.
2. My funeral home preference:  
\_\_\_\_\_
3. My visitation preference: \_\_\_\_\_ At the church \_\_\_\_\_ At the funeral home
4. My service preference: \_\_\_\_\_ A funeral \_\_\_\_\_ A memorial service
5. My preference is:
  - Embalmed and burial at \_\_\_\_\_ Cemetery
  - Burial without embalming or viewing
  - Cremated
    - Ashes scattered \_\_\_\_\_
    - Ashes buried \_\_\_\_\_
    - Ashes returned to the family \_\_\_\_\_
6. I prefer to have:
  - An open casket \_\_\_\_\_ At the visitation \_\_\_\_\_ At the funeral
  - A closed casket \_\_\_\_\_ At the visitation \_\_\_\_\_ At the funeral
  - No casket \_\_\_\_\_
7. I prefer that the financial arrangements of the funeral/memorial service be:
  - At minimal cost \_\_\_\_\_
  - Left to the discretion of my survivors \_\_\_\_\_
8. These scriptures and writings have been meaningful to me:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Scripture and Mennonite Hymn Suggestions

### Hymns from *Voices Together*

|  |     |                                      |     |
|--|-----|--------------------------------------|-----|
| Abide With Me                                    | 502 | My Life Flows On                     | 605 |
| All Will Be Well                                 | 586 | Nearer, My God, to Thee              | 658 |
| Amazing Grace                                    | 163 | Nothing Is Lost On the Breath of God | 653 |
| And I Will Raise You Up                          | 641 | O Blessed Spring                     | 522 |
| Be Still, My Soul                                | 664 | O God, Our Help in Ages Past         | 203 |
| Be Thou My Vision                                | 549 | O Love That Will Not Let Me Go       | 608 |
| Before the Waters Nourished Earth                | 652 | Oh Have You Not Heard                | 668 |
| Come, Bring Your Burden to God                   | 679 | On Jordan's Stormy Banks I Stand     | 661 |
| El Cielo Canta Alegria/Heaven Is Singing for Joy | 665 | On Silken, Soft Wings                | 676 |
| Gentle Shepherd                                  | 718 | Precious Lord, Take My Hand          | 610 |
| Go, Silent Friend                                | 657 | Quietly, Peacefully                  | 533 |
| God of Grace and God of Glory                    | 716 | Rain Down                            | 703 |
| God Weeps With Us                                | 656 | Shall We Gather at the River         | 667 |
| Great Is Thy Faithfulness                        | 419 | Softly and Tenderly                  | 544 |
| Guide Me, O Thou Great Jehovah                   | 606 | Soon and Very Soon                   | 669 |
| Healer of Our Every Ill                          | 644 | Take Thou My Hand                    | 631 |
| I Am the Bread of Life                           | 480 | 10,000 Reasons/ Bless the Lord       | 111 |
| In the Bulb There Is a Flower                    | 670 | The Hand of God Shall Hold You       | 671 |
| In Thee Is Gladness                              | 666 | The Lord Bless You and Keep You      | 846 |
| Jesus, Lover of My Soul                          | 659 | The Lord Lift You Up                 | 832 |
| Just a Closer Walk With Thee                     | 743 | The Lord's My Shepherd               | 660 |
| Lord Jesus, You Shall Be My Song                 | 581 | The Strife Is O'er                   | 350 |
| Love Divine All Loves Excelling                  | 638 | When Grief Is Raw                    | 655 |
| My Latest Sun is Sinking Fast                    | 662 | When Peace Like a River              | 617 |
| When Peace Like a River                          | 617 | You Are All We Have                  | 701 |

### Scripture

|  |                       |
|--|-----------------------|
| "Therefore encourage one another..."                                     | I Thessalonians. 5: 1 |
| "I have fought the good fight..."  | II Timothy 4: 6-8     |
| "You have been born anew, not of perishable but of imperishable seed..." | I Peter 1: 22f        |
| "...that we should be called children of God..."                         | I John 3: 1-3         |
| "...Blessed are the dead who from now die in the Lord..."                | Rev. 14: 13           |
| "...he will wipe every tear from their eye. Death will be no more..."    | Rev. 21: 1-4          |

|                                 |        |
|---------------------------------|--------|
| <i>Introduction to Funerals</i> | VT 980 |
| <i>Prayer</i>                   | VT 981 |
| <i>Prayer of Commendation</i>   | VT 982 |

## Checklist of Steps to Take Following a Death

- \_\_\_\_\_ Call a pastor or the church office. The pastor can support and act as a resource in completing the next steps.
- \_\_\_\_\_ Call a funeral home to set up an appointment to make arrangements for the care of the body and its burial.
- \_\_\_\_\_ Make an appointment with the pastor and the funeral home to plan the details the visitation and funeral/memorial service.
- \_\_\_\_\_ Prepare the following information for the funeral home:
  - Biographical Information Sheet
  - Set of clothing (optional)
  - Social Security number
  - Military discharge paper, if applicable
  - Photograph for the obituary
  - Number of death certificates needed
- \_\_\_\_\_ Make the following decisions at the funeral home
  - Finalize the hours of the visitation, funeral or memorial service
  - Give the biographical information or obituary
  - Choose a casket or urn or request a church casket
  - Choose memorial cards and the information to be included
  - Select flowers
  - Give any instructions for the burial service if have any special preferences such as placing flowers on the casket, shoveling dirt on the casket, being present when the casket is lowered.
- \_\_\_\_\_ Determine the meal needs for the family and close friends who will be attending the funeral. The church may provide a meal following the service.
- \_\_\_\_\_ Plan the service with the pastor
  - Persons to be involved
  - Hymns
  - Scriptures
  - Music
  - Remembrances
  - Printed order of the service
- \_\_\_\_\_ Prepare for the visitation
  - Set up the guest book table
  - Set up the display tables of photos and other memorabilia to honor the deceased's life
  - Distribute the flowers and plant memorials throughout the sanctuary
  - Decide on the arrangement of family members (the family in one receiving line or scattered throughout the room)

## Notes