

# St. Anne's FUNERAL PLANNING GUIDE

## INCLUDING PLANNED GIVING

*Most merciful God,  
whose wisdom is beyond our understanding: deal graciously with my family in their grief.  
Surround them with your love, that they may not be overwhelmed by their loss, but have  
confidence in your goodness, and strength to meet the days to come; through Jesus Christ our  
Lord. Amen.*

*The Book of Common Prayer, page 494*

## FUNERAL PLANNING

*“The minister of the congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses.”*

– *The Book of Common Prayer*, page 445 *“The liturgy for the dead is an Easter liturgy. It finds all its meaning in the resurrection.*

*Because Jesus was raised from the dead, we, too, shall be raised.*

*The liturgy, therefore, is characterized by joy, in the certainty that “neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.”*

*This joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.”*

– *The Book of Common Prayer*, page 507

As Christians, we know that death does not have the final word. Through God’s grace, Jesus has conquered sin and death forever. As we profess in the Apostles’ Creed, we believe in the resurrection of the body and the life everlasting.

Funerals are among the times that we as Christians do the task of the Church the best. We comfort one another in our grief, we gather in community, and we proclaim Christ crucified and risen. A Christian funeral is not a tribute to how wonderful you were, but instead it publicly affirms the saving power of God, as demonstrated in your life. We tell how God’s story interacts with your story. Baptismal imagery is important because it reminds us of God’s saving deeds. As Paul writes in Romans 6:5, “For if we have been united with him in a death like his, we shall certainly be united with him in a resurrection like his.”

In the days following a death, it can often be overwhelming for family members to put the details of a funeral together. Whether it is following a long illness or a surprising accident, your loved ones may wonder what your wishes really were. This guide is an opportunity for you to think about these things now, discussing them with your family, friends, and rector. A copy will be kept in a confidential file at St. Anne’s Episcopal Church to assist the rector and your family in planning your funeral. It is not a legally binding document, but a guide and starting point for having conversation about what is to come.

## **Funeral Planning for St. Anne's**

As a member of St. Anne's Episcopal Church, we are here to serve you and walk with you during your life-long spiritual journey. Just like we plan for a child's baptism, confirmation, and wedding, we also plan for our departure from this world. In this packet you will find resources for you to use, questions for you to answer, and items for you to consider while you plan your funeral. A member of the clergy is available to answer any questions you might have about this sacramental rite.

Why should you plan your funeral ahead of time? One of the most loving gifts you can give to your family is to take the time now to plan your service. A family member might not know what hymns you want sung, what scriptures to use, who you want to be present in the service, or if you want to be buried in a casket or cremated. Answering these questions, making your wishes known takes the weight of decision making off your loved one's shoulders freeing them to know that this is the funeral or memorial service you wanted.

### **IN CONSULTATION WITH THE RECTOR**

An individual should plan the details of their funeral in consultation with the parish rector. This Planning Guide is made available in the Church Office to any parish member. The Church Office will keep a copy of the completed guide on file for reference for the clergy and the family so that the wishes of the deceased may be kept

### **FEES AND HONORARIUMS**

No fees will be charged for St. Anne's Episcopal Church facilities' use nor are honorariums expected by the parish clergy.

If family or friends wish, a donation to the Clergy Discretionary Fund may be made.

If the organist is needed for the service, the fee for their participation is \$250.00 and is the responsibility of the surviving family.

If a vocalist or other instrumentalist is requested, their services and fees will be the responsibility of the surviving family.

## FUNERAL INSTRUCTIONS

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Date Completed

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Full Name (if female, please include maiden name)

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Address

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City, State, Zip Code

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Date of Birth

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Place of Birth

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Date of Baptism

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Place of Baptism

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Military Service (if so, please include branch, years of service, rank, etc.)

If you would like Military Honors at your Committal Service, please describe –

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Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Spouse's Full Name, please not if deceased (if female, please include maiden name)

Spouse's Date of Birth

Spouse's Place of Birth

Child's Name (please note if deceased)

Child's Name (please note if deceased)

Child's Name (please note if deceased)

Child's Name (please note if deceased)

*Please use extra paper if more space is needed.*

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Father's Full Name

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Father's Date of Birth

Living – YES or NO

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Father's Place of Birth

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Mother's Full Name (please include maiden name)

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Mother's Date of Birth

Living – YES or NO

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Mother's Place of Birth

**Living Relatives to be notified upon my death**

Name

Address

Phone Number

Relationship

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*Please use extra paper if more space is needed.*

**Other persons to be notified upon my death**

Name	Address	Phone Number	Relationship
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*Please use extra paper if more space is needed.*

**Funeral Home Preference**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

**Please check one of the two following selections.**

\_\_\_\_\_ I request that a time of visitation and/or reception be conducted at

\_\_\_\_\_  
Funeral Home Name OR Church Name, City, and State

\_\_\_\_\_ I request no visitation and/or reception time.

**Please check the following if you wish to**

\_\_\_\_\_ ONLY have a Committal Service at the cemetery or columbarium.

**I request that my service be conducted at**

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Church Name, City, and State

**I request that my service be (please check one)**

\_\_\_\_\_ The Burial of the Dead with Holy Communion Rite  
I (BCP, pages 469 and 323) Prayer 1 or Prayer 2

\_\_\_\_\_ The Burial of the Dead with Holy Communion Rite  
II (BCP, pages 491 and 355) Prayer A, B, C, or D

\_\_\_\_\_ The Burial of the Dead  
Rite I (BCP, page 469)

\_\_\_\_\_ The Burial of the Dead Rite  
II (BCP, page 491)

**If the body is present**

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Pall bearer

Pall bearer

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Pall bearer

Pall bearer

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Pall bearer

Pall bearer



## THE LITURGY OF THE WORD

The following are selections appropriate for readings from the Old Testament, Psalms, and New Testament. The following are only suggestions. Other readings from Scripture or other sources may be suggested to the clergy. These three readings are optional for the service. A Gospel Lesson is required if Holy Communion is celebrated.

### First Lesson (Old Testament)

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Lector (Reader) Name

**Please check one or write in your selection.**

\_\_\_\_\_ Isaiah 25:6-9 (He will swallow up death for ever)

\_\_\_\_\_ Isaiah 61:1-3 (To comfort those who mourn)

\_\_\_\_\_ Lamentations 3:22-26, 31-33 (The Lord is good to those who wait for him)

\_\_\_\_\_ Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)

\_\_\_\_\_ Job 19:21-27a (I know that my Redeemer lives)

Other Old Testament reading you would prefer

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### Psalm

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Lector (Reader) Name

**Please check one or write in your selection.**

\_\_\_\_\_ Psalm 23 (The Lord is my shepherd, often King James Version)

\_\_\_\_\_ Psalm 27 (The Lord is my light and my salvation: whom shall I fear?)

\_\_\_\_\_ Psalm 42 (As a deer longs for flowing streams, so my soul longs for you, O God)

\_\_\_\_\_ Psalm 46 (God is our refuge and our strength)

- \_\_\_\_\_ Psalm 90 (Lord, you have been our dwelling place in all generations)
- \_\_\_\_\_ Psalm 116 (I love the Lord, because he has heard my voice and my supplications)
- \_\_\_\_\_ Psalm 121 (I lift up my eyes to the hills – from where will my help come?)
- \_\_\_\_\_ Psalm 130 (Out of the depths have I called to you, O Lord)
- \_\_\_\_\_ Psalm 139 (O Lord, you have searched me and known me)
- \_\_\_\_\_ Psalm of your choice not listed above \_\_\_\_\_

### **Second Lesson (New Testament)**

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Lector (Reader) Name \_\_\_\_\_

#### **Please check one or write in your selection.**

- \_\_\_\_\_ Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)
- \_\_\_\_\_ 1 Corinthians 15:20-26, 35-38, 42-44, 53-58 (The imperishable body)
- \_\_\_\_\_ 2 Corinthians 4:16-5:9 (Things that are unseen are eternal)
- \_\_\_\_\_ 1 John 3:1-2 (We shall be like him)
- \_\_\_\_\_ Revelation 7:9-17 (God will wipe away every tear)
- \_\_\_\_\_ Revelation 21:2-7 (Behold, I make all things new)
- \_\_\_\_\_ New Testament reading of your choice not listed above \_\_\_\_\_

### **Gospel Lesson**

The Parish Clergy (Rector, or Deacon) will read the Gospel.

#### **Please check one or write in your selection.**

- \_\_\_\_\_ John 5:24-27 (He who believes has everlasting life)
- \_\_\_\_\_ John 6:37-40 (All that the Father gives me will come to me)

\_\_\_\_\_ John 10:1-16 (I am the good shepherd)

\_\_\_\_\_ John 11:21-27 (I am the resurrection and the life)

\_\_\_\_\_ John 14:1-6 (In my father's house are many rooms)

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## **MUSIC**

**Please check all that apply.**

\_\_\_\_\_ Parish Organist (No one is permitted to play the Organ except the parish organist or their designee.)

\_\_\_\_\_ Instrumentalist Only (other than the organ)

\_\_\_\_\_ Congregational Singing (permitted post Covid-19 restrictions)

\_\_\_\_\_ Soloists (permitted following Covid-19 restrictions)

## **List of Suggested Hymns – The Hymnal 1982**

174-213 (Easter hymns)

287 (For All the Saints, Who From Their Labors Rest)

300-347 (Holy Communion)

354-358 (Burial)

376 (Joyful, Joyful We Adore Thee)

410 (Praise, My Soul, the King of Heaven)

556 (Rejoice, Ye Pure in Heart)

613-625 (The Kingdom of God and The Church Triumphant)

637 (How Firm a Foundation, Ye Saints of the Lord)

671 (Amazing Grace)

680 (O God, Our Help in Ages Past)

688 (A Mighty Fortress is Our God)

Other hymns may be selected including hymns from the Lift Every Voice and Sing Hymnal

**Please choose the hymns or songs for the service. We recommend a total of at least five hymns/ pieces of music if you wish to have a service that includes Eucharist. If you do not wish to have Eucharist at your funeral, a total of at least three hymns/ pieces of music is recommended**

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### **ALTAR AND PEDESTAL FLOWERS**

If you desire flowers at the altar and on the pedestal, the following florist is familiar with the church's altar style and specifications.

**Wild Things** 3600 Yadkinville Road, Winston-Salem, NC, 27106, United States (336) 923-5914 [hello@wildthingsreside.com](mailto:hello@wildthingsreside.com)

**COMMITTAL**

**I prefer (please check one)**

\_\_\_\_\_ Casket Burial

\_\_\_\_\_ Cremation

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Cemetery Name, City, and State (if plot owned, list plot number)

**OR**

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Columbarium Name, City, and State (if niche owned, list niche number)

**MEMORIAL GIFTS**

**Please check all that apply and complete, if necessary.**

I request that memorial gifts be given to –

\_\_\_\_\_ St. Anne’s Episcopal Church, Winston Salem, NC

\_\_\_\_\_ Memorial gifts may also be made to other charities, organizations, educational institutions  
(please list those organizations below)

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For information about burial at St. Anne’s, please see the Columbarium attachment at the end of this packet.

## A QUICK CHECKLIST

To aid your survivors, you should consider the following subjects and gather the necessary information in a central location. Make a concise record of the information, and notify the appropriate people of its location.

- \_\_\_\_\_ Personal affairs' records including date and place of birth, marriage, etc.
- \_\_\_\_\_ Personal lawyer and/or trusted friend's contact information
- \_\_\_\_\_ Family records including birth, marriage, and death certificates, divorce, adoption, or naturalization papers
- \_\_\_\_\_ Military service personnel file, including a clear copy of Form DD214 (discharge form)
- \_\_\_\_\_ Insurance policies
- \_\_\_\_\_ Social Security information
- \_\_\_\_\_ Property records: real estate, automobile, etc.
- \_\_\_\_\_ Stocks, bonds, securities
- \_\_\_\_\_ Bank accounts
- \_\_\_\_\_ Safety deposit box

*This quick checklist serves only as an illustration of the types of information that one should organize. An individual's complete list should be formulated in consultation with one's own financial and legal counsel.*

### **ESTATE PLANNING DOCUMENTS CHECKLIST**

Durable Power of Attorney

Health Care Power of Attorney

Directive to Physicians (Living Will)

Declaration of Guardian

Organ Donor Authorization

Will and/or Trusts

Letter to Executor

Letter to Trustee(s)

Letter to Guardian of Minor Children

Christ Episcopal Church Funeral Planning Guide

*The legal forms on this page and their considerations are matters that are to be discussed in consultation with your attorney.*

## PLANNED GIVING

Gifts to St. Anne's Episcopal Church can be made by making a direct gift of cash or appreciated assets, or by making a planned gift. Planned gifts, though requiring financial and estate planning assistance, offer a unique opportunity for making a significant gift to St. Anne's Episcopal Church while still providing for your loved ones. Some planned gift options provide income for life and reduce the tax burden on donors and their heirs.

**A bequest in a will** is the easiest and most common way of making a planned gift to the church. You can designate a specific amount, a percentage of your estate, or a specific asset. St. Anne's Episcopal Church can also be named as a contingent beneficiary.

**Life income gifts** such as charitable gift annuities, charitable remainder trusts, or pooled income funds provide you and/or your designated beneficiary income for life and provide a gift to the church after your death. Life income gifts generally reduce or eliminate certain taxes and guarantee an income for life.

**Life insurance** can be used to make lasting gifts to St. Anne's Episcopal Church simply by making the church a beneficiary or contingent beneficiary of a new or existing policy.

**Retirement plan assets** are an excellent means of charitable giving through your estate planning. Tax-exempt organizations like St. Anne's Episcopal Church are not subject to the same income tax that individuals are, and thus may receive the full amount of gifts from tax-deferred savings accounts such as 401(k)s or IRAs.

Your planned gift, regardless of type or size, can be a precious legacy for the future ministries of our parish. If you would like more information, or wish to discuss confidentially the ways in which planned gifts may further the ministries of St. Anne's Episcopal Church, please contact:

**The Reverend Ginny Wilder**, Rector ([rector@stannes-ws.org](mailto:rector@stannes-ws.org) or 336-768-0174)

**Mark Biggam**, Parish Administrator ([parishoffice@stannes-ws.org](mailto:parishoffice@stannes-ws.org) or 336-768-0174)

*This planned giving information is for illustration only and is not meant to take the place of financial or legal advice. Please consult with your financial and legal counsel about specific charitable gifts.*



**St. Anne's Episcopal Church**  
**2690 Fairlawn Drive**  
**Winston-Salem, North Carolina 27106**  
**(336) 768-0174**  
**St. Anne's Parish Columbarium**  
**Grave Marker Information**

The following information must be completed by a family member or loved one of the deceased and returned to the St. Anne's Episcopal Church office before the grave marker can be ordered. Please type or print all required information legibly. The cost of replacing (reordering) a grave marker as a result of incorrect or illegible information will be the sole responsibility of the party ordering the grave marker. The following information ONLY will be inscribed on the grave marker. NO epitaphs will be permitted.

**Name:** \_\_\_\_\_  
**(As it should appear on the marker)**

**Date of Birth:** \_\_\_\_\_ . **Date of Death:** \_\_\_\_\_

**Signature of the party ordering the marker:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Relationship to the Deceased:** \_\_\_\_\_

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**Is this marker designated for a single burial?**

Yes                      No

**If so, the placement of the inscription will be centered on the marker.**

**Will this marker be used for a multiple burial?**

Yes                      No

**If so, please designate where this name should appear.**

\_\_\_\_\_  
\_\_\_\_\_

**Received by St. Anne's Episcopal Church      Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**St. Anne's Episcopal Church  
2690 Fairlawn Drive  
Winston-Salem, North Carolina 27106  
Adopted August 2009**

**St. Anne's Parish Columbarium Fee Schedule**

<b>Plot Reservation Fee</b>	<b>\$200.00</b>
<b>Burial of single Urn in a plot*</b>	<b>\$450.00</b>
<b>Burial of a second Urn in a plot**</b>	<b>\$225.00</b>
<b>Grave liner (may be required for some urns)</b>	<b>\$75.00</b>

**\*Fee includes: opening/closing plot, granite marker, engraving and perpetual maintenance.**

**\*\*Fee includes: second opening/closing of plot and second engraving of the grave marker.**