

Funeral Pre-Planning Worksheet

Presbyterian Church of Lawrenceville

For many people, it is a comfort to know that the details of a funeral or memorial service have been prepared in advance. Still others prefer to have the pastor and loved ones plan the service at the time of death. This worksheet gives you the opportunity to make your preferences known now regarding your service. If you would prefer to leave any of these decisions to the pastor or your next of kin, simply leave the options blank. Also there is an option to communicate bequests to the church, and memorial gift designations. This information will remain confidential and on file in the church office until the time of death, and you may update it at any time.

Full Name: _____ Date of Birth: _____

Name(s) of next of kin and/or those making funeral arrangements upon your death:

1) _____ Relationship: _____

Telephone: _____ Email: _____

2) _____ Relationship: _____

Telephone: _____ Email: _____

Spouse _____ Years married _____

Children (name and contact information)

Names of Grandchildren _____

Great-grandchildren _____

Brothers and Sisters (name and contact information)

Activities in the community (job, church, volunteer service, etc.)

Hobbies and/or Interests

Some thoughts I think would be important to express in my funeral sermon or some words of comfort and consolation I would like to say to those who mourn my death:

Service location:

___ the Presbyterian Church of Lawrenceville

___ the funeral home

___ other location

Usually there are 2-3 Scripture passages read from the Old Testament followed by 2-3 from the New Testament. These reflect not only the faith of the church, but also the personality and favorite passages of the deceased. I would like the following Scripture readings from the Old and New Testaments: (See Last Acts of Love for suggestions)

I would like the following hymns/songs: (See Last Acts of Love for suggestions)

I would like the following people to be involved in the worship as readers, soloists, etc.

Other preferences for the service:

Funeral Home & Visitation

Name of funeral home: _____

Location: _____ Phone: _____

Have you done any pre-planning with the funeral home? Yes / No

Visitation location (Check one): ☐ At funeral home ☐ At the church

Time of visitation (Check one): immediately prior to the service ☐ after ☐

Interment (Check one): ☐ in the earth ☐ mausoleum

Name of Cemetery: _____ Location: _____

If interment will be in the ground, have you secured a cemetery plot? Yes / No

If cremation, how are ashes to be kept/disposed? _____

Will your body be donated for medical research? Yes/No

Donation to a medical school requires proper legal documentation. Which institution will be the recipient? _____

What are your wishes regarding organ donation?

Memorial Gifts

___ I have shared with my next of kin where financial gifts in my memory should be directed.

Recipients include:

___ Presbyterian Church of Lawrenceville

Other: _____

Other: _____

Planned Giving (Optional Section)

___ I/We have included Presbyterian Church of Lawrenceville in my/our will.

___ I/We have planned another type of deferred gift.

(Please list: Life Insurance, Gift-Annuity, Charitable Trust, etc.):

Please share any additional details or requests:

Name of person preparing this form (print): _____

Signature: _____ Date: _____

Do you desire a visit with a pastor to discuss these plans? Yes / No

**Please return to: Presbyterian Church of Lawrenceville,
2688 Main St., Lawrenceville, NJ 08648**

SCHEDULING: Funerals or memorial services are conducted by our clergy or pastoral care staff and may be held at the Presbyterian Church of Lawrenceville or off-site. Before a date and time can be confirmed, the family must have a conversation with the minister who will be officiating. He or she will set up a time to finalize the plans for the service, which will typically include a printed bulletin. If the family wishes to have music for the service, the church office will handle securing our church organist. If our organist is unavailable, another qualified organist will be provided.

VISITATION PRIOR AND/OR RECEPTION AFTER THE SERVICE

If the family desires to have a time for visitation at the Church prior to the service or a reception following it, they will need to make arrangements with the minister in charge or the Church Office Manager. Because there is no food service provided by the church, the family is encouraged to engage a caterer or other help.

PAYMENTS (MEMBERS)

There is no charge for a funeral or memorial service for members. However there is an organist fee of \$200*, and an honorarium (gift) may be offered to the minister or staff member. Checks for the organist (and minister/staff member) should be made out directly to them.

For a non-member service, the fee schedule is as follows:

Organist - \$300*

Custodian - \$125

Minister/Staff Member - \$300

Use of sanctuary (Meetinghouse) –\$600

Use of Chapel - \$300

Use of Fellowship Center for Reception (optional) – \$200

Checks for the minister/staff member and the organist should be made out directly to them. Checks for the custodian and the use of the building should be made out to The Presbyterian Church of Lawrenceville and earmarked accordingly.

*Organist fee on holidays may be higher.

FLORISTS

Florists making deliveries should call the church office to insure access.