



CELEBRATION OF LIFE PLANNING GUIDE

A ministry of **Collierville United Methodist Church**

OVERVIEW

The purpose of this booklet is to assist you in expressing your wishes regarding what happens at the time of your death. It is intended to assist the grieving by providing them with valuable information regarding your wishes.

Death is a difficult subject to discuss, but as Christians, we prepare for death with the assurance of eternal life. We do not know how our death will occur – suddenly in an accident, through illness, or as a natural result of aging. However it comes, there is comfort in knowing that you are conveying helpful information about yourself to your family, pastors and friends.

St. Paul said, “We sorrow not as those without hope.” (I Thessalonians 4:13) The funeral or memorial service recognizes both sorrow and hope as we thank God for the life of a family member or friend. But for that service to do that, pastors and survivors must know your wishes. The most caring legacy we can give those closest to us is a specific set of instructions that will enable them to know our preferences. At first blush, this seems an unwelcome assignment, yet once tackled it is enormously satisfying to pull together all the essential details of your life in a form that will ensure that those who bear the responsibility of making arrangements do so in the knowledge that they are doing as you would have wished. It is wise to take on the assignment now, whatever your age, and to review and update the information annually.

This information should be readily accessible in your home and it is advisable to inform your family members of its existence.

FUNERAL OR MEMORIAL SERVICE

There are important decisions to be made. The first: a funeral or a memorial service? A funeral traditionally takes place within days of a death and includes the closed casket. A viewing, if desired, can either be at the funeral home or at the church. Please keep in mind that if the viewing is on a different day than the memorial or funeral service, the funeral home will need to transport the body back to the funeral home after the visitation. A memorial service generally follows burial or cremation and can be held at a time when family members and friends can come together.

For either service, Collierville UMC provides a worshipful setting. Your pastors are prepared to help in the decisions and arrangements that need to be made. Because the funeral or memorial service is a time of worship, your church is the most appropriate place for the service to be held. The church does not charge a fee for a funeral service; however, some people choose to make a contribution to the church. It is also customary for a financial honorarium to be given to the musicians or choir if they participate in the service.

FUNERAL HOMES

Funeral homes, sometimes called mortuaries, provide important services at a critical time. They are very willing to assist with preplanning (or arranging a prepaid funeral if that is requested) and must by law provide the price of each service they offer. They make arrangements for cremations or burials and for embalming if necessary. They secure the death certificates along with the many copies the executor(s) will need. They will handle the obituary for the newspapers. Funeral homes have facilities for visitation prior to the funeral and a chapel for the funeral or memorial service if this is preferred to a church. They can arrange transportation to the cemetery. Thought through calmly in advance, needless expense may be avoided.

CREMATION

Cremation is in keeping with the Church's teaching about death. Cremated remains may be interred in a cemetery, or scattered at a cherished site. The service is held in the Church either before or after the burial of the ashes. Here at Collierville UMC we have a beautiful Columbarium open to our members.

BURIAL

It is important to decide on a burial site in advance. Even though some rural or church cemeteries do not charge for a plot, spaces must be reserved. Most cemetery plots must be purchased and it is very difficult for a family in mourning to make that decision. Cemeteries require full payment to be made before burial. The graveside service is usually attended by family and close friends and includes appropriate scripture and liturgy by the pastor.

MEMORIAL GIFT VS. FLOWERS

Many grieving families today prefer a donation of enduring remembrance in lieu of flowers. Make memorials to the **COLLIERVILLE UMC General Fund or COLLIERVILLE UMC Endowment Fund**. Donations may be made to any of the five designated Endowment Funds. General Endowment Fund, Mission Fund, Property Fund, Scholarship Fund or Worship, Music and Organ Fund. Named Endowments are available at certain donation levels.

VETERAN'S BENEFITS

All honorably discharged veterans and their spouses are entitled to burial in a national cemetery. Benefits include the gravesite in any of our 120 national cemeteries (with available space), opening and closing of the grave, perpetual care, a Government headstone, a burial flag, and a Presidential Certificate, at no cost to the family. Cremated remains are buried in national cemeteries in like manner with the same honors as casketed remains.

Burial space is available in:

West Tennessee State Veterans Cemetery
400 Forrest Hill/ Irene Road, Memphis, TN.
Contact Phone Number 901-543-7005
WTSV.Cemetery@tn.gov

A funeral military honors ceremony can also be provided at the church service or graveside, whichever the family specifies. The core elements include the flag folding, flag presentation and the playing of Taps. To arrange this ceremony, please contact the branch of service you served in and ask for the presiding commander. They, in conjunction with the American Legion, will assist you in arranging an honors ceremony. To confirm eligibility or for more information call: Department of Veterans Affairs 1.800.827.1000. On the worldwide web, reference:

Veteran's Administration Toll Free Phone Number
1.800.827.1000
www.va.gov

ORGAN AND TISSUE DONATIONS

If you have a desire to be an organ or tissue donor, it is extremely important that you let your family know and make arrangements now. Organ donation is truly a unique opportunity to save lives as it is possible for a single donor to donate organs and tissues that may help as many as 60 recipients. It is now possible to transplant 25 different organs and tissues, including corneas, heart, heart valves, liver, kidneys, bone and cartilage, skin, lungs and much more. You may fill out a donor card and carry it with you in your wallet or designate your wishes on your driver's license.

For more information locally, contact: www.donatelifetn.org.

STEWARDSHIP OF ASSETS

The Collierville United Methodist Church Permanent Endowment Fund was established in 2003 to provide a method through which the congregation members can provide permanent gifts to support the future ministry of the church. The purpose of the Endowment Fund is to provide for the charitable, educational, maintenance and religious opportunities of the church in addition to and apart from the general operation of the church budget.

The objectives of the endowment program are to preserve the original donor principal. Only the income and appreciation of the principal will be available for distribution. The funds are special and set aside to do specific kingdom work that can leave a legacy of commitment for the donor and to fulfill the church's vision, and outreach. Your gift to the Endowment Fund will enable you to support one or more ministry areas by providing a stream of income to ensure your concerns are carried out well into the future.

ESTATE PLANNING

You are encouraged to obtain professional advice and assistance from an attorney in developing and documenting your estate plan. Proper planning and follow through will ensure that your assets are distributed precisely according to your wishes with a minimum of expense, taxes and delay. Special care should be taken to ensure that your assets are titled properly (sole name, joint names, name of trust, etc.) or your estate plan could be thwarted.

LAST WILL AND TESTAMENT

A will is the most important instrument for you to complete. Without a will, the State of Tennessee Probate Court decides how your estate will be divided. You may write a simple will or contact a professional for advice. While having a will and other estate plans is key to accomplishing some of life's most cherished goals, keeping these arrangements up to date is equally important. As relationships and circumstances change, so should your plans. These changes can be implemented by using a simple codicil. In lay terms, this is a supplement or addition to a will that state your wishes without having to draft a new will.

LEGAL FORMS

There are several other legal forms you should consider at this time. You are strongly encouraged to obtain assistance from an attorney in executing the forms or to have any questions regarding them clarified by a professional.

DURABLE GENERAL POWER OF ATTORNEY

The Durable Power of Attorney allows the person you designate to make decisions on your behalf in case of an accident, an illness such as a stroke or any incapacitation. This would include matters regarding your home, sale of property, payment of bills and so forth. Unlike an ordinary power of attorney, in order for a power of attorney to be “durable” it must comply with the requirements in the Tennessee Codes Annotated. A Durable Power of Attorney is a customized legal document and should be prepared in accordance with your exact wishes.

DURABLE GENERAL POWER OF ATTORNEY FOR HEALTHCARE

This document gives the person you name as your surrogate the authority to make any and all health care decisions for you in accordance with your wishes. Your agent’s authority begins when your doctor certifies that you lack the competence to make health care decisions. Your surrogate is obligated to follow your instructions when making decisions on your behalf.

LIVING WILL

You should complete the Living Will form if you do not wish to have your life prolonged by artificial means or procedures after the attending physician determines that you have a terminal condition, an end-stage condition, or are in a persistent vegetative state. It would be appropriate to provide one for your physician so that he or she is aware of your desires. Both Durable Power of Attorney for Healthcare and the Living Will provide you the opportunity to state specific wishes about your medical care.

HIPAA RELEASE AUTHORITY

This form allows your designated person or persons access to your health information.

RIGHT TO DESIGNATE CREMATION IN ADVANCE

This form is intended to ensure that your agent carries out your wishes concerning cremation.

PERSONAL INFORMATION

The following form will serve as a guide to help you as you record the important facts of your life and set down your wishes for your funeral and disposition of treasured possessions. Feel free to append additional pages.

Name _____ SS # _____ Telephone # _____

Address _____ City _____ State _____ Zip Code _____

Married _____ Single _____ Widowed _____ Divorced _____

Date of Birth _____ Place of Birth _____

Location of Birth Certificate _____

Spouse _____ Date of Wedding _____

Location of Wedding License _____

Father's Name _____ Birthplace _____ Date _____

Mother's Name _____ Birthplace _____ Date _____

High School Attended _____ City/State _____

College/University Attended – Undergraduate _____

Year of Graduation _____ Degree _____

College/University Attended – Graduate _____

Year of Graduation _____ Degree _____

Additional Studies _____

WORK HISTORY

Date and Place of Retirement _____

Most Recent Employer _____

Person to Contact _____

Telephone # _____ Type of Business _____

How Long Employed _____

WORK HISTORY - CONT.

Previous Employer _____

Person to Contact _____

Telephone # _____ Type of Business _____

How Long Employed _____

Previous Employer _____

Person to Contact _____

Telephone # _____ Type of Business _____

How Long Employed _____

Previous Employer _____

Person to Contact _____

Telephone # _____ Type of Business _____

How Long Employed _____

Previous Employer _____

Person to Contact _____

Telephone # _____ Type of Business _____

How Long Employed _____

MILITARY SERVICE

Branch of Service _____ Serial # _____

Date Entered _____ Place _____

Date of Discharge _____ Place _____

Highest Grade Rank or Rating Attained _____

Location of Discharge Papers _____

Do you desire a flag at your funeral service? Yes _____ No _____

MILITARY SERVICE - CONT.

Wars/Conflicts Served _____

Additional Information _____

Honors Received (Professional, Community, Military Service, Other)

Describe any honors you received

Membership in the Following Organizations

Completed on _____ Updated on _____

FAMILY INFORMATION

Parents _____

Spouse _____

FAMILY INFORMATION - CONT.

Children *(Please specify son or daughter)*

1. Name & Name of Spouse _____

City & State of Residence _____

2. Name & Name of Spouse _____

City & State of Residence _____

3. Name & Name of Spouse _____

City & State of Residence _____

4. Name & Name of Spouse _____

City & State of Residence _____

5. Name & Name of Spouse _____

City & State of Residence _____

6. Name & Name of Spouse _____

City & State of Residence _____

7. Name & Name of Spouse _____

City & State of Residence _____

8. Name & Name of Spouse _____

City & State of Residence _____

9. Name & Name of Spouse _____

City & State of Residence _____

10. Name & Name of Spouse _____

City & State of Residence _____

FAMILY INFORMATION - CONT.

Grandchildren (*Please specify grandsons or granddaughters*)

1. Name & Name of Spouse _____

City & State of Residence _____

2. Name & Name of Spouse _____

City & State of Residence _____

3. Name & Name of Spouse _____

City & State of Residence _____

4. Name & Name of Spouse _____

City & State of Residence _____

5. Name & Name of Spouse _____

City & State of Residence _____

6. Name & Name of Spouse _____

City & State of Residence _____

7. Name & Name of Spouse _____

City & State of Residence _____

8. Name & Name of Spouse _____

City & State of Residence _____

9. Name & Name of Spouse _____

City & State of Residence _____

10. Name & Name of Spouse _____

City & State of Residence _____

Great Grandchildren

Name _____

Name _____

FAMILY INFORMATION - CONT.

Great Grandchildren (*Continued*)

Name _____

Name _____

Name _____

Name _____

Name _____

Brothers

1. Name & Name of Spouse _____

City & State of Residence _____

2. Name & Name of Spouse _____

City & State of Residence _____

3. Name & Name of Spouse _____

City & State of Residence _____

4. Name & Name of Spouse _____

City & State of Residence _____

5. Name & Name of Spouse _____

City & State of Residence _____

FAMILY INFORMATION - CONT.

Sisters

1. Name & Name of Spouse

City & State of Residence
2. Name & Name of Spouse

City & State of Residence
3. Name & Name of Spouse

City & State of Residence
4. Name & Name of Spouse

City & State of Residence
5. Name & Name of Spouse

City & State of Residence

Additional Relatives

Completed on Updated on

FUNERAL

Funeral Procedure Official arrangements have been made through:

Location of Documents _____

If none, preferred funeral home _____

Do you desire a "Visitation" prior to the funeral: Yes _____ No _____ No Opinion _____

Do you desire the casket open for viewing: Yes _____ No _____ No Opinion _____

If yes, for whom? Family _____ Anyone _____ No Opinion _____

Specific instructions regarding clothing & jewelry to be worn, eyeglasses on or off, and any other details. _____

Service Location: Collierville UMC _____ Graveside, public _____ Graveside, private _____

Funeral Home _____

Other _____

Minister Preference _____

1. Preference for cover and back of order of Worship – see basic service at end of this packet. This is only a guide to help you through the process, it is your service. The only request that Collierville UMC makes is that since it is a worship service, any secular music be placed before the service begins or after it has ended.

2. Speakers _____

Music: Organ _____ Vocalist _____ Choir _____ No Music _____

Other Instrument _____ Congregation Singing _____

3. Organist/Vocalist/Musicians Preferred _____

Favorite Hymns _____

Favorite Scriptures _____

Favorite Poems/Readings _____

FUNERAL - CONT.

Completed on _____ Updated on _____

Other wishes: _____

Memorials

Many grieving families today prefer a donation of enduring remembrance in lieu of flowers. Make memorials to the Collierville UMC General Fund or Collierville UMC Endowment Fund. Donations may be made to any of the five designated Endowment Funds. General Endowment Fund, Mission Fund, Property Fund, Scholarship Fund, or Worship, Music and Organ Fund Named Endowments are available at certain donation levels.

Estate Gift

Do you have Collierville United Methodist Church listed in your will?

Notification Published Obituary

Yes _____ No _____ Papers to Notify: _____

Space for writing your own obituary if desired.

FUNERAL - CONT.

Please notify these individuals.

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

FUNERAL - CONT.

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

Name _____

Address _____

Telephone # _____ Email Address _____

Connection _____

FUNERAL - CONT.

Burial Instructions Disposition of the body

Burial _____ Cremation _____

If organs are to be donated give details of your desires and who you have contacted to receive them.

Have you completed a Donor Card? Yes _____ No _____

Where is this document kept? _____

Be sure your family understands your wishes and is willing to fulfill them.

If body is to be buried, give details of your desires for burial.

Completed on _____ Updated on _____

If the body is to be cremated, give details of your desires for the disposition of the "remains."

Cemetery _____ Scattered _____ Location _____

If body is to be buried give details of your desires for burial.

Burial Plot _____ Crypt _____ Mausoleum _____

Own Lots/Spaces? Yes ____ No ____

If yes, at? _____ Cemetery _____ Telephone # _____

Brief description of space owned _____

Location of deed (should not be in safety deposit box) _____

Preferred type of grave marker (If already purchased, give information regarding it)

Preferred inscription _____

FUNERAL - CONT.

Pallbearers

Name, Address, Telephone #

Please note, the pallbearers are contacted by the family not the church. We recommend six if stronger, eight if younger or smaller. In case of Memorial Service you may list honorary pallbearers in the order of worship.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Legal Information

Is there a will? Yes _____ No _____ Date of Will: _____

Location of original _____

Executor _____ Telephone # _____

Contingent Executor _____ Telephone # _____

Attorney _____ Telephone # _____

City/State/Zip Code _____

Is there a Living Will (Directive to Physicians)? Yes ___ No___

Living Will location _____

(Your doctor should have a copy and a copy should be readily available in the home in case of emergency)

Is there a Designation of Health Care Surrogate?

Yes _____ No _____ held by _____ Telephone # _____

Document location _____

FUNERAL - CONT.

Durable Power of Attorney? Yes _____ No _____

Held by _____ Telephone # _____

Document location _____

Security Safety Deposit Box No. _____

Name of Institution _____

Address _____ Telephone # _____

Other Information _____

A second person, relative or friend, should be authorized to have access to the box. Financial Information Banking Below lists the bank name, branch, telephone number, and type of account, account number and the name of a bank officer if one knows you by name. Do this for every bank savings, certificate of deposit, checking or other account that you have. A second person, relative or friend, should be authorized with the bank, to be able to use the account.

User name _____

Password _____

User name _____

Password _____

Location of Supporting Documents _____

Accountant _____ Telephone # _____

Address: City/State/Zip Code _____

Location of tax records for past 3 years _____

Completed on _____ Updated on _____

FUNERAL - CONT.

Pensions, IRAs, 401 Ks, Annuities List below the description and document location for accounts that are in your name. Also include user name and password where appropriate.

Insurance List the insurance company, agent, and telephone number, type of account, account number and value for all life, health and disability policies. Include any policies related to on the job injuries.

Location of supporting documents _____

Stocks, Bonds, Mutual Funds and Investments List the fund name, account number, broker address and telephone number for all investments. Also include user name and password if appropriate.

Completed on _____ Updated on _____

FUNERAL - CONT.

Interests in Private Business

Property List the description and deed or title location for all real estate, mineral interests, automobiles, boats and other items that bear your name.

Debts List below all credit cards and open accounts that need to be canceled or have your name removed upon disability or death. Also, list any outstanding loans. Include account numbers and pertinent telephone numbers as well as the location of documentation.

Completed on _____ Updated on _____

FUNERAL - CONT.

Special Property Disposition

My "Special" Possessions Everyone has special possessions that they wish to go to specific people. Look around your home and specify who (family, friend, institution) should receive the items that are important to you. This list can help avoid any misunderstandings and preserve family harmony, but remember it is not legally binding. It is only a statement of your wishes. If you have items that are especially valuable, they can be included in your will as "A Separate Writing". This Separate Writing may be updated from time to time without visiting your attorney to update your will. Some items you may want to consider are: the family china, silver service, favorite paintings or art work; photo albums, jewelry, quilts, medals, etc.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Completed on _____ Updated on _____

FUNERAL - CONT.

Special Property Disposition

Collections & Libraries Some people have collections that are of special interest to them, but not to their heirs. The heirs may not know the best way to liquidate these collections for maximum benefit to the estate. Please list what collections you have and what you want done with those collections if the family does not want them. You may want to donate them to a college, university, or another individual. If you wish them to be sold, who would you trust to handle the sale? Is there some periodical that could serve as a pricing guide? Are there any dealers or consignment shops that deal specifically in that item?

[illegible]

Completed on _____ Updated on _____



COLLIERVILLE
UNITED METHODIST CHURCH

colliervilleumc.org/lighthouse-legacy