



# 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@stthomascolumbus.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

☐ with Holy Communion

☐ Ashes present

☐ without Holy Communion

☐ Service in the Chapel

☐ with music

☐ Service in the Nave

☐ without music

☐ Rite I (*traditional English, similar to 8:00 service*)

☐ Rite II (*contemporary English, similar to 10:30 service*)

**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 \$250. Contact Rick McKnight at 706-575-8900 or [rick@stthomascolumbus.org](mailto:rick@stthomascolumbus.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 \$100)  
( ) 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):

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

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### 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 \_\_\_\_\_