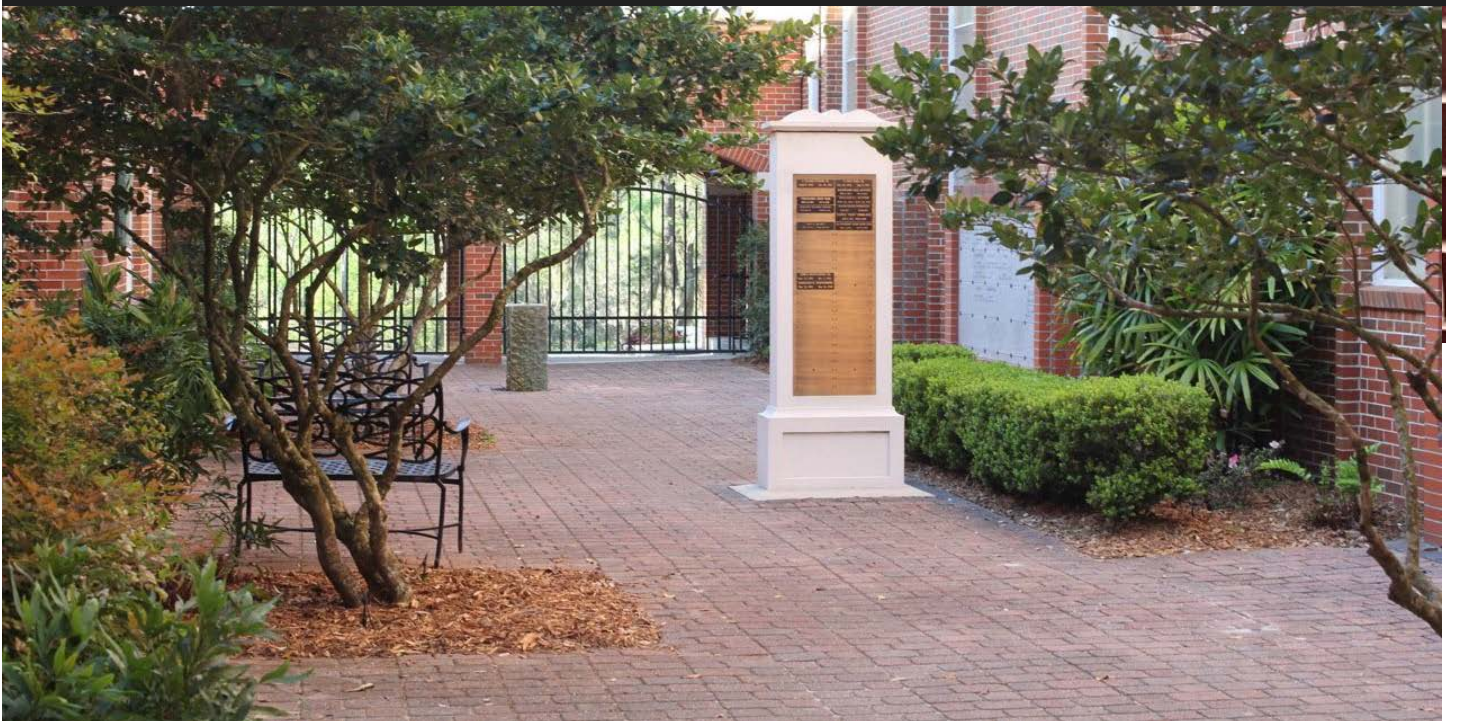




Preparing for the end of life
FPCLC



FIRST PRESBYTERIAN CHURCH

697 SW Baya Avenue
Lake City, Florida 32025
(386) 752-0670

Friends in Christ,

This booklet is prepared for you and your family so that in the time of deepest pain and when time is short to make lasting decisions, we can help map out your journey with you.

The loss of a loved one tests our faith, our family ties, and our very core. The folks at First Presbyterian desire to assist you, walk alongside you, and offer comfort, compassion and strength. The ideas in this book are written just with those purposes in mind. There are many suggestions, recommendations, and guidelines that can ease some of the burdens and chaos you will experience.

We included some forms to help guide your thoughts and offer up some of the areas you and your family may need to address. When emotions are raw, things have a tendency to get lost and items of importance fall within a very large spectrum. Family stories and remembrances are clearer when you have time to plan. Favorite hymns, scripture verses, and participants in the service are not left to chance.

The most important aspect of this booklet is something that doesn't show up in print but exists and is ever present; that is God's peace and presence. God's reassurance, hope, and love. God does hold you in the palm of His hand. God will carry you through, our God walks with you always, but when you are experiencing the "walk through the valley of the shadow of death" moments, God will help you rise from the darkness into the light and love of Jesus Christ.

Remember, you are not alone! We are here for you and can assist you in any way needed. In the case you find yourself in immediate need, please call our office at (386) 752-0670 or after normal hours call me at (215) 327-2854.

Peace,



Rev. Kenneth L. Goodrich II
Pastor

AFFIRMING THE CHRISTIAN VIEW OF DEATH AND LIFE ETERNAL

The central doctrine of the Christian faith is the resurrection. We, as Christians, recognize the inevitability of death, but when death comes we witness to our faith that God, in Jesus Christ, has conquered death and raises his children from death to life eternal.

Christians affirm our common faith in our attitude toward death and in our witness during the approach and experience of death. The reality of death, with all of its attendant sorrow and sense of loss, must be anticipated for us all. There must be created the kind of health of mind and spirit that allows Christians to seek to make the occasion of death a time in which we reaffirm with joy the hope of the Gospel. In the service we "do not mourn as those who have no hope" but rejoice in the goodness of God and find our strength in that which comes from the Holy Spirit. The worship service witnesses to our belief that our loved one has passed beyond our care to be with Christ.

PLANNING THE MEMORIAL OR FUNERAL SERVICE

This guide will offer suggestions on how to meet this inevitable event and plan according to the standards and regulations of the church. Among the matters to consider are:

Care of Remains
Biographical Data
The Service
Music
Flowers
Receptions

Honorariums and Gifts
Memorials
Endowment Fund
Other Details to Consider
The Columbarium
Columbarium Policies

Please bring a copy of your funeral plans to the church to be put on file.

CARE OF YOUR REMAINS

Christian methods of disposition of the body are interment, cremation, or donation for medical purposes. The donation of one's organs is an acceptable practice in the Presbyterian Church (USA). God has brought about great healing miracles through the skills of surgeons in transplanting organs. You may wish to discuss this option with your minister or family members. Any local hospital or doctor can provide information on this subject. As a rule, a memorial service would be held a day or two later.

LOCATION AND TYPE OF SERVICE

1. Funeral service at the church with burial at the cemetery immediately following
2. Burial service at the cemetery or columbarium with memorial service to follow at the church
3. A service of prayer and remembrance
4. Funeral home service with grave-side following

BIOGRAPHICAL DATA

Be thinking of the information you would want to be included in a service bulletin. Suggestions include: Full name (including maiden name), nickname, date and place of birth, hometown, military service (include rank, branch, and dates of service), education (special training or degrees), spouse's name, place and date of marriage; children, grandchildren, other immediate family members, career, special achievements, qualities, traits, memories, areas of service (church, community, nation, world), favorite Bible verse, hymn, poem or saying. See included form.

THE SERVICE

It is not necessary for the body to be present at the service. It is recommended the casket should be closed so that the attention of those gathered may be directed toward the service. Many families provide a spray of flowers to be placed on the casket, and Veterans usually wish to have a flag draped over the coffin or folded on the table during a Memorial service... If the body was cremated and you would like, you may provide a spray or basket of flowers to be placed in the front of the church.

SUGGESTED SCRIPTURE READINGS...

OLD TESTAMENT

Isaiah 40:1-11, 28-31

Ecclesiastes 3:1-8

Lamentations 3:22-24

PSALMS

Psalm 23

Psalm 46:1-3;10-11, 72:1-8, 73:24-26, 84:1-2, 92:1-4, 95:1-7, 98:4-6, 100:1-5

NEW TESTAMENT

Gospels

John 14:1-6, 25-27

John 11:17-27 (25-27)

Epistles

Romans 5:1-8, 6:4-9

1 Corinthians 15:49-57

2 Corinthians 4:16; 5:1

Ephesians 1:11-14, 2:4-10

MUSIC

The funeral/memorial service is an opportunity to express your Christian faith through music. The church Music Director will assist you in planning the musical portions of the service. Vocal or instrumental solos may also be desired. Some favorite hymns of faith are listed in this booklet.

Just a note... The funeral service is a worship service. The pastor is responsible for the entirety of the worship and the music director is responsible for the use of musical instruments and music.

SUGGESTED HYMNS...

Lord, Dismiss Us with Your Blessings
There is a Balm in Gilead
Blest Be the Tie that Binds
Near to the Heart of God
Amazing Grace How Sweet the Sound
Morning Has Broken
For All the Saints
My Hope is built on Nothing Less
There's a Wideness in God's Mercy
More Love to Thee, O Christ
My Shepherd Will Supply My Need
Precious Lord, Take My Hand
How Firm a Foundation
Our God, Our Help in Ages Past
Be Still, My Soul
O Love that Wilt Not let Me Go

Shall We Gather at the River
It is Well With my Soul
Rock of Ages Cleft for Me
How Great Thou Art
Blessed Assurance, Jesus is Mine
Holy, Holy, Holy Lord God Almighty
Abide with Me
Take My Life
What a Friend We Have in Jesus
My Faith Looks Up to Thee
The King of Love My Shepherd Is
Guide Me, O Thou Great Jehovah
Great Is Thy Faithfulness
I'll Fly Away
Just a Closer Walk with Thee

FLOWERS

Flowers are widely used as the language of sympathy, memory and celebration of new life. The flowers should be delivered to the place of the memorial/funeral service on the day of the service. Inform the funeral director of your desire for the disposition of the flowers. On the day of inurnment, one basket of flowers may be placed in the columbarium for 48 hours.

RECEPTIONS

When available, the Fellowship Hall may be used for receiving family and friends. If desired, light refreshments for up to fifty people can be provided by the church Bereavement Committee. Some members have opted to have the reception catered. Both of these should be coordinated with the Chairman of the Bereavement Committee who will contact the family after notification from the Pastor or the church office.

HONORARIUMS AND GIFTS

Honorariums and gift information can be obtained from the church office.

MEMORIALS

Many families suggest no flowers be sent to the service. If some expression of sympathy is desired, it can be in the form of a donation to a memorial or charity. Memorial offerings may also be made to the church. Requests for memorial gifts in lieu of flowers should be included in the newspaper notice.

ENDOWMENT FUND

First Presbyterian Church of Lake City, Florida has established an Endowment Fund to receive various kinds of gifts such as cash, stocks and bonds, real estate, life insurance and annuities.

The Endowment Trust Fund uses these gifts, income and dividends to enhance our church's Mission Programs, Christian Education, Scholarships, Capital Building Projects, and various church programs.

Donations are tax deductible to the full extent allowed by law.

WHAT YOU CAN DO...

Gifts made to the Endowment Fund may be designated to a particular area of interest. Gifts of any amount are appreciated and may be made to an existing fund. If you wish to establish a separate fund, an investment of \$10,000 will establish a named fund.

The most important step is the first one. The pastor or members of the Endowment Fund Committee can help in your decision in several ways.

They can suggest areas of need which are compatible with your wishes and can provide written information or explain other ways of alternative giving.

They can also assist you in contacting the investment house for information. You may want to consult your attorney or tax advisor.

THE COLUMBARIUM

The church has traditionally been the natural and final resting place of the faithfully departed. The purpose of a Columbarium is to provide a place on the church's property for the reservation of the ashes or cremated remains for those who love First Presbyterian Church of Lake City, and have a sense of closeness to it, which they would like to preserve even after death. If the church is the center of life through Baptism, Confirmation, Marriage, and Communion, then Death and Burial also should be integral parts.

The price of a niche is \$2,000 and may be adjusted annually to reflect the fair market value in the community. The price includes the use of the niche and the initial engraving of the name(s), date(s) of birth, and date(s) of death on the Mt. Airy White marble niche cover. Any additional engraving(s) will be charged to the family at cost. Two urns (if space allows) may be placed in a niche. Full payment is due upon signing the contract.

COLUMBARIUM POLICIES

No interest in property, real, personal, mixed or otherwise is conveyed by the church nor is it acquired in any form by the undersigned. The undersigned does acquire the privilege of use of a columbarium niche herein only for the purpose of burial of the cremated remains of such person in the niche as provided herein.

Only those persons named in the contract shall be inurned in said columbarium unless the usage right has been assigned with the committee's permission pursuant to terms of the contract of these rules and regulations.

Church members and their immediate families (members, spouses, children and parents), former ministers and staff are eligible for inurnment in First Presbyterian Church, Lake City's Columbarium. Former members of the church and others may be eligible upon approval of the Columbarium Committee

A written agreement between the church and the person purchasing the niche shall be executed which shall set forth the rights and obligations of each party. The numbering plan for the columbarium shall be maintained by the Columbarium Committee.

There shall be no flowers, flower containers, flags, epitaphs, chimes, ornaments, wreaths, signs, toys or other decorations allowed in the Memorial Garden Columbarium. Any of these items may be removed by the committee and disposed of without notice or liability to the owner. The only exception will be the day of inurnment when one basket of flowers shall be allowed. These flowers will be removed after 48 hours. Loved ones may more appropriately be remembered with memorial gifts of flowers at Sunday worship.

The person(s) arranging for each inurnment shall supply a container acceptable to the committee for cremated remains. The cost of cremation and any attendant cost and expense shall be the responsibility of and shall be paid by the person(s) arranging for the inurnment. All costs are subject to change at the sole discretion of the session.

The Columbarium Committee, or its designee, under authority of the Session, will manage the facility and will not be responsible for any damage or injury to the Columbarium and its contents; except as caused by gross negligence.

Only an ordained minister of First Presbyterian Church, Lake City or designee approved by the Session shall be authorized to place the remains of any person in the Columbarium niches. The inurnment shall be at the convenience of the minister and family and arranged through the church office

The Columbarium Committee encourages the church membership to make future plans by reserving a niche in the First Presbyterian Church, Lake City Columbarium. If you would like to support the ministry of the columbarium even though you may not actually use the columbarium, you may give to the First Presbyterian Church, Lake City Endowment Fund and designate your gift to the columbarium.

In the event a member decides not to use a previously purchased inurnment right, the right may only be returned to First Presbyterian Church, Lake City and the purchase price will be refunded, net of any related expenses.

The session of First Presbyterian Church, Lake City retains the right to modify and extend this policy at its sole discretion. First Presbyterian Church, Lake City seeks to serve our Lord and God's people. This Columbarium is a means to help people in a holy and important area of their lives.

A niche application is included in this booklet

OTHER DETAILS TO CONSIDER

1. Do you have Health Care Surrogate designated?
2. Do you have Advanced Directives?
3. Do you have a Living Will?
4. Do you have A Last Will & Testament
5. Location of important documents
 - a. Last Will & Testament
 - b. Insurance Policies & Annuities
 - c. Name and Address of Insurance Agencies/Agents
 - d. Name of Attorney
 - e. Keys to safety deposit boxes/safes
 - f. Cemetery Deed
 - g. Birth Certificate
 - h. Marriage license (or divorce papers)
 - i. Social Security number
 - j. DD214 for military personnel
 - k. Property deeds
 - l. Titles to vehicles
 - m. Other important documents
 - i. pension information
 - ii. income tax records
 - iii. banking records
 - iv. bonds, securities, stock certificates, etc.
6. Do you have a list of family and friends and business associates you wish to be notified of your death? Do you have current addresses and phone numbers?
7. It is of utmost importance that more than one person know this information and where it is kept.

**FIRST PRESBYTERIAN CHURCH - FUNERAL PLANNING GUIDE
BIOGRAPHICAL DATA**

First Name	Middle	Maiden	Last Name	
Address			Phone Number	
Date of Birth	Place of Birth		Nickname	
Parent's Names				
Spouse		Date and Place of Marriage		
Children (include city and state where currently living)				
Grandchildren		Great Grandchildren		
Other Immediate Family (Brothers, Sisters, etc.)				
Military Service	Branch	Dates of Service	Rank	Retired Date
Education			Career Position	
Special Achievements				
Clubs, Organizations, Offices Held				
Date Joined Church	Date Baptized	Areas of Service		
Qualities, Traits, Special Memories, Hobbies				

Attach additional pages as needed

**FIRST PRESBYTERIAN CHURCH - FUNERAL PLANNING GUIDE
THE SERVICE**

Location	Clergy
Organist/Pianist	Other Musicians
Soloist	Family Members to Speak
Favorite Scriptures	
Favorite Hymns	
Sermon/Eulogy/Meditation to be Delivered by	
Type Service	Disposition of Flowers
Memorial Donations (Example - Charity or Church)	
Order of Service and Other Instructions	

Attach additional pages as needed

**FIRST PRESBYTERIAN CHURCH - FUNERAL PLANNING GUIDE
INSTRUCTIONS**

FINAL DISPOSITION:

BURIAL

Funeral Home

Cemetery

Lot # or Location

Type Casket

Type Headstone

Military Marker

Inscription

CREMATION

Crematorium

Disposition of Ashes

Organ donation

Other

SPECIAL INSTRUCTIONS

Clothing

Jewelry

Open or Closed Casket

Other Wishes

SERVICE

Flowers

U.S. Flag

Other

Pall Bearers

Honorary Pall Bearers

Attach additional sheets as needed

First Presbyterian Church

697 SW Baya Avenue (P.O. Box 469)

Lake City, Florida

(386) 752-0670

Application for Niche Use for Rights of Inurnment

The undersigned hereby applies to reserve one double niche in the First Presbyterian Church, Lake City Columbarium. My reservation will include a granite marker engraved with the date of birth and death of the person(s) inurned as well as care and maintenance of the Columbarium Niche.

I understand that my use of the Niche shall be subject to the Columbarium Policy duly adopted by the First Presbyterian Church, Lake City (a copy of which is attached hereto and incorporated herein by reference) as the same may subsequently be amended, and agree to be amended, and agree to be bound by such rules.

I request that Niche side _____ number _____ be reserved for:

Name _____ Relationship _____

Address _____ Telephone Number _____

Telephone Number _____

Name _____ Relationship _____

Address _____ Telephone Number _____

I understand that I may change the person(s) to be inurned to any other qualified person(s) during my lifespan and that such requests shall be submitted only in writing. Heirs will be unable to change reservations following my death.

I will inform the church of any change of my address or the names and addresses of the persons for whom Niches are reserved in my name.

I understand that acceptance of this application is at the discretion of the Columbarium Committee.

Signed (All applicants should sign) _____

Date _____

Total Cost: \$ _____

For Church Use (Initial when complete) _____

Amount received _____ Niche Assigned: _____

Accepted by: (Full Name) _____

Copy to Applicant