

WHERE IS IT?

Birth certificate	The deed for each piece of real estate:
_____	- Your home
Marriage certificate	_____
_____	- Other real estate
Bank details and cheque book	_____
_____	Insurance policies on your property:
Securities, share certificates, bonds, etc	- Your home
_____	_____
Safe deposit box	- Other property
_____	_____
Passwords (computer, mobile, social media)	Service record and discharge certificate
_____	_____
Personal insurance policies	Pensioner card
_____	_____
Medical benefits, friendly society, Medicare card	Other documents (specify)
_____	_____
Superannuation papers	_____
_____	_____
The original and any copies of my will	Prepayment of funeral investments
_____	_____
Cemetery or cremation deed	Funeral insurance
_____	_____

FUNERAL PLANNING SHEET

FUNERAL PREPARATION FOR _____

Funeral director _____

Phone _____ Mobile _____

Viewing at funeral parlour/church? _____

PA system/video recording details _____

Interment/cremation _____ Where? _____

Pallbearers _____

Instructions re floral wreaths _____

Donations to _____ in lieu of flowers.
(Funeral director to provide envelopes)

Remember: When selecting a funeral service time with the funeral director, please consult the pastor before locking in the day and time to ensure it is convenient with them. It's a good idea to get the pastor or funeral celebrant to check the service order before it is printed.

SERVICE

Led by_____

Reader of obituary_____Backup/support person_____

Hymns_____

Psalm_____

Readers _____

Readings_____

Musician/s_____

Sermon text_____Theme_____

Preacher_____

Ushers_____

Holy Communion in church by family around the coffin before the regular service? _____

Flowers in church: who will provide?_____

Number of copies of service order_____Special service order cover: or use photo?_____

Photos taken at the grave/viewing by a friend?_____

After interment: invite gathering to refreshments at hall/funeral home facility/elsewhere? _____
If so, comment in service order: _____ and family thank you for attending _____'s funeral today and invite you to join them for afternoon tea at the hall, courtesy of the_____

Consider having photos/special artifacts on display in hall after interment_____

Will any community organisations be involved, for example RSL, rotary?_____

Details, including who to contact_____

INFORMATION FOR CHURCH RECORDS AND DRAFTING OF OBITUARY

This raises the issue of who should give your obituary (one person or many) as well as what may be included in a PowerPoint presentation. Encourage your loved ones to consult with the officiating pastor if the focus is on the worship service and on learning to see the hand of God in your life and how God was with you through all the ups and downs. This focus may best be conveyed by limiting extra comments in the service – comments that could be shared over a cuppa in the hall afterwards or privately among family members at another time.

Full name_____

Any former names_____

Born at _____on _____

The_____child of_____and _____

Baptised at_____by Pastor_____

Confirmed at_____by Pastor_____

Married to_____on_____

By Pastor_____at_____

Occupations and length of employment_____

Places lived at and number of years_____

Children's names and places of residence_____

Brothers and sisters_____

Grandparents_____

Number of grandchildren and great-grandchildren_____

If spouse or children are predeceased, names and dates_____

Any subsequent marriage and children from that marriage_____

Church involvement details (positions held, worshipped at, etc)_____

Date of joining this congregation/parish_____

Survived by_____

To conclude the obituary
The Lord has given, the Lord has taken away, blessed be the name of the Lord (or similar phrases.)
It is courteous to give the pastor a copy of the obituary before the funeral.