



The Episcopal Diocese of the Central Gulf Coast

11 November 2025

Dear diocesan clergy,

To meet the instructions from The Book of Common Prayer regarding stewardship and arrangements at the time of death, the following editable online form is now available for your [and spouse] use.

I urge you to take the time and have the conversations needed to make your plans, and to make those plans known to my office. Making these decisions prior to the time of death is a tremendous gift to your family.

A record of this form will be included in your clergy file at my office. Please call me if you wish to have a conversation about your plans. And, you have permission to adapt this form for use in your congregation.

Peace,

The Rt. Rev. J. Russell Kendrick
Diocese of the Central Gulf Coast

JRK/mrp



A STATEMENT
FOR
THE GUIDANCE
OF
MY CHURCH AND FAMILY
UPON MY DEATH

Full Name



A Statement for the Guidance of my Church and Family upon my Death

The Minister of the Congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make wills, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses.

The Book of Common Prayer p. 445

The liturgy for the dead is an Easter liturgy. It finds all its meaning in the resurrection. Because Jesus was raised from the dead, we, too, shall be raised. The liturgy, therefore, is characterized by joy, in the certainty that "neither death, nor life, nor angels, nor principalities, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord." This joy, however, does not make human grief unchristian. The very love we have for each other in Christ brings deep sorrow when we are parted by death. Jesus himself wept at the grave of his friend. So, while we rejoice that one we love has entered into the nearer presence of our Lord, we sorrow in sympathy with those who mourn.

The Book of Common Prayer p. 507

Baptized Christians are properly buried from the church. The service should be held at a time when the congregation has opportunity to be present. The coffin is to be closed before the service, and it remains closed thereafter. It is appropriate that it be covered with a pall or other suitable covering.

The Book of Common Prayer p. 490

It is customary for Clergy deaths, that the Bishop will coordinate the details of the service and all related arrangements.

The Bishop / priest will make selections when no preference is expressed below.

Services are to be conducted at:

_____ in _____
Church Name City, State, ZIP

[If in a location other than the church; the priest will coordinate with the Funeral Director]

_____ in _____
Other Location City, State

_____ ; _____
Name of Requested Officiant Contact Number

1. Full Name: _____

Date of birth: _____ **Place of birth:** _____

During the service the name of the deceased is used often. What name would you like used?

2. Do you prefer Rite I or Rite II?

_____ The Burial of the Dead: Rite One (BCP p. 469)

_____ The Burial of the Dead: Rite Two (BCP p 491)

I would like The Holy Eucharist to be celebrated as a part of the service. ____ Yes ____ No

3. I would like a Visitation before the Service ____ Yes ____ No

Location: Church ____ Funeral Home ____ Other ____

Location Name

City, State

Phone

4. If the Holy Eucharist is celebrated:

I would like the following people to present the offerings of bread and wine at the Offertory

1) _____

2) _____

I would like the following people to serve as Eucharistic Ministers:

1) _____

2) _____

5. Music: [Please list any hymns you would like sung]

At the Procession: _____

Sequence: _____

Offertory: _____

During Communion: _____

At the Dismissal: _____

Other music: 1) _____

2) _____

When during the gathering: _____

[i.e. as people gather; the casket is being placed in the hearse, in route to the Garden / Columbarium]

6. The Liturgy of the Word: [Please choose from the following]

[You may choose either one, two, or three readings - excluding responsorial psalms].

Preacher: _____

- | | <i>Name</i> | <i>Phone</i> |
|----------------------------------|-------------|--|
| a. Old Testament | | |
| _____ Isaiah 25: 6-9 | | He will swallow up death forever |
| _____ Isaiah 61: 1-3 | | To comfort those who mourn |
| _____ Lamentations 3:22-26,31-33 | | The Lord is good to those who wait for him |
| _____ Wisdom 3: 1-5,9 | | The souls of the righteous are in the hands of God |
| _____ Job 19: 21-27a | | I know that my Redeemer lives |
| _____ Other _____ | | |

Reader Name: _____

b. Response after the lesson

- | | |
|-----------------------|--|
| _____ Psalm 42: 1-7 | As the deer longs for the water brooks |
| _____ Psalm 46 | God is our refuge and strength |
| _____ Psalm 90: 1-12 | Lord, you have been our refuge |
| _____ Psalm 121 | I lift my eyes to the hills |
| _____ Psalm 130 | Out of the depths have I called |
| _____ Psalm 139: 1-11 | Lord, you have searched me out |
| _____ Other _____ | |
| _____ Hymn # _____ | |
| _____ Silence | |

c. New Testament

- | | |
|--|------------------------------------|
| _____ Romans 8: 14-19,34-35, 37-39 | The glory that shall be revealed |
| _____ I Corinthians 15:20-26, 35-38, 42-44,53-58 | The imperishable body |
| _____ II Corinthians 4:16-5:9 | Things that are unseen are eternal |
| _____ I John 3: 1-2 | We shall be like him |
| _____ Revelation 7: 9-17 | God will wipe away every tear |
| _____ Revelation 21: 2-7 | Behold, I make all things new |
| _____ Other _____ | |

Reader Name: _____

d. Response after the lesson

- | | |
|----------------------|--|
| _____ Psalm 23 | The Lord is my Shepherd |
| _____ Psalm 27 | The Lord is my light and my salvation |
| _____ Psalm 106: 1-5 | Hallelujah! Give thanks to the Lord |
| _____ Psalm 116 | I love the Lord, because he has heard my
the voice of my supplication |
| _____ Hymn # _____ | |
| _____ Silence | |

e. The Gospel [One selection for the Gospel is necessary]

_____ John 5: 24-27

He who believes has everlasting life

_____ John 6: 37-40

All that the Father gives will come to me

_____ John 10: 11-16

I am the good shepherd

_____ John 11: 21-27

I am the resurrection and the life

_____ John 14: 1-7

In my Father's house are many rooms

_____ Other _____

7. Additional requests for the service:

8. Have you made previous arrangements with a mortuary or burial society? ____ Y ____ N

Name: _____

City: _____ State: _____ Phone: _____

I would like my remains

_____ 1) buried in a casket

_____ 2) cremated

_____ 3) donated for research

If buried, name and address of cemetery where burial is to occur:

If cremated, do you wish your ashes to be interred in a church memorial garden? ____ Y ____ N

If so, where?: _____

When would you prefer the committal of ashes/body to occur:

____ Before the Burial Service

____ After the burial Service

____ At a separate time

9. Do you have any requests regarding military honors? ____ Y ____ N

10. Do you have any preference with regard to memorial gifts? ____ Y ____ N

11. My will is on file at: _____

12. My Executor / attorney is: _____

Phone: _____

13. My next of kin: [name, address, phone]

Name

Address

Phone #

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

14. Who do you want to be present when final arrangements are made with the church?

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

15. Information about you: [Attach separate page if needed]

Date: _____ Signature: _____

This form will be placed in your file at the Diocesan office.