



An Act of Love



First Presbyterian Church
237 Second Street Northwest
Hickory, NC 28601

making the choice to keep your affairs in order...

FIRST PRESBYTERIAN CHURCH
237 SECOND STREET NW
HICKORY, NORTH CAROLINA 28601
828-322-6343
www.hickoryfpc.org

With our busy lives, a lot of essential information is on our computer, in safety deposit boxes, stuck in drawers, or at our lawyer's office. Maybe we're not exactly sure where those important papers are located. On the other hand, there are a number of occasions when it is necessary for our loved ones to have knowledge of and access to our most personal information. This booklet can truly be ***An Act of Love*** for your children and loved ones giving them your information all in one place and "at their finger tips" in case of an emergency.

In addition to a section for recording your important personal information, you will also find a section designed to help you plan the funeral or memorial service which best reflects your wishes. It is the prayer of First Presbyterian Church that you may find comfort and peace in completing this wonderful gift for those you love.

When you make the choice to keep your affairs in order, remember, it's ***An Act of Love***.



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PART I

GENERAL INFORMATION

Name: _____

Address: _____
(First) (Middle) (Last) (Maiden)

(City) (County) (State) (Zip Code)

Phone: Home _____ Office _____ Mobile _____

Email Address _____

Sex: Male _____ Female _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Place of Birth: _____
(City) (County) (State) (Country)

Marital Status: Single _____ Married _____ Widowed _____ Divorced _____

Occupation: _____ Type of Business _____

Employer: _____

Education (highest completed): Elementary/Secondary _____ College _____
Post-graduate _____

Institution(s) attended: _____

Degrees earned _____

Church name and location: _____

Name of Spouse: _____
(First) (Middle) (Last) (Maiden)

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Number of Children: _____

Names of Children

Address

Phone

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Father's full name: _____ **Living? Yes** ___ **No** ___

Mother's full name: _____ **Living? Yes** ___ **No** ___

Siblings: _____

Emergency Contact:

(Name)	(Relationship)	(Phone)
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Power of Attorney: _____
(Name and Phone)

Healthcare Power of Attorney: _____

Medical Doctor: _____

Attorney: _____

Financial Planner: _____

I am an organ donor: Yes _____ **No** _____

I have chosen to donate my body, tissue or organs for research: Yes ___ **No** ___

I have an Advance Directive (living will): Yes _____ **No** _____

Location of current address book: _____

Location of lock box and keys: _____ **Box #** _____

Home safe? _____



Location of passwords for computers, phones, special accounts, online accounts, voice mail:

LOCATION OF IMPORTANT DOCUMENTS

The following documents may be necessary for establishing rights to insurance, pension, Social Security, ownership, relationship, etc.

(H) Home (D) Safe Deposit Box (O) Office (A) Attorney

	Birth Certificate or other legal proof of age
	Marriage License
	Divorce Decree
	Adoption Papers
	Passport or Citizenship Papers Passport number:
	Bills of Sale, Title, Registration for Vehicle (s)
	Bills of Sale, Title Registration for other Properties (i.e.) Boat, Vacation Property
	Deeds to Property
	Tax Returns, receipts, etc.
	Pension Information
	Insurance Policies
	Stock Certificates
	Armed Forces Discharge Certificate
	Planned Funeral Contract and Proof of Payment
	Burial Plot or Columbarium Niche



FINANCIAL INFORMATION

Banking & Investments

FINANCIAL INSTITUTION	LOCATION AND PHONE NUMBER	ACCOUNT TYPE AND ACCOUNT NUMBER
<i>Example – Edward Jones</i>	<i>Charlotte, NC</i>	<i>Roth IRA #1234-56-7890</i>



FINANCIAL INFORMATION (CONT.)

Creditors, Mortgage, Insurance

INSTITUTION OR CREDIT CARD	ACCOUNT TYPE AND ACCOUNT NUMBER	COMPANY PHONE NUMBER
Ex. American Mortgage	Mortgage #123456	800-111-2222
Ex. Mastercard	Credit Card #44455566	800-222-3333
Ex. General American Ins.	Policy #987654321	800-444-5555

ARMED FORCES

Branch of service: _____

Service serial # _____

Date entered service: _____ Place: _____

Type of separation or discharge from service: _____ Date: _____

Place of separation: _____

Location of military discharge papers (DD214): _____

Highest Grade, Rank or Rating received: _____

Wars/Conflicts served: _____

Additional information (Medals, Honors, Citations):

GOVERNMENT OR FOREIGN SERVICE

Branch of Government or Foreign Service: _____

Date entered service: _____ Place: _____

Retirement or discharge from service: _____ Date: _____

Place of separation: _____

Position: _____

Location(s) of service: _____

Additional information (Medals, Honors, Citations):



CIVIC SERVICE

Fraternnal, Civic and Professional Organizations

Organization, Office, Position, Years of Association



PART II

FUNERAL GUIDELINES

“The resurrection is a central doctrine of the Christian faith and shapes Christians’ attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

Because it is difficult under emotional stress to plan wisely, the church encourages members to discuss and plan in advance the arrangements which will be necessary at the time of death, including decisions about the Christian options of burial, cremation, or donation for medical purposes. These plans should provide for arrangements which are simple, which bear witness to resurrection hope, and in which the Christian community is central. ”

The Presbyterian Church Book of Order

FUNERAL GUIDELINES

- **At the time of death, a family member should notify one of our pastors or the receptionist at 828-322-6343. Notify the chosen funeral home.**
- **The funeral/memorial services are worship services which witness to the resurrection of Jesus Christ. The following are the types of funeral/memorial services that are customary at First Presbyterian:**
 1. **Funeral service in the sanctuary followed by burial in a local cemetery or inurnment of cremains in our columbarium.**
 2. **Private burial or inurnment prior to a memorial service in the sanctuary.**
 3. **Graveside or columbarium service only.**
- **Specific time and location of services are planned by the pastor in consultation with the family and the funeral home.**
- **Opportunities to gather with friends can be held in the fellowship hall or church parlor immediately following a funeral/memorial service. Members of the congregational care committee/Presbyterian Women provide a bereavement reception/lunch for the family as requested.**
- **The casket is always closed in the sanctuary. If a viewing is desired, it should take place at the funeral home.**
- **Audio visual media and photographs can be displayed at the gathering in the fellowship hall, but not in the sanctuary.**
- **The casket may be covered with a white pall or with a flower spray, or with a flag. The church can provide the white pall for the casket and a smaller one for the cremains urn.**
- **The family is responsible for flowers in the sanctuary. Any flowers on a stand will be placed in the fellowship hall/church parlor for the time of gathering with friends.**
- **Pall bearers are not required, but may be used if the family desires.**
- **Ushers, an organist and printed bulletins are provided by First Presbyterian for the funeral/memorial service of any church member. Special music (soloists, instrumentalists, etc.) is the responsibility of the family to arrange.**
- **The family is invited to gather in the church parlor or the small room to the pulpit side of the sanctuary prior to the funeral/memorial service. The pastor will meet with the family prior to the service and lead them into the sanctuary.**

FUNERAL WISHES

Members of First Presbyterian Church are encouraged to complete this information and return it to one of the pastors to be kept on file at the church. Any time your personal situation or feelings change on any of these matters, please let one of the pastors know. If you move, this form will be returned to you or forwarded with your letter of transfer if so requested. An effort will be made to honor your requests in consultation with your family at the time of your death.

Information of: _____
(Name)

_____ I prefer a worship service at the church followed by burial or inurnment.

_____ I prefer a private burial or inurnment prior to a memorial service.

_____ I prefer a service at the funeral home.

_____ I prefer a private burial or inurnment for my family only.

What is your preference for the disposition of your body at the time of your death?

_____ traditional burial

_____ cremation

_____ donation to medical science

If you have willed your body or organs to medical science, where may necessary document be located? _____

What funeral home would you prefer? _____

Have you already made arrangements at the funeral home? _____

Where is your family burial plot or niche located, if any? _____

If burial of body, which do you prefer:

_____ Mausoleum _____ Ground Burial

Do you need information about our Columbarium and Memorial Garden?

_____yes _____no

If cremation, what type of disposition?

_____Burial of cremains _____Niche _____Columbarium Garden

**Would your family want to have a receiving time after the service in our Fellowship Hall? Or do you prefer food at the home or both?
Other needs, please specify.**

If you prefer memorial gifts, to what cause should they be designated?

- _____the church
_____specific church fund (please specify _____)
_____a specific charity (please specify _____)
_____the donor's choice

Other comments:

Signature: _____

Date: _____

FUNERAL SERVICE SUGGESTIONS

At the time of death and, in particular, in the midst of grief, it is often very difficult for loved ones to know & select appropriate scripture readings, responsive readings, hymns & special music. The following are lists that may help you select hymns and readings that have special meaning to you or to your loved ones.

• SUGGESTIONS FOR HYMNS:

Hymns or other sacred music should be a part of the worship service. On page 693 in The Presbyterian Hymnal in the topical index entitled “Death” there is a list of hymns that is suggested for funerals. Also, we have included a list of other hymns that are commonly used. Please keep in mind that these are merely suggestions ... check four or five hymns that have special meaning to you or your loved ones and then use two or three of those in a Service.

How Great Thou Art
O God our Help in Ages Past
Amazing Grace
A Mighty Fortress Is Our God
Lift High the Cross
Here I Am Lord
Lead On O King Eternal
Holy, Holy, Holy
Onward Christian Soldiers
Great Is Thy Faithfulness
Just a Closer Walk with Thee
Jesus Loves Me

All Hail the Power of Jesus Name
I Danced In The Morning
This is My Father's World
Jesu, Jesu, Fill Us with Your Love
O Worship the King
Crown Him with Many Crowns
Be Thou My Vision
Thine Is the Glory
Precious Lord, Take My Hand
Joyful, Joyful, We Adore Thee
There is a Balm in Gilead

• SUGGESTIONS FOR BIBLE READINGS:

THE PSALMS

(The Psalm may be used as either responsive readings or selected verses from select passages)

Psalm 23	Psalm 44	Psalm 46
Psalm 90	Psalm 103	Psalm 116
Psalm 121	Psalm 145	Psalm 148
Psalm 43	Psalm 130	Psalm 90
Psalm 91	Psalm 139	Psalm 10
Psalm 46:1	Psalm 124:8	Psalm 9:1-4
Psalm 139: 1-12	Psalm 33: 1-3	Psalm 103: 1-2, 6-12, 21-22
Psalm 27:1, 4-8, 13 &14		

(continued)



OLD TESTAMENT READINGS

Exodus 14: 5-14
Proverb 31: 10-31
Ecclesiastes 3:1-8
Isaiah 43: 1-3, 5-7, 13, 15, 18-19, 25
Isaiah 44:6
Isaiah 43: 1-3
Isaiah 46:28-31
Isaiah 55: 1-3, 6-13
Isaiah 61:1-6
Isaiah 65: 17-25

NEW TESTAMENT READINGS

Luke 24: 13-35
John 3: 16-21
John 11: 1-4, 20-27, 32, 35, 38-44
John 14: 1-4, 25-27
Romans 8: 38-39, vs. 31, 35, 37
Romans 14: 7-9
1 Corinthians 15: 20-26, 35-38, 42-44
2 Corinthians 4: 16 – 5:1
Ephesians 1: 15-23
Ephesians 2: 1-10
Philippians 4: 4-7, 11-13
2 Timothy 4:7-8
1 Peter 1:3-9, 13, 21-25
Revelation 1: 17-18

OTHER FAVORITE HYMNS, SCRIPTURE AND READINGS:

(continued)

IN LIEU OF FLOWERS, I would like for my family to consider memorial gifts in my name to the following:

Do you have any family member or friend whom you would like to participate in the funeral? In what way? (read Scripture, share memories, play or sing special music)

Experiences in my life that have been especially meaningful:

I have been a member of First Presbyterian Church of Hickory since

Other churches of which I have been a member or have participated:



MY LEGACY

YOUR LEGACY CONSISTS OF WHO YOU ARE AS A PERSON. YOU MAY WANT TO SHARE SOME OF YOUR PERSONAL REFLECTIONS. THIS IS ONLY A SUGGESTION FOR YOUR CONSIDERATION.

Life's Lessons

OUR COLUMBARIUM AND MEMORIAL GARDEN

The Columbarium is located on the south side of the sanctuary adjacent to the garden, and it includes a beautiful curved stone wall which contains 136 niches. Each niche can contain the cremains of one or two persons. In addition, there is a garden area which provides a place for the burial of cremains.

The reservation of niches, like the reservation of cemetery plots, makes the columbarium self-perpetuating and permanently maintained. Niches in the columbarium walls are reserved by members of the church in the same way that cemetery plots are reserved. The Columbarium and Memorial Garden shall be reserved for use by (a) members and former members of the congregation, (b) spouses of members and former members, (c) children and step-children of members and former members, (d) parents and step-parents of members and former members, and (e) current and former ministers of the church, their spouses, children, and step-children.

Specific niches for the inurnment of cremains may be reserved for future use by eligible persons upon payment of fees and execution of required documents. Each niche is covered by a beautiful granite faceplate on which the names and dates of birth and death of the deceased are to be engraved.

Reservation for interment in the memorial garden may be assured by payment of fees and execution of required documents. Names of those interred will be placed on the large memorial plaque located in the columbarium.

Additional details:

- **Cremation Costs** – The costs of cremation are not covered by fees paid to the church.
- **Urn Niches** – The urn is provided by the family at their own expense. It shall not exceed in exterior dimensions 10.5” high, 10.5” wide and 5.75” deep.
- The cremated remain of two (2) deceased eligible persons may be place in the same niche.
- Only an ordained minister serving First Presbyterian Church or an ordained minister invited by the Session shall be authorized to direct the burial service.

Contact the First Presbyterian Church Office Manager (828-322-6343) for information and reservations. With the reservation of a space, you will receive a copy of the agreement, a copy of the rules and procedures, and a brochure.

FPC LIBRARY'S GRIEF & DYING RESOURCES

ADULTS

- A Grace Disguised* (SM) Jerry Sittser
A Grief Observed (SM) C.S. Lewis
A Sacred Walk (SM) Donna Authers
A Time to Live: Seven Tasks of Creative Aging Robert Raines
A Time to Mourn, A Time to Dance: Help for the Losses in Life Margaret Metzgar
Coping When Someone in Your Family Has Cancer ("Coping" Series) Toni Rocha
Coping With Grieving and Loss ("Coping" Series) Sandra Giddens
Coping With Teen Suicide ("Coping" Series) Dr. James Murphy
Don't Sing Songs to a Heavy Heart (SM – 2 copies) Dr. Kenneth Haugk
Final Gifts: Understanding the Special Awareness, Needs, and Communications of the Dying (SM – 3 copies) Maggie Callanan
Finding Your Way to Say Goodbye: Comfort for the Dying and Those Who Care for Them (SM) Harold Smith
Getting to the Other Side of Grief: Overcoming the Loss of a Spouse (SM) Susan Zonnebelt-Smeenge
Good Grief: A Constructive Approach to the Problem of Loss (SM) Granger Westberg
Healing Death: Finding Wholeness When a Cure Is No Longer Possible Dennis Zimmerman
Helping a Neighbor in Crisis (SM) Forward by Charles Colson
How To Go On Living When Someone You Love Dies (SM – 2 copies) Therese Rando
In Every Pew Sits a Broken Heart: Hope for the Hurting Ruth Graham
Living When a Loved One Has Died Earl Grollman
Living With Death and Dying: How to Communicate With Terminally Ill Elisabeth Kubler-Ross
More Than a Parting Prayer: Lessons in Caregiving for the Dying (SM – 2 copies) William Griffith
Never Give In Senator Allen Specter
One Out of Fear Myrtle Williamson
Our Greatest Gift: A Meditation on Dying and Caring Henri Nouwen
Psalms of Lament Ann Weems
Sit Down, God...I'm Angry Robert Smith
Stages of Senior Care Paul & Lori Hogan
The Complete Cancer Survival Guide Peter Teeley

ADULTS cont...

The Grief Recovery Handbook: The Action Program for Moving Beyond Death, Divorce, and Other Loss John James
The Promise of Hope: Coping When Life Caves In (SM – 2 copies) William Kinaird
Thin Places: Where Faith is Affirmed and Hope Dwells Mary O’Keefe
To Live Again Catherine Marshall
When Life Hurts: Understanding God’s Place in Your Pain Philip Yancey
When You Lose a Loved One Charles Livingstone Allen
Why Do Bad Things Happen to Good People Melvin Tinker
Winter Grief, Summer Grace James Miller
Yes, Lord: Surviving Cancer (SM – 2 copies) Dona Hoffman
You Mean I Have to Look at the Body?!: Stories of Dying and Living Marcia Cham

TEENS

Coping With Grieving and Loss (“Coping” Series) Sandra Giddens
Missing May Cynthia Rylant
The Fall of Freddie the Leaf Leo Buscaglia
The Grieving Teen Helen Fitzgerald

CHILDREN

Death Janine Amos
Nana Upstairs and Nana Downstairs Tomie DePaola
The Fall of Freddie the Leaf Leo Buscaglia
The Next Place Warren Hanson
The Memory String Eve Bunting
What Happens When We Die? Carolyn Nystrom
What’s Heaven? (2 copies) Maria Shriver
Why Charlie Brown, Why?: When a Friend is Very Ill Charles Schulz

Additional Resources are available from our Stephen Ministry Committee.

SOCIAL SECURITY INFORMATION

Address of Catawba County Social Security office:

231 1st Avenue SW, Hickory, NC

Phone of local office: 828-328-2609

Online: <http://www.ssa.gov>

A lump sum payment may be made when an eligible person dies. This payment can only be made if there is an eligible widow, widower, or entitled child. Also, survivor's check may go to certain members of a worker's family.

To facilitate receiving Social Security benefits, you will need the following when you contact your Social Security office:

- 1. Social Security Number**
- 2. Marriage license**
- 3. Minor children's birth certificates**
- 4. W-2 for the previous two years**
- 5. Proof of widow(er)'s age if 62 years or older**
- 6. Certified copy of death certificate**

An application for the lump sum death payments usually must be made within two years after the worker's death. Don't delay applying because you don't have all the proof of information. The people in the Social Security office will tell you about other proof of information that can be used when you apply.

It is good to check your record every three years and be sure your earnings are being reported correctly.

ANATOMICAL GIFT TO SCIENCE

You or your loved one may have chosen to donate your body, tissue or organs for anatomical research. There is a wide variety of universities, medical schools, healthcare institutions and research facilities that will receive this gift with dignity and gratitude for the future legacy of hope. Accredited organizations can be found through the *American Association of Tissue Banks*, www.aatb.org, which sets the ethical guidelines for the recovery of body cells and tissue in a way that respects the donor's and family's wishes.

In preparation for the donation, one needs to contact the agency or institution and register; they may send you a card to verify the registration. Each agency or institution has its own protocol. Some will pay for transportation of the body and others may charge a transporter fee. Your next of kin needs to be informed of the agency or institution location and contact information. The agency or institution will file all necessary authorizations and documentation.

Following the completion of the study of the donated body, the institution or agency will have the body cremated and returned (sometimes by mail) to the family for interment. In the case of universities this may take up to a year, but with some agencies the cremains are returned within three to four weeks. Certified copies of the death certificate may be sent with the cremains or mailed separately.

Memorials: Some donation programs will pay for a memorial service if you donate a body. There also tends to be a lot less ceremony involved in body donation. For the bereaved who are more accustomed to traditional funerals it can be difficult to understand the process and the reasons behind it in their time of grief. This concern may be addressed by conducting a memorial service. The body need not be present for a memorial service. Once the cremains are received it is acceptable to have an interment.

VETERAN'S BURIAL ALLOWANCE

The U.S. Department of Veteran Affairs (VA) furnishes a partial reimbursement of an eligible veteran's burial and funeral costs. When the cause of death is service-related, the reimbursement is generally described as two payments: (1) burial and funeral allowance, and (2) a plot interment allowance. You may be entitled to a VA burial allowance if:

- You paid for a veteran's burial or funeral, AND
- You have not been reimbursed by another government agency or some other source such as the deceased veteran's employer, AND
- The veteran was discharged under conditions other than dishonorable.

In addition, at least one of the following conditions must be met:

- The veteran died because of a service-related disability, OR
- The veteran was getting VA pension or compensation at the time of death, OR
- The veteran was entitled to receive VA pension or compensation but decided not to reduce his/her military retirement or disability pay, OR
- The veteran died in a VA hospital or while in a nursing home under VA contract.

SERVICE-RELATED DEATH

The VA will pay an allowance toward burial and funeral expenses, and a plot interment allowance. If the death happened while the veteran was in a VA hospital or under contracted nursing care, the cost of moving the deceased may be reimbursed.

NON SERVICE-RELATED DEATH

The VA will pay an allowance toward burial expenses.

HEADSTONE AND MARKERS

- The VA furnishes upon request, at no charge to the applicant, a government headstone or marker to identify the unmarked grave of an eligible veteran in any cemetery around the world.
- Flat bronze, granite or marble markers and upright granite and marble headstone are available.
- The style chosen must be consistent with existing monuments at the place of burial. The cemetery must certify that the type chosen is permitted on the grave of the deceased.
- Niche markers are also available to mark columbaria used for inurnment of cremains.

BURIAL FLAGS

Most veterans are eligible for a burial flag. Reservists entitled to retired pay are also eligible to receive a burial flag.

To facilitate receiving veteran's benefits for which you may be eligible, you will need the following when you contact the Veterans Administration Office:

Proof of veteran's military service (DD214)

Service serial number

Marriage license (if applicable)

Children's birth certificate (if applicable)

Certified copy of death certificate

Veteran's Administration Toll-Free Phone Number

1-800-827-1000

www.va.gov

*An Act of Love was prepared for you
by members of the*

FAMILY MINISTRY COMMITTEE

**LINDA ELLIS, CHAIR
LAILA CAPOROSI
FREIDA CALDWELL
JENNY HINES
EVELYN KING
DONNA MYERS
MEAGHAN TEXER
SUZANNE WELLS**

We would like to express our gratitude to Edenton Street United Methodist Church in Raleigh, North Carolina, for their graciousness in allowing us to use the booklet they developed as inspiration and a resource for some of the information included. We are most grateful they allowed us to use their title which expresses the whole process so well.

