

A Funeral Planner

Please fill out this form and click submit.

Holy Scripture teaches us of the reality of death and the joy of Resurrection. Part of our Christian stewardship is to prepare for our death by making a will, planning for our funeral and when possible, in making a bequest to our church or other charities.

The purpose of this form is to allow you to express your wishes regarding your funeral service. It is perfectly acceptable to return this form to the church partially completed or to return the form to the church now and update it in the future. To make it more likely that your wishes will be followed, please discuss your plans with your family and let them know that you have a Funeral Planning Form on file at St. Martin's.

This form will be invaluable to your survivors at the time of your death. Once completed, it will remain in our digital archives, and hard copy files. The office will be happy to print out copies of this form for you as copies should be sent to your attorney, funeral home and family members.

Clergy are trained to help their people prepare for a Holy death. A clergy member is available to help you with this form. Please contact the office at 817-431-2396 or stmartin@stmartininthefields.org to schedule an appointment.

Personal Information

Full Legal Name (Include middle and maiden names) *

Address *

Phone *

Email *

Date of Birth *

Place of Birth *

Marital Status *

Please select one option.

- ☐ Single
- ☐ Married
- ☐ Divorced
- ☐ Widowed

If applicable, date of marriage

If applicable, year of spouse's death

If applicable, number of children

Occupation (if retired, former occupation)

Are you a veteran *

Please select one option.

- ☐ yes
- ☐ no

If so, which branch?

Please select one option.

- ☐ Army
- ☐ Navy
- ☐ Air Force
- ☐ Marines
- ☐ Coast Guard

Rank and Years Served

Honors or degrees to be mentioned?

Other biographical information?

In the obituary, please designate memorials to be given to St. Martin-in-the-Fields Episcopal Church. If you have another charity in mind, please list both. Please tell us the name of the other charity, if any.

Family Information

Who will handle your funeral arrangements? Please list a name & contact information (phone, email, address) if you have any. If arrangements have been made with a funeral director, please indicate the name and address of the funeral director or funeral home and what arrangements have been made.

Mother's full legal name

Father's full legal name

Spouse's full legal name

If applicable, children's names and contact info (phone, email, address)

Who should be notified upon your death? (i.e. former spouse, other children or family members.) Please include contact info if possible.

I have a Will *

Please select one option.

- ☐ Yes
- ☐ No

Name and contact info for attorney

The executor of my Will is

My Will is located

I have a Living Will *

Please select one option.

- ☐ yes
- ☐ no

Location of Living Will

Location of Insurance Policies and other valuable documents

Number of Death Certificates required

I want my body donated to science/medical school *

Please select one option.

- ☐ yes
- ☐ no

I want my body *

Please select one option.

- ☐ buried
- ☐ cremated
- ☐ other

If other, please explain

Will the remains (in either a coffin or an urn) be at the church for the service?

Please select one option.

- ☐ Yes
- ☐ No

I would like (name and contact info for funeral home) to handle my arrangements

Desired place of funeral service (if other than St. Martin-in-the-Fields)

I would like to be buried (where)

Cremation Information

I would like to be cremated *

Please select one option.

- ☐ yes
- ☐ no

I want cremation with:

Please select one option.

- ☐ my body present for the funeral service, with interment to follow as soon as possible
- ☐ my body cremated immediately and the ashes returned in time for the funeral service
- ☐ my body to be cremated and the funeral service to follow with interment at a later date

I wanted my cremated remains (cremains) to be placed

If the final resting place is in a Columbarium, what is the niche location?

Is the niche already purchased?

Please select one option.

- ☐ yes
- ☐ no

Funeral Service

I want my funeral service

Please select one option.

- ☐ celebrated at the church
- ☐ celebrated at the funeral home
- ☐ graveside service only
- ☐ other

Scripture

I would like the form of the liturgy to be

Please select one option.

- ☐ Rite One
- ☐ Rite two

Would you like to include the Holy Eucharist?

Please select one option.

- ☐ Yes
- ☐ No

To read the scripture selections, please click here.

Old Testament (first lesson)

Please select one option.

- ☐ Isaiah 25:6-9
- ☐ Isaiah 61:1-3
- ☐ Lamentations 3:22-26, 31-33
- ☐ Wisdom 3:1-5,9
- ☐ Job 19:21-27a

Psalms

Please select one option.

- ☐ 23
- ☐ 27
- ☐ 42:1-7
- ☐ 46
- ☐ 90: 1-12
- ☐ 106:1-5
- ☐ 116
- ☐ 121
- ☐ 130
- ☐ 139: 1-11

New Testament (second lesson)

Please select one option.

- ☐ Romans 8:14-19, 34-35, 37-39
- ☐ 1 Corinthians 15:20-26, 35-38, 42-44, 53-58
- ☐ 2 Corinthians 4:16-5:9
- ☐ 1 John 3:1-2
- ☐ Revelation 7:9-17
- ☐ Revelation 21:2-7

Gospel

Please select one option.

- ☐ John 5:24-27
- ☐ John 6:37-40
- ☐ John 10:11-16
- ☐ John 11:21-27
- ☐ John 14:1-6

Eucharistic Prayer for Rite 1

Please select one option.

- ☐ Prayer 1
- ☐ Prayer 2

Rite II Psalms

Please select one option.

- ☐ 23
- ☐ 27
- ☐ 42:1-7
- ☐ 46
- ☐ 90:1-12
- ☐ 106:1-5
- ☐ 116
- ☐ 121
- ☐ 130
- ☐ 139:1-11

Eucharistic Prayer for Rite 2

Please select one option.

- ☐ Prayer A
- ☐ Prayer B
- ☐ Prayer C
- ☐ Prayer D

At the rector's discretion, a poem or other non-biblical writing may be read at the service (in addition to scripture). Please describe any proposed non-biblical reading you would like to include as part of the service.

Would you like the Committal (see Book of Common Prayer, pg 501-505) at a graveside following the Burial Service?

Please select one option.

- ☐ Yes
- ☐ No

Music

St. Martin's does not have full-time organist who is under contract to perform at funerals. If one of our musicians, including our volunteers, is available and willing to perform at the funeral, the offer of payment is appropriate. This generally ranges from \$150 to \$250. If our volunteers are unavailable, and you wish to have a musician play at the funeral, it will be up to the family to secure a musician. If you have an outside musician (or more than one) whom you would like to perform at your funeral, please provide the name(s) and contact information to the Rector. Please understand that the choice of music played must always be approved by the Rector.

Please indicate any particular music you would like for the service. If you wish to include music which is not in the Hymnal 1982 or which is not routinely sung at St. Martin's, the Rector will need to approve its inclusion. Whenever appropriate, the Rector will honor your request. To make sure that such a request can be honored, it's a good idea to provide a copy of the music to the church to keep on file. The procession at a funeral usually enters to a spoken anthem during a funeral, but it is possible to substitute a hymn.

[click here for a list of recommended hymns](#)

Please choose music for each of the following:

Prelude

Hymn before the Gospel

Offertory (if there will be a Eucharist)

Communion (if there will be a Eucharist)

Closing Hymn

Postlude

Other

Hymns or music I would like used, if possible:

If other, please explain

Servers

Are there any member of St. Martin’s congregation that you would like to serve in some capacity at your funeral, if appropriate (e.g. reader, usher, acolyte, chalice bearer)? If so, please list them.

Are there one or two family members or friends whom you would like the Rector to invite to read at your service?

At the Rector’s discretion, a friend or family member may be invited to give a remembrance during the funeral (in addition to the homily given by clergy). If you have someone who you would like to be invited to give a remembrance, please list below (one is preferred, but no more than two).

At the Rector's discretion, other clergy may be invited to participate in the funeral. If there are any clergy that you would like the rector to invite to play a role, please list below. If, in addition, you would like to request the particular role, please indicate.

Please list below anyone that you wish to serve as pallbearer (pallbearers may be male or female) and their relationship to you. Please make certain that the person making your arrangements has contact information for everyone listed.

Would you like to have the service livestreamed? The honorarium to have someone run the livestream is \$100 and is subject to their availability.

Please select one option.

- ☐ Yes
- ☐ No

Reception

Would you like a reception in the parish hall?

Please select one option.

- ☐ Yes
- ☐ No

If the reception is hosted by the church, it will be organized and served by the Hospitality Ministry. The food will be provided by church volunteers and will consist of light refreshment (finger foods, tea and coffee). If you wish the reception to be held in the Parish Hall but prefer that your family provide the food (or have the reception catered), please indicated your wishes below:

The reception is generally held in the Parish Hall immediately following the funeral. If your body or ashes are to be interred locally, do you wish the reception to be held after the interment instead of immediately following the funeral?

Please select one option.

- ☐ Yes
- ☐ No

Additional Comments or Information

Additional Resources. These resources come from The Episcopal Diocese of Texas and are meant to help you plan for your death. They may be an invaluable resource for your family members at your passing.

- Death Certificate & Obituary Information
- Estate Planning
- Legal forms
- Letter of Instruction

Sign and Date

The information in this form represents my true wishes for my funeral service and I filled out this form to help my loved ones with my funeral preparations at my time of death.

Please type your name and today's date *

This form will be kept in a confidential digital file at St. Martin-in-the-Fields Episcopal Church, Keller, Texas. We will print a hard copy for you to keep in your files, and to send copies to your family members, funeral home, and attorney. You may rescind or modify this document at any time.