

Peace and Possibilities: Practical Preparation for End of Life



A Guide to Funeral Planning
Second Presbyterian Church

I am the resurrection and the life, says the Lord.

John 11:25

SECOND PRESBYTERIAN CHURCH

600 Pleasant Valley Drive

Little Rock, Arkansas 72227

(501) 227-0000

www.secondpreslr.org

2024

INTRODUCTION

None of us enjoys thinking about death, whether it is our own death or the death of someone close to us. The finality of death and the pain of separation causes most of us to avoid the subject. Therefore, few of us have carefully discussed funeral or memorial service arrangements with our families or with our ministers.

With our busy lives, we store a lot of essential information on our computer, in safe deposit boxes, stuck in drawers or at our lawyer's office. We might not even know for sure where those important papers are located. At the same time, there are occasions when it is necessary for our loved ones to have knowledge of and access to our most personal information. This booklet can be an act of love for your children and loved ones giving them your information all in one place in case of emergency.

This booklet includes sections for recording your important personal information as well as guidance for planning a funeral or memorial service which best reflects your wishes. It is our prayer that you find comfort and peace in completing this wonderful gift for those you love.

As you reflect upon your life, may you embrace even more deeply the love of God we know in Jesus Christ. May the information recorded in the booklet be more than a catalog of facts. May it bear witness to your faith. There could be no greater gift to your family and friends than this.

***For God so loved the world
that he gave his only Son, so that everyone who
believes in him may not perish but may have
eternal life.***

John 3:16

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PART I

Personal Records, Inventory, and Plans Upon Death

For

Dated: _____

CONTENTS:

INVENTORY: CONTACTS, ASSETS, DOCUMENTS AND LOCATIONS

1. Personal Details
2. Important Documents
3. Immediate Family Members
4. Real Property and Substantial Assets
5. Advisers
6. Insurance Policies
7. Financial Assets & Liabilities

PLANS AND INSTRUCTION UPON DEATH OR SERIOUS INJURY

8. Things to Do Upon Death
9. Notes for Obituary

OTHER MATTERS

10. Other Matters

IMPORTANT NOTE:

This document does not take the place of a Will, Durable Power of Attorney or Health Care Directive and has no legal effect. It is for convenience only – to assemble in a single convenient place confidential information that will assist in estate planning and to be a valuable resource to your family in case of your death or serious injury.

As you plan your estate and consult with your attorney, please prayerfully consider including our church in your estate plans. Our Director of Planned Giving is available to consult with you and provide valuable information.

As this document includes confidential information, it should be kept in a safe place with a copy provided to at least one of your family members or trusted advisors. If you prefer to complete Part I on a computer in a Word document, please go to our Church's website planned giving page at www.secondpreslr.org/give.

INVENTORY: CONTACTS, ASSETS, LIABILITIES, DOCUMENTS, AND LOCATIONS

1. PERSONAL DETAILS:

| | |
|--|--|
| Full Legal Name (including maiden) | |
| Physical Address | |
| Social Security # | |
| Date & Place of Birth | |
| Citizenship | |
| Marital Status | |
| Spouse Name (including maiden) | |
| Date & State Married | |
| Prior Marriage(s) (names & date married) | |
| Occupation, Employer & Address | |
| Education, Institutions & Degrees Awarded | |
| Father's full name Living (Y) or (No) | |
| Mother's full name Living (Y) or (No) | |
| Siblings | |
| Organ Donor (Y) or (No) | |
| Donate to science (body, tissue) (Y) or (No) | |
| Emergency Contact (Name, phone #'s) | |

| | |
|--------------------|--|
| Driver's License # | |
|--------------------|--|

2. IMPORTANT DOCUMENTS

| DOCUMENT | OTHER INDIVIDUAL RESPONSIBLE (if applicable) | | | Document Disposition | |
|---|---|------|-----------------------------|------------------------------------|----------------|
| | Title | Name | Address/ Telephone/Email | Location (Original & Copies) | Date Signed |
| Last Will and Testament and/or Trust Document | Preparing Attorney | | | | |
| | Executor | | | | |
| | Substitute Executor | | | | |
| | Trustee | | | | |
| | Guardian | | | | |
| Durable Power of Attorney | | | | | |
| Healthcare Power of Attorney or Proxy | | | | | |
| Health Care Directive (Living Will, Healthcare Power of Attorney or Proxy) | | | | | |
| Birth and marriage certificate(s), divorce decree, adoption documents, driver's license | | | | | |
| Retirement Plan/Pension Plan Documents | | | | | |
| Safe/Safe Deposit Box (location, number, key/Combination) | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| Tax Returns / Income / Gift / Estate | | | | | |
| Property deeds, mortgages, vehicle & other titles & registration, Bills of Sale | | | | | |
| Other documents (e.g. passport, appraisals [art, jewelry, musical instruments, etc.], pre-nuptial agreements, charitable pledges, monthly obligations) | | | | | |

3. IMMEDIATE FAMILY MEMBERS

| Relationship | Name | Address | Telephone |
|--|-------------|----------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| List additional family and close friends below. | | | |
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |

4. REAL PROPERTY & SUBSTANTIAL ASSETS (description and location)

| PROPERTY DESCRIPTION | LOCATION/ DESCRIPTION | OWNERSHIP (name other owners and shares) | DEBT (type/ maturity/ lender) | DOCUMENT location |
|--|--------------------------|--|-------------------------------------|----------------------|
| Residence | | | | |
| Other Real Property (second home, investment real estate) | | | | |
| Burial Plot or Columbarium Niche | | | | |
| Business Interest (including key employees, associates, tax ID numbers) | | | | |
| Substantial Tangible Assets (automobiles, jewelry, antiques, collections, <i>e.g.</i>) | | | | |

5. ADVISORS:

| ADVISOR | NAME | FIRM or COMPANY & ADDRESS | TELEPHONE/ EMAIL |
|---------------------------------|------|------------------------------|---------------------|
| Attorney, Trust & Estate | | | |
| Attorney, personal/ business | | | |
| Financial Advisor | | | |
| Accountant | | | |
| Physician, Primary Care | | | |

| | | | |
|---|--|--|--|
| Physician, Others | | | |
| Minister | | | |
| Insurance Agents (life, health, long term care, casualty & property) | | | |
| Employer (including chief officer & benefits person) | | | |

6. INSURANCE POLICIES

| Policy Type | Insured Policy Location | Insurance Company | Agent Contact |
|----------------|---|----------------------|--|
| | <i>[Person or Property Insured] [Policy Location]</i> | <i>[Institution]</i> | <i>[Agent Name] [Email Address][Telephone]</i> |
| Health | | | |
| Long Term Care | | | |
| Property | | | |
| Auto | | | |
| Life | | | |

| | | | |
|-------|--|--|--|
| Other | | | |
|-------|--|--|--|

7. FINANCIAL ASSETS/LIABILITIES (inventory, location, numbers)

| Assets | Type | Owner(s) | Institution and Number |
|-------------------|---|-------------------------|---|
| BANKING | Checking | <i>[Account Owners]</i> | <i>[Financial Institution] [Account Number]</i> |
| | Savings | | |
| INVESTMENT | Investment account(s) | | |
| | Retirement (IRA, 401k, 403b) | | |
| | Educational Savings | | |
| | Pension Plan | | |
| | Stocks & Bonds Annuities | | |
| | Other - [Describe] | | |
| Debt/ Liability | Type | Mortgagee/Debtor | Creditor Institution and Number |
| | Mortgage | <i>(Name)</i> | <i>[Financial Institution] [Account Number]</i> |
| | Loan | | |
| | Credit Cards | | |

| | | | | |
|--|--|---------------------------|--------------------|--|
| | | Other - [Describe] | | |
| | | Other - [Describe] | | |
| | Special Financial and Other Obligations | Type | Description | Parties and Contact Information |
| | | | | |

PLANS AND INSTRUCTION UPON DEATH OR SERIOUS INJURY

8. THINGS TO DO UPON DEATH

| | | |
|--|----------------------------------|--|
| | | |
| | | Authorize organ donations (for registration in your state, see donatelife.net) |
| | Comments: Person Assigned: | |
| | | Notify: immediate family, relatives and friends (list with name, address, numbers), minister/spiritual advisor, executor or estate personal representative, trust and estate attorney, family attorney, employer/office, others |
| | Comments: Person Assigned: | |
| | | Secure copies of death certificate (usually coordinated through the Funeral Director) |
| | Comments: Person Assigned: | |
| | | Apply for life insurance, Social Security death benefit, employer/employment benefits, pension plan death benefits |
| | Comments: Person Assigned: | |
| | | Cancel any credit cards no longer needed |
| | Comments: Person Assigned: | |
| | | Review accounts payable and other outstanding obligations |
| | Comments: Person Assigned: | |
| | | Review automatic payment arrangements for continuation or termination |
| | Comments: Person Assigned: | |
| | | Autopsy preference (specify) |
| | Comments: | |

9. Notes for Obituary

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OTHER MATTERS

10. OTHER MATTERS

| | |
|---|--|
| | |
| Login, password & codes: Computer, web accounts, voice mail, alarm , home safe combination | |
| | |
| Location of address book, keys to house, cars, etc. | |
| | |
| Pets (name, age, veterinarian, care upon death) | |
| | |

Prepared this ____ day of _____, 20__ by _____

ARMED FORCES

Branch of service: _____ Service serial number: _____

Date entered service: _____ Place: _____

Type of separation or discharge from service: _____ Date: _____

Place of separation: _____

Location of military discharge papers (DD214): _____

Highest grade, rank, or rating received: _____

Wars/Conflicts served: _____

Additional information (medals, honors, citations)

GOVERNMENT OR FOREIGN SERVICE

Branch of Government or Foreign Service: _____

Date entered service: _____ Place: _____

Retirement or discharge from service: _____ Date: _____

Place of separation: _____

Position: _____

Location(s) of service: _____

Additional information (medals, honors, citations): _____

CHURCH INVOLVEMENT

Activities, Interests, Offices Held

| Organization, Office, Position, Years of Association |
|---|
| |
| |
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CIVIC INVOLVEMENT

Fraternal, Civic and Professional Organizations

| Organization, Office, Position, Years of Association |
|---|
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Helpful Contact Information

Veterans Benefit

If you think you may qualify for VA benefits such as burial allowance, headstone, markers, and/or burial flags, contact the U.S. Department of Veterans Affairs to verify eligibility. www.va.gov or (800) 827-1000.

To facilitate receiving veteran benefits for which you or your survivors may be eligible, the following information may be needed by the VA office:

- Proof of veteran's military service (DD214)
- Service serial number
- Marriage license (if applicable)
- Children's birth certificates (if applicable)
- Certified copy of death certificate

Military Retiree Death

To report a military retiree's death, contact a Casualty Assistance office.

- Army (800) 626-3317
- Marine Corps (800) 847-1597
- Navy (800) 827-1000
- Air Force (800) 827-1000
- Coast Guard (800) 772-8724

Report the death of the military retiree to the Defense Finance and Accounting Service (DFAS) by calling (800) 321-1080. Have the decedent's Social Security number (SSN) and the date of the death when you call.

Visit www.dfas.mil/retiredmilitary/form/Retiree-death for more information.

Credit Reports

Inform all three consumer reporting agencies of the death. Mail a copy of the death certificate to each consumer reporting agency. They will add a deceased notification to the credit file. This credit freeze will prevent anyone from opening a new account in the decedent's name.

- Equifax (800) 685-1111
www.equifax.com
P. O. Box 740241, Atlanta, GA 30374-0241
- Experian (888) 397-3742
www.experian.com
P. O. Box 4500, Allen, TX 75013
- TransUnion (888) 909-8872
www.transunion.com
P. O. Box 1000, Chester, PA 19022

Social Security

Inform the Social Security Administration of the death.

Social Security Administration (SSA)

(800) 772-1213

www.ssa.gov

PART II

What Presbyterians Believe About Death and Resurrection

“The resurrection is a central doctrine of the Christian faith and shapes Christians’ attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve. Because it is difficult under emotional stress to plan wisely, the church encourages members to discuss and plan in advance the arrangements which 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.”

The Presbyterian Church Book of Order

When Death Occurs

When death comes, a pastor should be called at once to represent the presence of the church and to provide comfort and prayer. All arrangements for the funeral or memorial service should be made in consultation with the pastor.

The Worship Service

Because the funeral is a service of Christian worship, the most appropriate place for people to gather for The Service of Witness to the Resurrection is in the Sanctuary or the Chapel of the church.

One or more of our pastors will lead the service, depending on their availability and the request of the family. Other clergy are welcome to participate by invitation of the family and pastor.

The service, which should be conducted with dignity and simplicity, is a witness to God’s love offered to all people, a love that strengthens and supports, even in times of grief and loss. It is a witness to God’s promises in Jesus Christ, affirmed in Christ’s resurrection from the dead, and to the sure and certain hope of our own resurrection.

Because the purposes of the service are the worship of God and the consolation of the living, the body of the deceased is not necessary to the service. The service may be held before or after the disposition of the body. If the casket is to be present during the service, it should be closed at all times. If the family desires a time for the casket to be open, a time at the funeral home prior to the funeral would be appropriate. The Service of Witness to the Resurrection is complete in itself, and another time and place should be appointed for any fraternal or civic rites.

Emphasis should be placed upon readings from Scripture that declare the Christian hope, and any other readings or music should be consistent with the Biblical affirmation of God's power over death. As an expression of our common faith, it is appropriate that the congregation join in the singing of hymns which declare belief in the life everlasting. A sermon will be preached which bears testimony to the hope and promises set forth in Scripture. Thanks will be offered for the God-given life of the one who has died, and intercessions will be made for family members and other loved ones who grieve. At the close of a memorial service, when the casket is not present and the family and friends will not be going to the cemetery, it is appropriate for the family to greet friends at the church during a time of fellowship.

When There Are Children

When children are present in the family where a death occurs, two main concerns usually surface for adults: (1) What shall we tell the children? and (2) Should children be included in the family's sense of crisis and loss, the funeral, and subsequent related events?

As for what to tell children, they should be told as simply and as clearly as possible what has happened, the Christian meaning of death as a part of life in God's world, and something of what it will be like not to have that loved one in the family circle any more. After the funeral, adults should be ready and open to the children's questions, answering them as simply and as warmly as possible without overwhelming them.

As for including children in what happens, it is strongly suggested that children remain a close, vital part of the total experience. As Jesus told his disciples, "Let the children come, and do not forbid them." The wounds of bereavement and loss do not compare to the wounds of exclusion.

About Money

A funeral at Second Presbyterian Church is a worship service of the congregation in celebration of the resurrection and a gathering for mutual comfort and support. Consequently, there is no fee for the use of the Sanctuary or other facilities, the minister(s) and organist. Honoraria are optional. If special music is requested by the family, there may be a fee, depending on the soloist, ensemble or instrumentalist invited. See Appendix B.

It is easy for emotions to overwhelm our judgment at the time of a death. Sometimes, people are tempted to demonstrate the depth of their love and loss through the selection of an especially expensive casket, flowers, or elaborate funeral arrangements. Our Presbyterian Directory for Worship urges that “ostentation and undue expenses are to be avoided in the choice of a casket, flowers, and other appointments.” This is good advice. The amount of money spent on a funeral is not a measure of devotion to the one who has died. Our Session has established a policy which states that flowers, other than those provided by the family, will not be allowed in the Sanctuary or Chapel. A pall is also available for covering the casket, in lieu of purchasing a floral spray.

A contribution to the church’s Memorial Fund is a fitting, enduring tribute to a friend or family member who has died. Often, people are urged to make such contributions instead of sending flowers. Memorial contributions made to the church are acknowledged individually and the family is provided with a list of those who have contributed. Memorial Gifts are placed in a special fund which is then used by the Session, with the family’s approval, for special purchases of lasting value as needs arise. It is also possible to specify that Memorial Gifts be used for particular purposes (library books, hymnals, organ repair, redecoration, etc.). You may consult with the Minister to determine an appropriate designation.

Preparing for Death

Death is often surrounded by shock, grief, and bewilderment. There are things each of us can do to make our own death somewhat easier for our loved ones, and to assure that our personal preferences are honored.

Completing the General Information, Estate Planning, and Service Planning sections of this document will assist your loved ones in their attention to taking care of your services and financial concerns.

During long, terminal illnesses, and after the death of a loved one, people need a support system. There may be strong feelings, such as anger or guilt, which may seem inappropriate, but which in reality are normal. Your church can help you. Feel free to discuss these feelings with your minister, or with trusted friends.

The grief process may take a long time. Many people find help in support groups, such as those available through the church and hospice organizations. As Christians, we can also help each other live our faith in this crucial area of human existence.

Remember that the Ministers, officers, and members of Second Presbyterian Church want to be with you and support you as you work through your grief, and as you put your life back together again. Turn to them for prayer and counseling, conversation and support, encouragement and assurance, and God will bless, comfort, and sustain you through your time of loss.

PART III

Guidelines for Funeral/Memorial Services

“While the service of the witness to the resurrection is most appropriately held in the congregation’s usual place of worship, demonstrating continuity with the community’s faith, life, and worship, it may be held in another place, such as a home, funeral home, crematorium, or graveside. It may be observed on any day, and may, with the approval of the Session occur as a part of the Service for the Lord’s Day. The Service may take place before or after the committal of the body. The service shall be under the direction of the minister of the Word and Sacrament of the congregation in which it is held. Others may be invited to share in leadership at the discretion of the minister of the Word and Sacrament.”

**Presbyterian Church Book of Order,
(W-4.0703)**

- At the time of death, a family member should notify the church at (501) 227-0000 and notify the chosen funeral home.
- The funeral/memorial services are worship services which witness to the resurrection of Jesus Christ. The following are the types of funeral/memorial services that are customary at Second Presbyterian Church:
 1. Public or private burial or interment prior to a memorial service in the sanctuary.
 2. Funeral service in the sanctuary followed by burial in a local cemetery or interment of cremated remains in our columbarium.
 3. Graveside or columbarium service only.
- Specific time and location of services are planned by one of the ministers in consultation with the family and the funeral home.
- Opportunities to gather with friends can be held in Second Hall or Great Hall immediately before or following the worship service. Members of the Pastoral Care team provide a reception or lunch for the family as requested.
- The casket is always closed in the sanctuary. If a viewing is desired, it should take place at the funeral home.

- Audio visual media can be displayed at the reception in Second Hall or Great Hall but not in the sanctuary or chapel. Photographs may be displayed in narthex.
- The casket may be covered with a white pall, or a flower spray, or the American flag. The church can provide the white pall for the casket. Flower spray or flag will be provided by the family.
- The family is responsible for flowers to be used during the worship service in the sanctuary or chapel.
- Pall bearers are not required but may be used if the family desires.
- With advance notice, the church can arrange to livestream or digitally record the service. This might help to include loved ones who cannot be present for the service. Please discuss this need with the minister.
- Ushers, an organist and printed bulletins are provided by the church for the funeral/memorial service of any church member. Special music (soloists, instrumentalists, etc.) is the responsibility of the family to arrange, in consultation with the minister and Director of Music.
- The family is invited to gather in the church Library or Chapel prior to the funeral/memorial service. The pastor will meet with the family prior to the service and lead them into the sanctuary.

Planning a Service of Witness to the Resurrection

PLANS FOR MEMORIAL SERVICE AND GRAVESIDE SERVICE SECOND PRESBYTERIAN CHURCH, LITTLE ROCK, ARKANSAS

Please fill in the following information in order to assist your church and family in planning your memorial/funeral service. This information will be kept on file with other "pre-plans" in the church office. You may change or update your file at any time. The information in the file will be reviewed by the pastor(s) and shared with your family at the time of your death.

NAME _____ **DATE** _____

ADDRESS _____

PHONE NUMBER(S) Home _____ Cell: _____

CHURCH MEMBERSHIP

When did you become a member of Second Presbyterian Church? _____ (year)

Deacon _____ Year of Ordination _____ Elder _____ Year of Ordination _____

Where were you ordained? _____

With which groups/activities have you been involved while a member of the church?

PERSONS/GROUPS TO BE NOTIFIED AT THE TIME OF YOUR DEATH

FUNERAL HOME TO BE NOTIFIED

Name _____ Phone _____

Address _____

Arrangements have already been made with this funeral home: Yes _____ No _____

MEMORIAL GIFTS

Memorials should be designated to Second Presbyterian Church: Yes _____ No _____

Other organization(s) to be designated for memorial gifts:

Notification of memorial gifts should be sent to:

Name _____ Relationship _____

Address _____

Phone _____ E-mail address _____

PLANS FOR WORSHIP SERVICE

Will be held at: the church _____ the funeral home chapel _____ other _____

Casket will be present: Yes _____ No _____

If casket is present, it will be covered with: church pall _____ family flowers _____ flag _____

Hymn suggestions (usually no more than two)

Name _____

Name _____

Anthem/Solo suggestions (A small ensemble of the choir or soloist can be asked to participate in the service) _____

An honorarium should be made to the soloist.

Organist – Our church organist will play for the service.

Minister(s) – One or more ministers may be requested to conduct the service, if available.

Scripture suggestions _____

Flowers – The family may request a casket piece or a single arrangement for the chancel area if the casket is not present. Other flowers sent to the church will be placed in the narthex.

PLANS FOR COMMITTAL SERVICE

To be held: Before the service of worship _____ After the service of worship _____

Do you plan to be cremated? _____ Is your family aware of your desire? _____

Cremains to be buried:

In the Prayer Garden at Second Presbyterian Church _____

Interred in the Columbarium _____

Other (please state where) _____

Casket to be buried at _____ Cemetery

Address _____

PASTORAL CARE SERVICES

The Pastoral Care Ministry can either host a small cookie reception at the church following the service or provide a meal before or after the service to the family.

ESTATE PLAN

Would you like to include Second Presbyterian Church in your estate? _____

Would you like to be contacted by the Director of Planned Giving concerning including Second Presbyterian Church in your estate _____?

Service Suggestions

At the time of death and, in particular, in the midst of grief, it is often very difficult for loved ones to know and select appropriate scripture readings, responsive readings, hymns and special music. The following are lists that may help you select hymns and readings that have special meaning to you or to your loved ones.

Suggestions for Hymns:

Hymns or other sacred music should be a part of the worship service. Below is a list of suggested hymns. Please indicate those you want to request be included in your memorial service. You may request others in the space provided.

If you would like assistance with your selection of hymns or special music, please contact the Director of Music.

A Mighty Fortress Is Our God
All Hail the Power of Jesus' Name
Amazing Grace
Be Thou My Vision
Crown Him with Many Crowns
Eternal Father, Strong to Save
For All the Saints
God of the Ages
Holy, Holy, Holy
Hymn of Promise
Joyful, Joyful, We Adore Thee
Just a Closer Walk with Thee

Lead On, O King Eternal
Lift High the Cross
Near to the Heart of God
Now Thank We All Our God
O Worship the King
On Eagles Wings
Our God, Our Help in Ages Past
Praise, My Soul, the King of Heaven
Praise Ye the Lord, the Almighty
Sing Praise to God, Who Reigns Above
Thine Is the Glory
When Morning Gilds the Skies

Other: _____

Suggestions for Bible Readings

OLD TESTAMENT READINGS

Job 19:23-27
Isaiah 25:6-9
Isaiah 26:1-4, 19
Isaiah 40:1-11, 28-31
Isaiah 40:28-31
Isaiah 43:1-3a,18-19, 25
Isaiah 44:6-8
Isaiah 55:1-3, 6-13
Isaiah 61:1-4, 10-11
Isaiah 65:17-25
Lamentations 3:19-26, 31b-32
Lamentations 3:1-9, 19-23
Daniel 12:1-3
Joel 2:12-13, 23-24, 26-29
Zechariah 8:1-8
Ecclesiastes 3:1-15

PSALMS

Psalms 16:5-11
Psalm 23
Psalm 27:1, 4-9a,13-14
Psalm 39:4-5, 12
Psalm 42:1-6a
Psalm 43
Psalm 46:1-5, 10-11
Psalm 90:1-10, 12
Psalm 91
Psalm 103
Psalm 106:1-5
Psalm 116:1-9, 15
Psalm 118
Psalm 121
Psalm 130
Psalm 139:1-12
Psalm 145
Psalm 146

EPISTLES

Romans 2:12-16
Romans 5:1-11
Romans 6:3-9
Romans 8:14-23, 31-39
Romans 14:7-9, 10b-12
1 Corinthians 15:20-26,
35-38, 42-44, 50, 53-58
Revelation 7:2-3, 9-17
Revelation 14:1-3, 6-7, 12-13
Revelation 21:1-4, 22-25,22:35
Revelation 22:1-5
2 Corinthians 4:16-5:1
2 Corinthians 5:1-10
Ephesians 1:11-2:1, 4-10
Philippians 3:1-11
Philippians 3:20-21
Colossians 3:1-17
1 Thessalonians 4:13-18
2 Timothy 2:8-13
Hebrews 2:14-18
Hebrews 11:1-3, 13-16, 12:1-2
1 Peter 1:3-9
1 Peter 3:18-22, 4:6
1 John 3:1-3
Revelation 22:1-5

GOSPELS

Matthew 5:1-12a
Matthew 11:25-30
Matthew 18:1-5, 10
Matthew 25:1-13
Matthew 25:31-46
Mark 10:13-16
Luke 7:11-17
Luke 18:15-17

Luke 23:33, 39-43
John 3:16-21
John 5:24-29
John 6:37-40
John 6:47-58
John 11:17-27
John 11:38-44
John 14:1-6, 25-27

Other scripture readings: _____

Other readings or poems which I would like the minister to consider:

Do you have any family member or friends whom you would like to participate in the service? In what way?

Life experiences that have been especially meaningful:

I have been a member of Second Presbyterian Church of Little Rock since:

Other churches of which I have been a member or in which I have participated:
or poems which I would like the minister to consider:

My Legacy

Your legacy consists of who you are as a person. You may want to share some of your personal reflections, important events or occasions of spiritual growth and deepening of your faith, your values, significant people, hopes for your family.

My Legacy

My Legacy

PART IV

Columbarium



Purpose

The Columbarium of Second Presbyterian Church provides a holy place for the interment of ashes following cremation. The Columbarium is a place of worship and celebration; a place to meditate and remember those who have gone before us.

Cremation and the Columbarium

Cremation and interment in a Columbarium is both theologically and biblically sound. The church is the center of life – baptism, confirmation, marriage, and worship – so it is appropriate that death and burial should be centered here as well. A hallowed place of interment adjacent to the church revives the ancient Christian tradition of having the remains of members of the Christian community located as near as possible to the place of community worship. Contemporary Bible study finds no scriptural prohibition of this practice.

Eligibility for Interment

The Columbarium niches and Memorials shall be purchased for and used by the following:

- Members or former members and their spouses, children, and parents;
- Current or former ministers and staff and their spouses, children, and parents.

Requests for exceptions to this policy will be reviewed by the Business Administrator and minister(s).

Interment Space

Niches will be used for the interment of cremated human remains (cremains) only. The cremated remains of no more than one person are to be interred in a single niche or urn. There will be no ownership interest or right of tenancy vested by signing the “Interment Rights Agreement”.

Purchase of Niches

Niches for the interment of cremains may be reserved for future use by an eligible person upon execution of the Interment Rights Agreement and payment of fees.

Niches will be assigned on the basis of availability. The location and number of the niches will be shown on a master plat maintained by the Business Administrator.

Once a person’s cremated remains have been interred, the cremated remains may only be removed upon approval by the Business Administrator. No refunds will be issued.

Rites and Services

All rites and services relating to the interment in the Columbarium shall be subject to the discretion of and conducted by the ministers of Second Presbyterian Church or their designee. A single arrangement of natural flowers and/or a flag may be used on the day of interment. Any other modification and decoration of niches is prohibited.

Plaques and Inscriptions

All niches will be covered with identical limestone covers. The inscriptions for niche covers and memorial markers will include name and dates of birth and death only. The inscription will be of a standard type style. The size of the lettering may depend on name length.

Fees and Charges

Full Interment Fee \$2,000 *at time of printing* (includes the urn)

The cremation costs are not covered by fees paid to the church. The niche urn containing the cremains shall be obtained from the church.

Care of Columbarium

A Columbarium Fund has been established and maintained for the ongoing maintenance and preservation of the Columbarium. All fees received will be designated for the Columbarium Fund. It is the intent of the church to maintain the Columbarium in a tasteful, reverent and dignified state. However the church does not assume liability for destruction from vandalism, terrorism or natural disasters.

The Second Presbyterian Church reserves the right to move the Columbarium to another location within the church property or to another location if the Church is moved from its present location. If such a move becomes necessary all cremated remains will be moved by Second Presbyterian Church at its cost and placed in another columbarium.

Memorial Prayer Garden

The Memorial Prayer Garden is an area of the church property available for the spreading of cremated remains. The Policy regarding use of the Prayer Garden is available in the Church office.

Memorial Inscriptions

- For persons interred in the Memorial Prayer Garden \$400
- For persons interred elsewhere \$400

Part V

Additional Death, Dying, and Grief Resources

For Adults

A Grace Disguised Jerry Sittser

A Grief Observed C.S. Lewis

A Sacred Walk Donna Authers

A Time to Live: Seven Tasks of Creative Aging Robert Raines

A Time to Mourn, A Time to Dance: Help for the Losses in Life Margaret Metzgar

Coping When Someone in Your Family Has Cancer ("Coping" Series) Toni Rocha

Coping With Grieving and Loss ("Coping" Series) Sandra Giddens

Coping With Teen Suicide ("Coping" Series) Dr. James Murphy

Don't Sing Songs to a Heavy Heart Dr. Kenneth Haugk

Final Gifts: Understanding the Special Awareness, Needs, and Communications of the Dying
Maggie Callanan

Finding Your Way to Say Goodbye: Comfort for the Dying and Those Who Care for Them
Harold Smith

Getting to the Other Side of Grief: Overcoming the Loss of a Spouse Susan
Zonnebelt-Smeenge

Good Grief: A Constructive Approach to the Problem of Loss Granger Westberg

Healing Death: Finding Wholeness When a Cure Is No Longer Possible Dennis
Zimmerman

How To Go On Living When Someone You Love Dies Therese Rando

In Every Pew Sits a Broken Heart: Hope for the Hurting Ruth Graham

Lament for a Son Nicholas Wolterstorff

Living When a Loved One Has Died Earl Grollman

Living With Death and Dying: How to Communicate With Terminally Ill Elisabeth Kubler-Ross

Mending the Heart John Claypool

More Than a Parting Prayer: Lessons in Caregiving for the Dying William Griffith

Never Give In Senator Allen Specter

On Death and Dying Elisabeth Kubler-Ross

One Out of Fear Myrtle Williamson

Our Greatest Gift: A Meditation on Dying and Caring Henri Nouwen

Psalms of Lament Ann Weems

Sit Down, God...I'm Angry Robert Smith

Stages of Senior Care Paul & Lori Hogan

The Complete Cancer Survival Guide Peter Teeley
The Grief Recovery Handbook: The Action Program for Moving Beyond Death, Divorce, and Other Loss John James
The Promise of Hope: Coping When Life Caves In William Kinnaird
Thin Places: Where Faith is Affirmed and Hope Dwells Mary O'Keefe
To Live Again Catherine Marshall
Tracks of a Fellow Struggler John Claypool
Tuesdays With Morrie Mitch Albom
When Life Hurts: Understanding God's Place in Your Pain Philip Yancey
When You Lose a Loved One Charles Livingstone Allen
Why Do Bad Things Happen to Good People Melvin Tinker
Winter Grief, Summer Grace James Miller
Yes, Lord: Surviving Cancer Dona Hoffman
You Mean I Have to Look at the Body?!: Stories of Dying and Living Marcia Cham

For Teens

Coping With Grieving and Loss ("Coping" Series) Sandra Giddens
Missing May Cynthia Rylant
The Fall of Freddie the Leaf Leo Buscaglia
The Grieving Teen Helen Fitzgerald

For Children

The Fall of Freddie the Leaf Leo Buscaglia. ISBN# 0-8050-1064-5
This is the story of Freddie the leaf and his friend Daniel. As the seasons change, Daniel explains what is happening to Freddie and how everything must die. This book does not use the term heaven as a place where one goes after death. However it is a good book to start a conversation about the changes that occur in all of our lives.

Dusty was My Friend Andrea Fleck Clardy. ISBN# 0-89885-141-6
Benjamin deals with the loss of his friend Dusty who died in a car accident.

The Next Place Warren Hanson. ISBN# 0-93167-432-8
An inspirational journey of light and hope where earthly hurts are left behind. Beautiful illustrations and words to help explain the concept of heaven to a child

Psalm 23 Tim Ladwig. ISBN# 0-80285-163-0
Picture book of this scripture passage with African American children as the characters

What about Heaven? Kathleen Bostrom Long and Elena Kucharik. ISBN# 1-85985-389-7
At the time of a death, children ask questions such as what we will do in heaven. With scripture passages, this book is written in a way that will help children understand. Part of the Little Blessing series

Grandpa Loved Josephine Nobisso. ISBN# 0-88138-119-5

This is a book that was written to remember a grandfather who died. His grandson recalls all of the things that his grandpa loved. The boy comes to the conclusion that his grandfather is with them all the time.

What Happens When People Die? Carolyn Nystrom. ISBN# 0-80247-855-7

Children see for themselves the reasons that people die and what God has in store for them in heaven

When your Grandparent Dies: A child's guide to good grief, Victoria Ryan.

ISBN# 978-0-87029-3641 Elf characters explore the meaning of death from a child's point of view. Explores the meaning of death and heaven as well as how to stay close in spirit when a grandparent dies

What's Heaven? Maria Shriver. ISBN# 0-31238-241-4

A story that is a conversation between a mother and daughter after the death of the child's great-grandmother. The concept of heaven is sensitively explained and the child learns that memories of her grandmother will always be there.

Water Bugs and Dragonflies: Explaining Death to Young Children Pat Stickney. ISBN# 0-82981-624-2

The story talks about life after death and speaks of being in a better place. It helps to answer questions like why people can't come back after dying. It also contains prayers for parents and children as well as advice for parents on the topic of death.

Help Me Say Goodbye: Activities for Helping Kids Cope When a Special Person Dies Janis Silverman. ISBN# 1-57749-085-1

An art therapy book which addresses questions that children may have about death. Encourages children to draw what they cannot express in words.

Someone I Love Died Christine Harderer Tanguald. ISBN# 1-55513-490-4

Positive approach for children to deal with death in a comforting way. This book points to Jesus as our ultimate source of comfort

A Butterfly for Brittany: A children's book about the death of another child from a child's point of view Cristine Thomas. ISBN#0-97787-960-7

A book about how a child copes with the loss of another child to cancer. Megan helps her cousin Brittany on the day that Brittany goes to heaven. Megan paints a pretty butterfly with beautiful wings, which she gives to Brittany to wear when the angels take her to heaven.

I Miss You: A First Look at Death Pat Thomas. ISBN# 0-76411-764-0

The book explains that death is a complement to life and that it is normal to have feelings of grief and a sense of loss when someone you love dies.

Badger's Parting Gifts Susan Varley. ISBN# 978-0-688-11518-0

The story of woodland creatures losing their dear friend Badger and how they are comforted by their special memories of him

I'll Always Love You Hans Wilhelm. ISBN# 0-517-57265-6

A child narrates the story and tells about his dog Elfie. The dog and the child grow up together and Elfie dies.

Jubilee Ellen Yeomans. ISBN# 0802852300

Heaven is pictured as a big family picnic where everyone is welcome and has a place at the table.

Friends and Family to be Notified at the Time of My Death

Name: _____

Address: _____

Phone Number: _____

Email: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Name: _____

Address: _____

Phone Number: _____

Email: _____

Notes:

Notes:

APPENDIX A
PLANS FOR MEMORIAL SERVICE AND GRAVESIDE SERVICE |
SECOND PRESBYTERIAN CHURCH, LITTLE ROCK, ARKANSAS

Please fill in the following information in order to assist your church and family in planning your memorial/funeral service. This information will be kept on file with other "pre-plans" in the church office. You may change or update your file at any time. The information in the file will be reviewed by the pastor(s) and shared with your family at the time of your death.

NAME _____ **DATE** _____

ADDRESS _____

PHONE NUMBER(S) Home _____ Cell: _____

CHURCH MEMBERSHIP

When did you become a member of Second Presbyterian Church? _____ (year)

Deacon _____ Year of Ordination _____

Elder _____ Year of Ordination _____

Where were you ordained?

With which groups/activities have you been involved while a member of the church?

PERSONS/GROUPS TO BE NOTIFIED AT THE TIME OF YOUR DEATH

FUNERAL HOME TO BE NOTIFIED

Name _____

Phone _____

Address _____

Arrangements have already been made with this funeral home:

Yes _____ No _____

MEMORIAL GIFTS

Memorials should be designated to Second Presbyterian Church: Yes _____ No _____

Other organization(s) to be designated for memorial gifts:

Notification of memorial gifts should be sent to:

Name _____

Relationship _____

Address _____

Phone _____ E-mail address _____

PLANS FOR WORSHIP SERVICE

Will be held at: the church _____ the funeral home chapel _____ other _____

Casket will be present: Yes _____ No _____

If casket is present, it will be covered with: church pall _____ family flowers _____
flag _____

Hymn suggestions (usually no more than two)

Name _____

Name _____

Anthem/Solo suggestions (A small ensemble of the choir or soloist can be asked to participate in the service)

An honorarium should be made to the soloist.

Organist – Our church organist will play for the service.

Minister(s) – One or more ministers may be requested to conduct the service, if available

Scripture suggestions _____

Flowers – The family may request a casket piece or a single arrangement for the chancel area if the casket is not present. Other flowers sent to the church will be placed in the narthex.

PLANS FOR COMMITTAL SERVICE

To be held: Before the service of worship _____

After the service of worship _____

Do you plan to be cremated? _____

Is your family aware of your desire? _____

Cremains to be buried:

In the Prayer Garden at Second Presbyterian Church _____

Interred in the Columbarium _____

Other (please state where)

Casket to be buried at _____ Cemetery

Address _____

PASTORAL CARE SERVICES

The Pastoral Care Ministry can either host a small cookie reception at the church following the service or provide a meal before or after the service to the family.

ESTATE PLAN

Please prayerfully consider including the ministries of our church in your estate plans.

Would you like to include Second Presbyterian Church in your estate? _____

Would you like to be contacted by the Director of Planned Giving concerning including Second Presbyterian Church in your estate _____?

APPENDIX B

FOR SUCH A TIME AS THIS

Making Memorial Service Arrangements When Death Occurs

Second Presbyterian Church recognizes how difficult it can be when a death occurs. Out of care for our community, we have prepared this guidance to simplify your decision-making needs.

When death occurs, you might work with a funeral home or service provider to make arrangements for the body of your loved one (burial or cremation). As early as possible, contact the church to find pastoral care and begin planning a memorial / funeral service. If your loved one has a pre-plan on file, we will consult those instructions. (Pre-plans might include columbarium niche arrangements, music preferences, scripture selections, etc.)

These instructions are provided to assist you with arrangements during a difficult time. While the church does not charge fees for basic member funerals and memorial services, we do provide options, some of which bear cost and require preparation time. We work with you to design the most fitting service and reception.

FUNERAL / MEMORIAL SERVICE PLANNING

The Pastor leading the service will design the service. We'll take into account family preferences, as well as preferences documented in a pre-plan on file with us. It is customary for an organist to play for services held in the Sanctuary or Chapel. Additional and special music takes time to arrange, so please make us aware of special requests as early as possible so we can research available options. Music requests must be arranged at least 48 hours in advance of the service, so musicians can be secured and music rehearsed.

Additional costs might be incurred for the inclusion of vocalists, instrumentalists, ensembles and their leadership, and other special requests.

The Pastor or Director of Music can provide the actual cost for the service you are preparing. To cover the costs of the service, please write a check to Second Presbyterian Church with "Memorial Service" and [name of the deceased] on the memo line. Typical Second Pres musician rates are as follows:

| | |
|----------------------|--|
| Director/Conductor | \$150 |
| Vocal Soloist | \$100 |
| Each Ensemble Member | \$75 |
| Instrumentalists | Rates vary |
| Organist | \$150 (if you wish to cover this cost to the church) |

The church will prepare and print an order of worship (bulletin). Sometimes, a funeral home may print items which can be inserted into our church's bulletin.

If the service is on a holiday, we appreciate reimbursement for sexton fees.

It may be possible to record the service if it is in the Sanctuary. If a digital video is desired, please let the pastor know as early as possible.

If you suspect childcare may be needed for the family during the service, please let us know as early as possible, so we can make arrangements.

MEMORIAL/FUNERAL RECEPTIONS

PLAN A: The Pastoral Care Team will provide tables, tablecloths, and refreshments including assorted cookies with gluten-free options, punch, water, and a centerpiece. They will also provide servers who will set up the reception, serve, and clean up afterwards.

The Pastoral Care Team needs the name of a family contact to assist with coordination. It is necessary for the Pastoral Care team to have plans finalized 48 hours prior to the reception in order to properly staff the reception. If the family prefers to have the reception catered, the Pastoral Care team needs to know 48 hours in advance.

PLAN B: If the family prefers to have the reception catered, the church will provide tables, tablecloths and servers. The family will provide the reception table centerpiece. The catering company will provide all serving items, including cups, plates, napkins, etc. The Pastoral Care Team will provide servers who will assist caterers with the setup, serving, and cleaning up after the reception.

GRATITUDE GIFTS AND HONORARIA

Families often ask about ways to thank the following parties for their roles in honoring their loved one. If you wish to express your thanks with a financial gift, these instructions may be helpful. For special arrangements, please contact a Pastor or the Business Administrator.

Honorarium to the Pastor: An honorarium to the pastor is appreciated and not required. It is typically made directly to the pastor(s) involved in the service.

Honorarium to Other Individuals: An honorarium (beyond reimbursement to the church) to musicians or other individuals is optional and typically made directly to the individual(s). For example, a family may wish to offer a special thanks for a musician for arranging and meeting special music requests.

A Gift in Memory of the Deceased: Make check payable to Second Presbyterian with "Memorial Gift" and [name of the deceased] on the memo line. A notice will go to the family that a gift has been received in memory of their loved one.

Gratitude Gift to the Pastoral Care Reception Team: Make check payable to Second Presbyterian Church with "Pastoral Care Reception" on the memo line. The gift will be used to equip the team to host future receptions.

Gratitude Gift to the Audio-Visual Team: Make check payable to Second Presbyterian Church with "Audio Visual Team" on the memo line.

DAY OF SERVICE

For memorial and funeral services, the family typically gathers in the Chapel or Church Library before the service so that you can enter the Sanctuary together and sit in reserved seating. Please ask family members to arrive in the designated location **15 minutes before** the service begins. (If you face the church from Pleasant Valley Drive, park on the right side north of the building and enter either of the entries.) Ushers will be available to guide you.

***May the God of hope fill
you with all joy and peace
in believing, so that you
may abound in hope
by the power of the Holy Spirit.
-Romans 15:13***

We owe thanks to Independent Presbyterian Church in Birmingham, AL for allowing Second Presbyterian Church to use their booklet, *A Guide to Funeral Planning*, as a resource for the preparation of this booklet. Thank you also to First Presbyterian Church in Hickory, NC for sharing resources from their booklet, *An Act of Love*.



