

Funeral Planning Guide

St. Augustine's Episcopal Church, Kapa'au, Hawai'i

Dear St. Augustine's 'ohana,

St. Augustine's Episcopal Church has created this booklet to help our loved ones make decisions for us when we die. As difficult as it may seem, it's important to communicate our thoughts about death. Putting our wishes in writing is a message of love and support for our family. We hope it will be helpful in guiding you and your 'ohana through planning processes.

This booklet will help you record important information to help your family make the best decisions based upon your wishes. By taking a few minutes to complete this booklet now, you will help your loved ones honor your wishes and, most of all, you will make the funeral planning process easier for them.

This booklet follows the Burial Rite from the Book of Common Prayer of the Episcopal Church and provides guidelines and choices regarding a memorial service at St. Augustine's. I am happy to meet with you, go over the options, and explain all aspects of the process. Please contact me any time to set up a meeting.

With God's peace,

Vicar Jennifer +

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Making arrangements with a mortuary

We recommend Dodo Mortuary in Hilo.

Web site: www.dodomortuary.com

Phone: (808) 935-5751

Email: info@dodomortuary.com

Address: 199 Wainaku Street Hilo, Hawaii 96720

Mortuary checklist

- Call or visit the mortuary to set up an appointment to begin your planning.
- Many offer a planning guide. For Dodo, you can complete their [pre-planning form](http://dodomortuary.com/preplan) (dodomortuary.com/preplan).
- Mortuary staff will provide guidance in making pre-arrangements that are right for you and your 'ohana, including selections of casket or urn, a vault (if necessary), plans for visitation, and plans for burial.
- Using the form on page 9 of this booklet, write down your plan and share it with your family and Vicar Jennifer.
- Save your contract with the mortuary, let your family know the location of that paperwork, and share copies with your family and the church.

Making arrangements for a burial site

In North Kohala, there are several options for burial or disposition of remains, including:

- Hāwī County Cemetery (requires a purchased plot for casket or urn burial). Call Hawaii County Parks & Recreation Administration Office, which can answer questions about cemeteries and burials, at (808) 961-8311, extension 1.
- St. Augustine's Cemetery (requires a purchased plot for urn burial)
- St. Augustine's garden (please speak to Vicar Jennifer)
- Scattering at sea (read details [here](#))

Cemetery checklist

- If planning a cemetery burial, contact the cemetery to make arrangements in advance.
- Using the form on page 9 of this booklet, write down your plan and share it with your family and Vicar Jennifer.
- Save your contract with the cemetery, let your family know the location of that paperwork, and share copies with your family and the church.

Planning the memorial service

To aid your family in planning a service, you can make your wishes known regarding special music, scripture readings, and other elements of the service. When you meet with Vicar Jennifer, she will take you through the service step-by-step and, if you don't have preferences, she can make selections for you. Please ask to see a sample order of worship for more information. Following are a few guidelines.

Items to consider bringing

- **Pall or covering for coffin or urn.** The coffin is to be closed after the visitation (if one is held) before the service, and it remains closed thereafter. After it is closed, the coffin can be **covered with a pall** or other suitable covering (such as a flag for those who have served in the armed forces). When there are ashes, they can be covered in a similar way.
- **Flowers arrangements** can be placed in the church. We ask that no arrangements be placed on the altar, but flowers can be placed behind the altar or in front of the altar. A **floral blanket or spray** may be placed on the coffin when the pall is removed as the procession leaves the church.

If an urn of ashes will be present, a small table will be provided, with enough room for the urn, as well as a small floral arrangement and an **8 x 10 photo**, if desired. The family usually provides **lei** to drape around the photo. Flowers may also be placed in front of the casket. There is space for larger arrangements in front of the organ or in front of the lectern. Since our church is small, please consult with the vicar about the number and size of arrangements.

Music

The vicar and music director can assist with **hymn selection**.

Following is a list of hymns especially suitable for memorial services, but other hymns may be suitable as well. If “favorite” hymns are chosen, care should be taken that their themes are appropriate for a funeral.

List of hymns

Alleluia, alleluia! Give thanks to the risen Lord

He is risen, he is risen

For all the saints, who from their labors rest

Let saints on earth in concert sing

Praise to the Lord, the Almighty

Now thank we all our God

The Christ who died and rose again

Lord of all hopefulness

Be thou my vision

I want to walk as a child of the light

Amazing Grace

Come, thou fount of every blessing

Guide me, O thou great Jehovah

Abide with me

The King of love my shepherd is

My Shepherd will supply my need

As long as the deer for cooling streams

A mighty fortress is our God

O God our help in ages past

I am the bread of life

Christ the victorious

I heard the voice of Jesus say

His eye is on the sparrow

Precious Lord, Take my Hand

Additional music

There are several times in the service where special music or hula may be offered. Please speak with Vicar Jennifer about additional vocal music she can provide. Selections for piano or organ are also possible through prior arrangement with our Music Director. Please consult with Vicar Jennifer about small ensembles or other music or dance to ensure it is appropriate and that there is adequate space in the church.

Additional considerations

A **celebration of the Eucharist** (communion) is appropriate as an expression of the union of the living and the departed in Christ in the communion of saints. All baptized Christians are welcome to receive communion.

Family and friends are encouraged to take an active part in the service, especially in reading scripture. At this emotional time, care should be taken about choosing close relatives to read. The vicar can give more direction concerning possible places for participation in the service, such as hula or musical offerings performed by family or friends (see instructions under “additional music”).

Fees

St. Augustine's charges fees for the following:

- **Use of the church and/or Walker Hall and administrative work.**
For church members there is no charge. The family may choose to offer the church a gratuity in an amount of their choosing. For non-members, the fee ranges from \$200 to \$500, on a sliding scale according to the family's financial circumstances.
 - **If you will be using Walker Hall for a reception**, please add a \$100 fee for non-members. There is no fee for church members.
 - For the reception, the family should plan to provide volunteers (not members of the immediate family) to assist with:
 - decorating the hall (if desired; the church will prepare tables with tablecloths)
 - coordinating with caterer or food deliveries
 - serving the food
 - cleaning the kitchen after the reception is over
 - The family is also expected to provide:
 - disposable paper goods (plates, cups, napkins, utensils)
 - Drinks
 - St. Augustine's will provide these amenities in Walker Hall:
 - Large water dispenser for iced water
 - Serving utensils
 - Use of refrigerator and oven to keep food at a safe temperature before serving
 - Coffee maker

- **Clergy.** There is no fee. The family may wish to offer an honorarium.

- **Musicians.** An honorarium of \$100 is paid directly to the church's music director (not to the church). If families have chosen to hire additional soloists or ensembles for the service and/or reception, those fees would be paid directly to the musicians.
- **Burial site preparation.** The preparation of the burial site in St. Augustine's cemetery is \$75-\$150, depending on the complexity of site prep. Families may also elect to do the site preparation themselves, in consultation with the church. Please see the section on site preparation for details.
- **Service program** (order of worship booklet). St. Augustine's will design and print the program for the service. We will print up to 60 copies of the booklet. Additional black and white copies are \$1 per booklet; color copies are \$3 per booklet.
- **Livestreaming services.** If desired, St. Augustine's will livestream the memorial service in the church. The fee is \$100 to cover extra staffing. We regret we are unable to livestream at locations outside the church building. Please note: if you anticipate more than 60 attendees, plan to arrange for livestreaming for overflow seating in Walker Hall, where attendees can view the service via livestream.
- **Flowers.** Many families choose to select and buy flowers; please consult with Vicar Jennifer to ensure the arrangements will fit in the space available in the church. Flowers or greens can also be purchased by the family for other spaces (e.g., in Walker Hall for a reception, ti leaves at the burial site, etc.).

Form for planning the memorial service

Your information

I am planning for:

- Myself
- My Spouse
- My Father
- My Mother
- My Child
- My Friend
- Other

Your Name _____

Your Email _____

Your Phone _____

Funeral plan for:

First Name _____

Last Name _____

Mailing Address _____

Street Address _____

City _____

State _____

Postal Code _____

Place of Birth _____

Date of Birth _____

Your preferences for the service

Final Disposition

- Burial (embalmed)
- Cremation

Visitation

- At St. Augustine's immediately before the service
- Private/No visitation

Memorial service

- Eulogy will be read (5 to 7 minutes).
Eulogy reader's name _____
- Scripture – The family would like the vicar to select the readings.
- Scripture – The family has selected these readings:

Hebrew Scripture (Old Testament)

Book/chapter/verse _____

Name of reader _____

Psalm _____

Book/chapter/verse _____

Name of reader _____

Epistle (optional) _____

Book/chapter/verse _____

Name of reader _____

Gospel _____

Book/chapter/verse _____

(Reader will be the deacon or presider)

- The family will bring a photo to display.
- The family will bring flowers. (Due to space limits, please consult with the vicar about the number and size of arrangements.)
- Please reserve seating for the family.

Number of seats needed _____

- The family will bring a guestbook for attendees to sign.
- The family would like the vicar and music director to select the hymns.
- The family has selected these hymns (see list on page 5)
 - Opening hymn _____
 - Communion hymn _____
 - Closing hymn _____
- The family has special music or hula planned. (Please consult with the vicar about selections and timing.)
- The family requests that the service be livestreamed (recording will be made available to view after the service on YouTube and Facebook).

Committal (burial)

- Public at St. Augustine's (Burials at St. Augustine's are limited to cremated remains due to space limitations.) Please make arrangements with St. Augustine's regarding preparation of the burial site.
- Public at _____ cemetery
- Private

Reception

- Public at St. Augustine's Walker Hall following the service/burial.
 - Estimated number of attendees for reception _____
 - Family will provide volunteers to assist with the reception
 - Access to kitchen is needed
 - Food will be prepared in the kitchen
 - Food will be catered (brought in ready to serve)
- Private/No reception

This is the end of the planning form. On the pages following, you'll find some general information that might be useful in your planning.

Checklist for the family

- Notify immediate family members.
- Notify necessary organizations and places of business.
- Make a list of non-nuclear family, friends, and business colleagues to be notified by phone; call them.
- Make a list of family and friends to be notified by letter or email; write them.

- Write an obituary; email to newspapers and share with church.
- Obtain 10-15 certified death certificates.
- Decide on time and place for memorial service and burial.
- Decide on time and place for reception and who will be invited.

- Contact funeral home.
- Contact priest to discuss service preparations (hymn selection, scripture, those speaking).
- Arrange for memorial flowers and disposal or donation after the funeral.
- Select and notify ushers for service.
- Select and notify people who will read scripture during the service.
- Select and notify pall bearers.

- Arrange appropriate child care.
- Arrange pet services.
- Coordinate food and lodging for family and friends.
- Arrange for members of family or close friends to answer phones or door;
- Consider making a record of phone calls.
- Consider special household needs, such as cleaning, which may be done by friends.
- Consider a house-sitter if leaving for an indeterminable amount of days.

- Notify lawyer and executor.
- Notify insurance companies and Social Security Administration.
- Inquire about a Last Will of Instruction, and Legacy intentions.
- Prepare a copy of the will for printed notice.

- Retrieve passwords and account addresses/usernames for financial and important holdings.
- Return credit cards with certified death certificate. Notify company if survivors wish to use the cards.
- Verify income of survivors from insurance and Social Security.
- Verify available checking or savings accounts; make necessary alternative arrangements.
- Verify pension plans, stock options, IRA holdings, mutual funds, etc.
- Verify insurance plan death benefits from life, casualty, group contracts.
- Verify all debt and installment payments; consult with creditors if there is to be a delay.
- Arrange to change names (remove or add a name) for joint accounts, savings, bonds, and stocks.
- Cancel subscriptions no longer deemed necessary.

- Create a budget to determine if expenses will be covered by income and resources.
- Contact a financial planner with questions about inheritance; how to invest and plan for the future.
- Consider talking with a trained counselor about grief, coping, and adjustment.

Helpful lists for preplanning

Information for obituary

Name _____

Address _____

Place and date of birth _____

Maiden name and birthplace of parents _____

Name of spouse _____

Names and city of residence of children _____

Names and city of residence of siblings _____

Other relatives _____

Schools attended _____

Church membership _____

Profession or work / past positions held _____

Membership in societies _____

Awards received _____

Civic achievements _____

If Veteran, war and rank _____

Memorial gifts _____

Other information, you would like included in obituary _____

Upon my death or near death

I understand that the information in this form is neither legally nor morally binding and can be changed at any time. It is also neither exhaustive nor complete. It is merely a guide for those who survive or who are about to survive me.

Signature:

Last Updated:

I have a Living Will, which can be retrieved at:

I have signed a Power of Attorney and appointed _____ to act as my attorney-in-fact. This document can be found at:

Upon my death, I would like the following done with my organs:

- No donation
- As indicated below:

Important financial holdings

Account _____
Bank / Company _____

Account Number _____
Password / PIN _____
Estimated Balance \$ _____

Account _____
Bank / Company _____

Account Number _____
Password / PIN _____
Estimated Balance \$ _____

Account _____
Bank / Company _____

Account Number _____
Password / PIN _____
Estimated Balance \$ _____

Credit card information

Type of Card _____
Account Number _____

Estimate Balance \$ _____
Password / PIN _____

Type of Card _____
Account Number _____

Estimate Balance \$ _____
Password / PIN _____

Type of Card _____
Account Number _____

Estimate Balance \$ _____
Password / PIN _____

Insurance Policies

Type of Policy _____
Date signed _____
Amount of Policy _____
Insurance Agent _____
Beneficiary (s) _____

Policy Number _____
Issued by _____
Phone number _____
Premiums Due _____

Type of Policy _____
Date signed _____
Amount of Policy _____
Insurance Agent _____
Beneficiary (s) _____

Policy Number _____
Issued by _____
Phone number _____
Premiums Due _____

Real estate and assets

Type of Property

() Personal Residence () Commercial () Rental () Other _____

Owner (s) _____ Title Held as _____

Purchase Price \$ _____ Purchase Date ____ / ____ / ____

Estimated Current Value \$ _____ Estimate Mortgage Balance \$ _____
(as of ____ / ____ / ____)

Address of Property _____

Instructions and/or documents located _____

Improvements made _____

When _____ Amount \$ _____

Type of Property

() Personal Residence () Commercial () Rental () Other _____

Owner (s) _____ Title Held as _____

Purchase Price \$ _____ Purchase Date ____ / ____ / ____

Estimated Current Value \$ _____ Estimate Mortgage Balance \$ _____
(as of ____ / ____ / ____)

Address of Property _____

Instructions and/or documents located _____

Improvements made _____

When _____ Amount \$ _____

Asset _____

Estimated Value \$ _____

Contact _____ Phone () _____

E-mail _____

Asset is Collateral Security for _____

Asset is Co-Owned with _____

Asset _____

Estimated Value \$ _____

Contact _____ Phone () _____

E-mail _____

Asset is Collateral Security for _____

Asset is Co-Owned with _____

Asset _____

Estimated Value \$ _____

Contact _____ Phone () _____

E-mail _____

Asset is Collateral Security for _____

Asset is Co-Owned with _____

Other _____

Investments

IRA Type:

Traditional Rollover Spousal Roth SEP SIMPLE Beneficiary

Financial Institutions Name _____

Owner's Name _____

Account Number _____

Account Balance (as of ___ / ___ / _____) \$ _____

Beneficiary: Primary _____ Contingent _____

Contact at Sponsor _____ Phone () _____

Email _____

Website _____ Email _____

Username _____ Password _____

I Receive \$ _____ Annually Semi-Annually Quarterly Monthly

Qualified Retirement Plans

Type of Plan: 401K Profit Sharing ESOP Pension Other _____

Employer Name (Current / Previous) _____

Owner's Name _____

Account Balance (as of ___ / ___ / _____) \$ _____

Account Number _____

Beneficiary: Primary _____ Contingent _____

Contact at Sponsor _____ Phone () _____

Email _____

Website _____ Email _____

Username _____ Password _____

I Receive \$ _____ Annually Semi-Annually Quarterly Monthly

Mutual Funds

Company / Investment Firm Name _____

Fund Name _____

Owner's Name _____

Initial Investment \$ _____ Current Value (as of __ / __ / __) \$ _____

Number of Shares _____

Representatives Name _____ Phone () _____

Email _____

Website _____ Email _____

Username _____ Password _____

Other Investments

Institution / Bank / Bond Name _____

Owner's Name _____

Type of Bond / holding _____

Number of Shares / Bonds _____ Current Value (as of __ / __ / __) \$ _____

Account Balance (as of __ / __ / ____) \$ _____

Representatives Name _____ Phone () _____

Email _____

Website _____ Email _____

Username _____ Password _____

Utilities and bills

Cable Company _____

Account Number _____

Username _____

Password _____

\$ per month _____

Cell Phone _____

Account Number _____

Username _____

Password _____

\$ per month _____

Electrical _____

Account Number _____

Username _____

Password _____

\$ per month _____

Gas _____

Account Number _____

Username _____

Password _____

\$ per month _____

Water _____

Account Number _____

Username _____

Password _____

\$ per month _____

Waste _____

Account Number _____

Username _____

Password _____

\$ per month _____

HOA _____

Account Number _____

Username _____

Password _____

\$ per month _____

Other _____

Account Number _____

Username _____

Password _____

\$ per month _____

Other important documents and where they are located

Birth Certificates _____

Marriage Certificate (s) _____

Insurance Cards _____

Insurance Papers _____

Prenuptial Agreements _____

Passports _____

Warranties _____

Car Titles _____

Other _____

Odds and ends

Safety Deposit Boxes _____

Valuable & memorabilia _____

Emails and passwords _____

Other _____

Remembering St. Augustine's Episcopal Church in your will

You are a caretaker of God's abundance—blessings of time, energy, and resources that flow from our Creator to you throughout your lifetime. Planned giving is a way to ensure continued care for the personal resources God has entrusted to you.

What Is Planned Giving?

Planned giving encompasses a variety of ways that gifts can be made to the church from accumulated resources. It usually involves financial or estate planning; however, it is not reserved for the wealthy. Planned giving is a means by which anyone can make a considered choice about how to distribute their resources after their death.

In general, planned gifts are made through:

- A bequest in a will
- A life income gift such as a pooled income fund, a charitable gift annuity, or a charitable remainder trust
- Gifts of special assets (real estate, closely held stock, life insurance, retirement accounts)

Planned giving establishes a way for a donor to provide for family members while remembering the church as well. It often enables the donor to provide more for his or her heirs and to make a larger gift than thought possible. It often reduces taxes, as well.

Planned gifts can be designated for the church's general funds or its endowment. Planned gifts are either outright gifts (e.g., gifts of appreciated securities, real property, personal property, etc.) or deferred gifts (e.g., bequests, charitable gift annuities, charitable trusts).