



CANDLELIGHT

Christian Fellowship

Pre-planning a Funeral or Memorial Guide & Worksheet

“I go and prepare a place for you,
I will come again and receive you to Myself;
that where I am, *there* you may be also.”

~ John 14:3 (NKJV)

Planning Faithfully, Choosing Wisely

There is perhaps no time when we most feel the need for God's grace and comfort than when we experience the loss of a loved one. In the first days following a loved one's death, the family makes so many decisions. During such an emotional, stressful and demanding time, plans that have been made in advance help lighten the load after death.

This guide is designed to:

- Provide a tool for planning for the future when your life on this earth ends
- Support and guide families making plans upon the death of a loved one

This guide will walk you through a series of questions. Your responses can be marked on the worksheet at the end. Candlelight pastors are available to discuss any items with you. When you are finished, please share your worksheet with a family member or friend who will act on your behalf after your death.

If I choose burial or cremation, do I need to secure the services of a mortuary?

We highly recommend working with a local mortuary and can provide recommendations if you like. Their professional staff will ease the strain upon family members by coordinating all the details and thus contributing to your wishes being carried out with dignity and honor. Even if cremation is your desire, a mortuary handles many details that are not taken care of by the church, the Pastor, or family members.

Should I make pre-arrangements with a mortuary/cemetery?

Making the decision to pre-arrange some aspects of your funeral/memorial and/or burial is helpful. An appointment with a mortuary/cemetery in advance of death is a wise step to help you decide what you and your family need from the many services available.

What should I expect if I choose to have the funeral/memorial service at Candlelight?

Your presiding pastor will help you plan the details of the service including the order of service, music and memorial folders. In addition, the church staff can assist with planning an on-site reception. The pastor will work closely with his staff and the assigned mortuary personnel on other details such. These may include flowers, guest books and remembrance tables, etc.

How should I handle flowers or plants for the service?

We can offer a recommendation for a florist, if desired. Flowers and plants are an appropriate tribute in memory of a loved one. You may also wish to request that people make a contribution to a charity of your choosing in lieu of flowers.

What types of remembrances can be included in a funeral/memorial service?

Remembrances of your loved one can take many forms. This includes setting up a table of memories with photographs and memorabilia. You may also desire to show a short video or DVD during the service. Please make your desires known to the church.

Funeral/Memorial Service Planning Worksheet

This Funeral/Memorial Service Planning Worksheet will lead you through a variety of decisions. After a death, a pastor at Candlelight will meet with the family members and review your worksheet to plan the funeral/memorial service.

This Guide is for *(First, Middle & Last Name)*: _____

Date Completed: _____ **Date of Birth:** _____

For the Person Making Advance Plans:

When you have completed this worksheet, please consider sharing it with your pastor at Candlelight. Your information will be kept in a confidential file. It will be used in consultation with your family or whomever you have directed to carry out these wishes upon your death.

Also, after completing the worksheet, consider telling someone you trust about it. You may wish to discuss with them what you have written to be certain that it is clear. Consider providing copies:

1. To your Family
2. Attached to your Will or Trust Plan
3. To a mortuary you have pre-selected

Or simply give it to someone you trust with a note that says:

I have recorded my desires regarding my death and burial. I keep this information in the following place: _____ (i.e. on file at the church, with my will, etc.). At the time of my death, I ask that you use this information to provide guidance for my family and my church in making arrangements for the funeral/memorial I desire. Although this information is being left for safekeeping, I understand that it is not legally binding or enforceable. This worksheet does not make the church or anyone obligated or responsible for the execution of these instructions. With gratitude,

Signature

Date

For Family Members Making Plans After the Death of a Loved One:

Please use this worksheet to assist with plans that will honor your loved one's expressed wishes or desires and will reflect his/her values. If you have not already contacted a mortuary, please consider doing so now. The professional services, compassionate care and guidance they provide will greatly assist you in the days ahead.

When a death occurs, please contact the church office at (208) 772-7755.

Type of Service Desired

Simply put, at a funeral service the body of the deceased is present, whereas at a memorial service either the cremation remains or no remains are present.

- Funeral
- Memorial Service

Mortuary

Specific arrangements in advance at the funeral home of your choice are encouraged

Preferred Mortuary/Funeral Home: _____

Address: _____

Phone: _____

Have Pre-Arrangements Been Made?

- Yes No

Disposition of the Body

- Embalm body
- Cremate body shortly after death
- Cremate body after visitation and/or Funeral Service

Burial Wishes

- Bury Casket/Urn in Cemetery
- Other: _____
(This might include keeping remains with a family member, spreading remains at a favorite spot, etc.)

Bury Casket or Urn

- After visitation but before funeral service
- After funeral service but before luncheon reception
- After luncheon reception
- At a later date: _____

Eligible for Military Honors

Yes No Branch of Service: _____

Names of Pall Bearers *(Six Pall Bearers needed only when there is a casket for burial)*

_____	_____
_____	_____
_____	_____

Cemetery

I have made arrangements for my burial.

Name of Cemetery: _____

Location of Cemetery: _____

I do not have arrangements for my burial.

I have arrangements for a grave/memorial marker with the following company:

Desired Expressions of Sympathy

Flowers

I desire memorial gifts in lieu of flowers sent to: _____

Grave/Memorial Marker

I have made arrangements for a marker with: _____

I would like the following to be included on the marker:

Name: _____

Dates: (birth/death dates): _____

Maiden name: _____

Bible Verse: _____

Graphic: _____

Other: _____

Visitation (*Viewing*)

A Visitation is an informal gathering for friends and family to express sympathy, view photographs/video tribute and say goodbye.

Will a Visitation be held?

- Yes No

Location of Visitation

- At the Funeral Home At Candlelight Other: _____

Will Remains be present at the Visitation?

- Casket with viewing of body Closed casket Urn with photograph next to it

Time of the Visitation

- Evening prior to the Funeral or Memorial Service
 Before the Funeral or Memorial Service only
 Both

Displays

- Photographic Displays
 Mementos (Awards, Certificates, etc.)
 Bible of the Deceased
 Video Tribute
 Other: _____

Funeral/Memorial Service Plans

Location of Service

- Candlelight
 Funeral Home
 Graveside
 Other: _____ (i.e. Care Facility Chapel, etc.)

Preferred time of the service

- Morning
- Afternoon
- Evening

Display Items to be on or near the casket/urn

- Floral spray and/or additional flower bouquets
- Bible
- Photograph
- Cross
- Flag

Favorite Biblical Theme or Image: _____

Readers

- The Pastor who officiates will speak/read
- I would like this person(s) to speak/read at my service:

Bible Readings

- The Pastor who officiates may choose the readings
- My family will choose the readings
- I have chosen the readings as indicated below:

Congregational Music/Hymns

- The Pastor who officiates may choose the music/hymns
- My family will choose the music/hymns

Remembrances to be shared during service by a family member or friend

Yes No

I would like this/these person(s) to speak:

_____ Relationship: _____

_____ Relationship: _____

_____ Relationship: _____

Please allow others to speak as they wish (open mic): Yes No

Reception Following Service

I would like a reception following the service for mutual conversation and consolation

Yes No

I would like the Reception

Immediately following the service

Following the service and after burial

Location for the Reception

Candlelight Other location: _____

Menu for the Reception

Dessert and coffee/beverage provided by Candlelight

Light Lunch provided by Candlelight

Other: _____

Obituary

Full Name (including Maiden Name): _____

Birth Date and Location: _____

Parent's Names (including Mother's Maiden Name): _____

Marital Status, Marriage Date, and Name of Spouse: _____

Names of Children/Grandchildren:

Siblings:

Personal History on a separate page, record additional information including place(s) of residence, special events, hobbies/interests, schools attended and degrees received, accomplishments, memberships, employment history, volunteer activities, military service, etc. Include as many full names, city of residence, birth and death dates, etc. All this information is important to your family. This information does not need to be prepared in paragraph form.

Important Documents and Advisors

It is important that survivors be able to locate vital records and important documents. Before your death, you should have a current will/living trust and related health care directives which express your wishes on important personal, financial, medical, and charitable issues for your survivors. If you need information regarding estate planning, planned giving, and/or the inclusion of a Christian preamble for your will, please consult your legal or financial advisor.

Location and Date of Will/Living Trust: _____

Location of my Living Will: _____

Attorney/Will Preparer: _____

Power of Attorney/Financial: _____

Power of Attorney for Health Care: _____

Executor of Will/Estate: _____

Guardian (for Minor Children): _____

Please Note: When funeral or memorial services are ready to be scheduled with the church or at any location, please fill out a **Memorial Service Request** form from Candlelight.

Additional Comments:

Funeral/Memorial Service Planning Worksheet (For Internal Use Only)

Family to provide this worksheet to the office once the loved one has passed.

Name of the deceased: _____

Birthdate: _____

Date of Death: _____

- Funeral Home: (Circle One) Yates, English, Bell Tower, Other

Contact person at Funeral Home? _____

Has an obituary been written? _____

Number of people expected? _____

- Graveside

Where? _____

- Are all invited to the graveside?

Will the graveside be before or after the memorial or funeral service? _____

- Officiant(s) _____

Funeral or Memorial officiant? _____

Graveside officiant? _____

- Memorial Folder Provided by Candlelight

- Cover Picture (Send by e-mail / USB)

For Service Flow:

Favorite Scriptures:

- Special Music

Live: _____

Recorded: _____

- Others sharing (See Worksheet)

- Pictures or videos:

Special Requests:

- Guest Book and Sign-In Table Provided by Candlelight