

End-of-Life Planning Guide

A Preparation Manual for Key Decisions

College Park Compassion

A Note from Our Team

Jesus told several stories of people who received great reward for planning for the future. When we plan our lives with the next life in mind, we can make wise decisions based on biblical principles. This guide will assist you in making end-of-life decisions which will impact your family, friends, church, and even community.

A portion of this guide is for you and a portion is for your loved ones and family members who will be taking care of the arrangements after you pass. We encourage you to fill out the portions of this guide that apply to you or to fill it out with a loved one or family member. Then we recommend placing this in a secure location that is known and accessible by a trusted loved one.

With this in mind, we hope you benefit from the help offered here. Think and pray through it and let us know how we can be of help to you in the process.

Compassion Ministries Team

compassion@yourchurch.com

Table of Contents

The First Decision	4
Instructions Upon Death	5
People to Contact	6
Miscellaneous Contacts	7
Planning Checklist	8
Death Certificate	10
Family Information	11
Important Documents & Locations	12
Funeral & Interment Wishes	16
Obituary Details	19
Funeral & Post-Funeral Tips	21

Note: Place this guide in a secure location that is known and accessible by a trusted loved one.

The First Decision

One of the parables Jesus told was of a man who had so much that he made plans to tear down his barns to build bigger barns to hold it all. While not all of us have that problem, the point for all of us is that we should make plans for the next life with even more diligence than this life. Are you ready for the next life? All these plans will count for nothing if you do not have assurance of everlasting life following your time here on earth.

Facts

- Men are separated from God because of sin—ALL men.
- God's wrath and punishment of eternal death is on us all.
- We are hopeless and helpless without God.
- God sent Jesus to pay the penalty, to suffer death, so that whoever believes in him will not perish but have everlasting life.

Offer

- Believe on the Lord Jesus Christ for salvation. Right now, right where you are.

If you need help with this decision or would like to speak with someone about it, call (317) 875-0282 and ask for a pastor or counselor. This is the most important decision you can make.

Instructions Upon Death

My healthcare power of attorney is _____

They can be reached at _____

My Wishes

- ☐ I have a living will.
- ☐ I have advanced directives.
- ☐ I want comfort care only.
- ☐ I would like pain medications given even if death is hastened.
- ☐ I want to be resuscitated.
- ☐ I do NOT want to be resuscitated. Do not call 911. (Note: Make sure your DNR order is displayed by bedside.)

If death occurs outside of a hospital or nursing home and not under the care of a hospice, you will need to call 911 to report the death. However, if death occurs at home and was anticipated, call my hospice representative:

Name _____

at phone number _____

Legal next of kin or healthcare power of attorney _____

They can be reached at _____

Organ or tissue donor

- ☐ Yes
- ☐ No

Pacemaker or other implantable devices

- ☐ Yes
- ☐ No

If yes, where? _____

Next of kin or authorized person to sign releases _____

Executor _____

Lawyer _____

Funeral home _____

Blood type or any other medical concerns _____

People to Contact

Name	Phone Number

Miscellaneous Contacts

Person	Phone Number
Physician	
Dentist	
Pastor	
Funeral director	
Florist	
Employer	
Attorney	
Insurance agent	
Civic organization	
Fraternal organization	
Professional organization	
Utilities	
Newspapers	
Other	

Planning Checklists

To Do Immediately After Death

- ☐ Find any written instructions regarding funeral planning
- ☐ Choose a funeral home
- ☐ Contact family, friends, and others who are listed on the contact list
- ☐ Gather information for the obituary (see list below) and send to the funeral home to contact the newspapers
- ☐ Contact employer
- ☐ Take security precautions
- ☐ Remove any jewelry

Funeral Arrangements

- ☐ Select pastor
- ☐ Notify the funeral home
- ☐ Decide the location of the service (whether it be the funeral home and/or church)
- ☐ Coordinate time and place for service with the funeral home and pastor of the church
- ☐ Choose a casket or urn
- ☐ Choose a burial site and what type of container (outer or crypt)
- ☐ Choose clothing for the deceased

For the service:

- ☐ Choose Scripture to be read
- ☐ Choose individuals to speak
- ☐ Choose the type of flowers and music
- ☐ Choose pallbearers
- ☐ If desired, order a funeral limousine
- ☐ Choose a charitable organization to receive donations

Obituary Details

- ☐ Given name
- ☐ Mother's maiden name and birthplace
- ☐ Father's name and birthplace
- ☐ Date and birthplace
- ☐ Armed services branch
- ☐ Occupation and employer
- ☐ Those who have preceded in death
- ☐ Survivors and their relationship to the deceased
- ☐ Hobbies and interests
- ☐ Schools attended
- ☐ Charity or church for donations

Related Expenses to Expect

- ☐ Funeral director
- ☐ Cemetery expenses
- ☐ Pastor & musicians
- ☐ Interment/burial services
- ☐ Florist
- ☐ Memorials
- ☐ Refreshments
- ☐ Medications
- ☐ Other (rent, mortgage, taxes, utilities)

Post-Funeral

- ☐ Obtain death certificates.
- ☐ Contact the Social Security office after receiving a certified copy of the death certificate
- ☐ Call all pension or retirement services and insurance agents regarding death benefits
- ☐ Write thank-you cards for flowers, donations, etc.

Death Certificate

This information is required to fill out a death certificate. Death certificates are required for Social Security, insurance benefits, and other legal matters.

Full legal name _____

Date of birth _____

SSN _____

Place of birth

City _____ State _____ Zip code _____

County _____

Veteran

☐ Yes

Branch of service _____

Service ID number _____

☐ No

Marital status

☐ Single

☐ Married

☐ Widowed

☐ Divorced

Spouse's name _____

Occupation _____

Employer _____

Education level _____

Family Information

Father's name _____

Place of birth _____

Mother's name (with maiden name) _____

Place of birth _____

Children's names

Grandchildren's names

Important Documents & Locations

Healthcare power of attorney

Location _____

Social security card and annual statement

Location _____

Birth certificate

Location _____

Advanced directives

☐ Yes

☐ No

Location _____

Living will

☐ Yes

☐ No

Location _____

Donor information

☐ Yes

☐ No

Restrictions _____

Location _____

Will

☐ Yes

☐ No

Location _____

Trusts

☐ Yes

☐ No

Location _____

Military discharge papers

☐ Yes

☐ No

Location _____

Pre-purchased funeral arrangements

☐ Yes

☐ No

Location _____

Medicare information

☐ Yes

☐ No

Location _____

Medicaid information

☐ Yes

☐ No

Location _____

Address book

☐ Yes

☐ No

Location _____

Marriage certificate or divorce papers

☐ Yes

☐ No

Location _____

Life insurance policy☐ Yes☐ No

Company _____

Location _____

Property insurance policy☐ Yes☐ No

Company _____

Location _____

Health insurance policy☐ Yes☐ No

Company _____

Location _____

Locations of the following titles/deeds

Car _____

Home _____

Other _____

Locations of the following financial information

Mortgage information

☐ Yes☐ No

Location _____

Checking account _____

Name on account _____

Savings account _____

Name on account _____

Safety deposit box _____

Location of key _____

Savings/investments/pensions _____

Tax returns (past two years)_____

Credit cards (with cancellation #s)

Any other loans/debt



Funeral & Interment Wishes

Below are my wishes and preferences to help guide planning. I understand that some preferences may need to be adjusted when it is time to set details.

Funeral director _____

Embalming

- ☐ Yes
- ☐ No

Note: Embalming is not required by law; however, funeral homes require embalming if you choose to have an open casket visitation.

Rental casket

- ☐ Yes
- ☐ No

My cemetery plot is already purchased.

- ☐ Yes
- ☐ No

If yes, where? _____

Location of deed _____

I have selected a casket already.

- ☐ Yes
- ☐ No

If no, I would like:

- ☐ Wood
- ☐ Metal
- ☐ Fiberboard
- ☐ Cremation

I would like my casket:

- ☐ Open
- ☐ Closed

Clothing & jewelry I would like to be buried in:

I would like calling hours before the service.

- ☐ Yes
- ☐ No

I would like the calling to last ____ hours with a service following:

- ☐ Same day
- ☐ Next day

From ____ to ____ a.m./p.m.

I would like my service held at _____

I would like _____ to officiate my funeral.

I want a eulogy.

- ☐ Yes
- ☐ No

By whom _____

Pallbearers

Songs

Singers/musicians

Scriptures to be read

Please do the following at my funeral:

Please do not do the following at my funeral:

Obituary Details

Date of birth _____

Birthplace _____

Mother’s maiden name & birthplace _____

Father’s name & birthplace _____

If a veteran, branch of service _____

Schools attended

Occupation and employer

Those who have preceded in death

Survivors and relationships

Hobbies/interests

Memorial donations

Additional information

[illegible]

Funeral & Post-Funeral Tips

Losing a loved one is an incredibly difficult experience, and it can be challenging to navigate the many tasks and interactions that follow. The following suggestions are meant to help you manage these responsibilities with grace and dignity. Feel free to adapt them to your unique situation and needs.

Answering the Question “What Happened?”

Be prepared to answer the question “What happened?” especially in the event of a sudden death brought on by tragic or unexplained circumstances. Prepare an honest answer, but do not feel the need to elaborate. Visitors might simply be making conversation or giving you a venue to express your grief. It is important to remember that, although not as deep as your own grief, attendees have also suffered a loss. They will also likely have a need to express their own condolences, love, and support.

Calling Hours

- It is standard practice to greet callers during calling hours. Welcome them with kindness and express your appreciation that they came.
- In the event someone attends who you do not like, be polite. Consider asking the funeral director to escort them out if you feel a disruption may occur. A funeral is not the place to air grievances or foster rudeness.
- Make every effort to speak to each person who attends. Try not to spend an inordinate amount of time with only one or two people.
- For when there is a long line of callers, have a family member or friend ready to introduce themselves to someone who is taking an inordinate amount of time to help keep lines moving.

Thank-You Notes

Thank-you notes should generally be sent within two weeks.

Send a thank-you note to:

- Anyone who gave a gift or card to the family. That includes those who sent a memorial contribution, brought food, sent flowers, or in some other tangible way acknowledged the death.
 - o If a group or organization sent flowers, send the note to the leader of the group and remember to include all the members of the group in your note.
 - o If individual names appear on a floral card, a separate thank-you card should be sent to each one.
- The pastor who conducted the funeral. If an honorarium is sent, send it in a separate envelope.
- Each pallbearer
- Friends who volunteered their help. If those who volunteered are close to the family, you may feel better thanking them in person. Use your own judgment to determine if a written note is necessary.

You do not have to write a thank-you note to visitors who attend the calling hours.

Remember, there is no right or wrong way to grieve, and it is important to take care of yourself and seek support from friends, family, or professionals as needed. These suggestions are to help you honor your loved one and navigate the days ahead with compassion and respect.

Additional notes, thoughts, or prayers

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

2606 West 96th Street
Indianapolis, IN 46268
317.875.0282

Office Hours

Mon.-Thurs. 8:30 a.m. to 4 p.m.

compassion@yourchurch.com



COLLEGE PARK CHURCH