Second Presbyterian Church
Memorial and Funeral Service Arrangements Information Sheet

CHURCH MEMBER:____________________________________________________________________________________

ADDRESS:___________________________________________________________________________________________

PHONE:_________________________________ DATE:_____________________________________________________

A. FUNERAL ARRANGEMENTS

1. Family and persons to notify upon death (close friends, personal representative or executor). Attach sheet with additional names, if necessary.

   Name___________________________________________________________________
   Address_________________________________________________________________
   Phone___________________________________________________________________

2. Have you made arrangements for interment? (i.e., burial, cremation, organ donation) YES________ NO________

3. If you are choosing cremation: do you wish your remains to be buried on church grounds? YES________ NO________
   If "YES" have you consulted with one of the pastors? YES________ NO________

4. Who in your family is aware of your wishes?________________________________
   COMMENTS:____________________________________________________________________________________
   ________________________________________________________________________________________________

B. THE SERVICE

1. Do you wish the service to be a_____ funeral, _____ memorial service, _____ at church, _____ elsewhere. Where?______________________________________________
   ______ private graveside service only.

2. What particular scriptures would you like read, or do you have a scripture with a special personal meaning?

   Old Testament:____________________________________________________________________________________
   New Testament:___________________________________________________________________________________

3. Are there any other special readings?_____________________________________________________________
   ______________________________________________________________________________________________
4. Music:
Hymns for congregational singing?

__________________________________________________________________

Organ prelude and postlude?

__________________________________________________________________

Special Music

__________________________________________________________________

5. Are there particular family members or friends that you would like to have participate in your service? In what manner? (Pall bearers, soloists, readers, ushers, etc.)

Name How participate?

__________________________________________

__________________________________________

__________________________________________

__________________________________________

6. Do you have a preference about the design for the cover of the bulletin for the service? You may specify a particular Bible verse or quotation and/or a type of drawing (a flower, a sunset, a lake, or a religious symbol, for instance).

__________________________________________________________________

__________________________________________________________________

7. Are there particular passages of scripture or poetry which you would like to have included in the bulletin?

__________________________________________________________________

__________________________________________________________________

8. Is this information on file with any other person or institution?

__________________________________________________________________

9. Would you like additional copies of this document? YES_______NO_______

How Many?_______

10. Would like to confer with one of the pastors about this information? YES____NO_____

Signed__________________________________________Date__________

Pastor’s Signature_______________________________________Date_______