

PERSONAL  
RECORD BOOK

# PUTTING MY HOUSE IN ORDER



*Nothing, not even death, shall be able to separate us from the Love of God, which is in Christ Jesus our Lord.*

*Romans 8:38-39*

**second**  
presbyterian church

528 Garland Drive  
Carlisle, Pa 17015

717-243-4571 [www.GrowWithSecond.org](http://www.GrowWithSecond.org)

## **“In life and in death we belong to God.”**

The purpose of Christian memorial service or funeral is to worship God, comfort family and friends, and celebrate the life of the one who has died. It has been said that funerals are “*for the living.*” Please use this pre-planning booklet to give a great gift to your surviving family by indicating your preferences and desires. We suggest that you give a copy to the church to be placed in our confidential files and keep another copy with your important papers. God bless you as you prepare this gift.

By completing this workbook you can help your family and your church by recording your personal wishes and providing essential information. This booklet is intended to be put together by individuals or couples to provide a sense of direction to the surviving spouse or other designated by you. It will simplify decisions during those trying times by providing details according to your personal wishes. Feel free to leave sections blank or to contact either of the pastors for assistance in completing this booklet.

Name:\_\_\_\_\_

Date of Birth:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

The information that follows indicated my preferences for my memorial service and burial. However, since circumstances may occur which cannot be anticipated, my family or representatives may make any necessary changes.

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

## PERSONAL CERTIFICATES

I have a birth certificate: \_\_\_ Yes \_\_\_ No

It is located at: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_

Place of Marriage: \_\_\_\_\_

Military Service: \_\_\_ Yes \_\_\_ No

Branch of Service: \_\_\_\_\_

Discharge papers located at: \_\_\_\_\_

Military DD214: \_\_\_\_\_ Yes \_\_\_ No

Located at: \_\_\_\_\_

## EMERGENCY CONTACT

In the event of my serious illness, death or other emergency, the first person to notify would be:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## POWER OF ATTORNEY

A Power of Attorney may provide for someone else to administer your affairs in the event of physical or mental disability.

Have you granted anyone Power of Attorney?

\_\_\_ Yes \_\_\_ No

If yes: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## A LIVING WILL

A Living Will is a personal desire that artificial or heroic measures not be used to prolong life if it has been medically determined that there can be no recovery and death is imminent. There are many types and forms of Living Wills available today. These should be discussed with your family, physician, and attorney.

Do you have a Living Will? \_\_\_\_ Yes \_\_\_\_ No

Location:\_\_\_\_\_

Does your doctor have a copy of your Living Will?

\_\_\_\_ Yes \_\_\_\_ No

Doctor's Name and Address:\_\_\_\_\_

\_\_\_\_\_

## ORGAN DONATION

I have / have not made arrangements for the donation of my organs or body after my death. If yes:

- Statement regarding donation is on my Pennsylvania driver's license.
- Other donor card has been completed or other arrangements have been made.

## FUNERAL/MEMORIAL SERVICE GUIDELINES

My service preferences are:

- Funeral Service (casket present)
- Memorial Service (no casket present)
- Memorial Service at Second Presbyterian Church
- Service at Funeral Home
- No Memorial Service
- Memorial Service at other location
- Burial
- Cremation

Alternate service location: \_\_\_\_\_

Address: \_\_\_\_\_

For music, I prefer:

- Organ only
- Voice and organ
- None
- Piano
- Other \_\_\_\_\_

Suggested selections: \_\_\_\_\_

\_\_\_\_\_

I request the following hymns or praise songs to be sung at my service. (please list by title)

\_\_\_\_\_

\_\_\_\_\_

Scriptures that might be read are (book, chapter, verses):

\_\_\_\_\_

\_\_\_\_\_

Other notes about the service or services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Friends who might serve as pall bearers or help with ushering, memorial book registration, or a reception are:

\_\_\_\_\_

\_\_\_\_\_

I suggest the following guidelines for memorial floral tributes:

- Flowers
- Memorial in lieu of flowers

I suggest the following organizations to be recipients of any donations in my memory (please include name and address):\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Check here for the Memorial Fund at Second Presbyterian Church

Funeral Home or Cremation Society:\_\_\_\_\_

Cemetery, Mausoleum, etc. \_\_\_\_\_

Location:\_\_\_\_\_ Phone:\_\_\_\_\_

Any other special preferences (casket, visitation period, memorial reception at the church, etc.)

\_\_\_\_\_  
\_\_\_\_\_

If cremation is preferred, please indicate your desire for deposition of ashes. Please be as specific as possible about location and manner of distribution of remains. More information on the use of the Church's Memorial Garden is available from the pastors or the church office.

\_\_\_\_\_  
\_\_\_\_\_

I wish to have my family make a contribution from my estate toward the cost of maintaining the memorial Garden in perpetuity. \_\_\_\_ Yes \_\_\_\_ No

## LAST WILL AND TESTAMENT

Do you have a will? \_\_\_\_ Yes \_\_\_\_ No

Name of Lawyer who drew the Will:\_\_\_\_\_

Date of Will:\_\_\_\_\_ Phone:\_\_\_\_\_

Address:\_\_\_\_\_

Will is located at:\_\_\_\_\_

**NOTE:** *If you do not make a Will, your estate will be distributed among your heirs in accordance with the law and the court will appoint such administrators and guardians as it deems necessary. This may cause your family trouble and expense which would be avoided by a properly drawn Will.*

As you have provided for your family and provided support for the church during your lifetime, you may do the same after your life. By doing so, you ensure that the message of Christ and Christ's goodness is shared with future generations. Many members of the Second Family have chosen to extend their stewardship beyond their lifetime with gifts to the Generations Fund of Second Presbyterian Church via their last Will and Testament.

For confidential information on how to give to the Generations Fund, please contact one of our pastors.

The following language may be helpful to your attorney in preparing your will.

*"I give, devise, and bequeath to the Second Presbyterian Church, the sum of \$\_\_\_\_\_ to be added to The Generations Fund."*

*"I give, devise, and bequeath to the Second Presbyterian Church \_\_\_\_\_% of the remainder of my estate to be added to The Generations Fund."*

## ADDITIONAL NOTES OR SUGGESTIONS

*None of us lives to himself, and none of us dies to himself. If we live, we live to the Lord, and if we die, we die to the Lord; so then, whether we live or whether we die, we are the Lord's.*

*Romans 14:7-8*