



Funeral Service Instructions

for preplanning or at the time of death

St. Thomas Episcopal Church

2100 Hilton Avenue, Columbus, GA 31906

(P) 706-324-4264 / (F) 706-324-4269 / office@stthomascolombus.org

DATE _____

FULL NAME _____

BIRTHDATE (MM/DD/YYYY) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE: H) _____ W) _____ C) _____

EMAIL _____

To assist those responsible for the arrangements of my burial, I make the following requests:

Burial Options:

- The funeral home I prefer to use is _____
Please note that services of a funeral home at St. Thomas are only necessary if a casket is present.
- I wish to have my body cremated
- I wish to be interred in the St. Thomas Columbarium (\$300 prepayment made? Yes / No)
- I wish to be buried/interred at _____
Name of Cemetery, City and State
- I prefer burial/interment prior to the service
- I prefer burial/interment immediately following the service
- I prefer burial/interment at a later time after the service

Service Options:

- Casket present
- Ashes present
- Service in the Chapel
- Service in the Nave
- Rite I (*traditional English, similar to 8:00 service*)
- Rite II (*contemporary English, similar to 10:30 service*)
- with Holy Communion
- without Holy Communion
- with music
- without music

Scripture Readings: (please consult *The Book of Common Prayer*, pp. 470 or 494 and/or your Rector)

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Service Participants: I have already let them know of my wishes. (Yes / No)

Name, Phone number, Email address

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Music:

1. Music should be sacred and not secular.
2. Please consult with your Rector and Music Director, or refer to: "Planning a Funeral Service" available from the parish administrator.
3. Payment is due before the service. Base fee for the parish musician is \$200. Contact Rick McKnight at 706-575-8900 or music@stthomascolumnbus.org for soloist/instrumentalist rates. Checks should be made out to the individuals participating and may be given directly to them or turned in to the church office for distribution.

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Flowers: Flowers in the church are limited to 2 arrangements on the altar. Additional flowers may be displayed in the narthex or parish hall.

Preferred Florist:

- St. Thomas Flower Guild (requires at least 2 days' notice & donation to Flower fund of at least \$125)
- Local professional florist _____

I request that instead of additional flowers, contributions may be made to:

- St. Thomas Memorial Fund
- St. Thomas Endowment Fund
- St. Thomas Capital Reserve
- Other _____

Reception:

St. Thomas will provide finger foods, coffee and punch. A donation of \$100 for groups of 100 or fewer and \$200 for groups larger than 100 is welcome but not required. The family of the deceased may provide beer and wine, or additional catering, if they wish.

Rector's Discretionary Fund:

No payment to the priest is necessary, however you may make a donation to the Rector's Discretionary Fund if you wish. Please make a check out to "St. Thomas Episcopal Church" with "Rector's Discretionary Fund" noted in the memo line.

Estate Planning:

Is St. Thomas included in your estate planning? Yes No

Would you like information about how to include St. Thomas in your estate plan? Yes No

Signature _____

Date _____

Witness _____
Signature

Printed name

Contact Information

Name of closest legal relative _____

Address: _____

Phone: _____

Email: _____

Other legal contacts (Name, Address, Phone, Email):

Immediate Family Members (Name, Address, Phone, Email):

For Office Use Only

Notifications:

Altar Guild _____
Endowment _____
Flower Guild _____
Organist _____
Parish Life _____
Pastoral Care _____
Ushers _____

Payments:

Columbarium _____
Flower Fund _____
Instrumentalist(s) _____
Organist _____
Reception _____
Rector's Fund _____
Soloist(s) _____

Record Keeping:

Add to / On Legacy Society _____
Add to Prayers of the People _____
Columbarium form on file _____
Columbarium plaque ordered _____
Columbarium map updated _____
Database updated _____
Parish Register updated _____