

Plan While You Can

Preparations for the Final Celebrations of Life



**St. Luke's Episcopal Church
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StLukesAtlanta.org
2013**

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“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, pg. 445

Dear Members and Friends of St. Luke's,

Our prayer book is clear. It admonishes us to make plans for our end of life transition, while we are able, to assist our families and the religious and non-profit organizations that have been meaningful to us in life.

It is important for those of us who do not have young children, for it offers our loved ones clarity about what they should do with the resources we have accumulated in life.

Our will is also an important teaching opportunity. When we are generous - even after death - it helps our loved ones to better understand the things that are truly important to us. This generosity can shape those who witness our gift.

The above exhortation from our prayer book is not solely financial in its purpose. It is vital that each of us have a plan for our funeral. The death of a loved one is a difficult time - in all families. When someone dies without a plan for their funeral, it often places unnecessary stress on the family. A funeral that has been planned is a truly pastoral and loving gift to one's own family.

Within this booklet, you will find the resources to assist you in your planning. In addition, the clergy of St. Luke's would be happy to meet with you to help plan the details of your service. It takes a little bit of time, but it is well worth it.

In Christ,



The Rev. Dan Matthews, Jr.

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*This document is available on the St. Luke's website for all to use:
StLukesAtlanta.org*

For copies contact: communications@stlukesatlanta.org

How to use this booklet:

This book is for EVERYONE!! It will be most useful to you and your relatives if you fill it out NOW! Your spouse, partner, parent, children, siblings, friends, or executor(s) will be very grateful for the time and thought that you put into making decisions ahead of time and having this information all in one place.

There is also information in this booklet that will be of use to adult children assisting their parents in making hard decisions as they age. You will find a checklist for the person handling your affairs at the time of death. It would be helpful to point this out to your relatives when you share the information with them. Similarly, this would be useful if you are that person at the time of a loved ones death!

Included in the booklet are several forms for you to complete. We highly recommend that you fill out the forms and make copies of them to share with the church and your family members.

- Planning Your Funeral
- List of My Friends to Contact
- Assets and Debts
- Personal Data
- Location of Important Documents

Each of the above forms is marked with a reminder to fill it out and make copies.



Tell your family where you will keep this booklet. The Executive Assistant to the rector at St. Luke's will keep a file for you that includes information related to your funeral and burial plans.

Every time a form is updated, remember to sign it with the new date and make copies. Instruct others to throw away the out of date version.

This is Your Gift for the Living

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This section includes:	
• Bible Readings from THE BURIAL OF THE DEAD: THE LITURGY OF THE WORD as outlined in the Book of Common Prayer.	
• Information on the St. Luke’s Columbarium	
• Information on the St. Luke’s Memorial Garden	

Christian Burial

"Someone will ask, 'How are the dead raised? With what kind of body do they come?' You foolish one! What you sow does not come to life unless it dies. And what you sow is not the body which is to be, but a bare kernel, perhaps of wheat or of some other grain. But God gives it a body as God has chosen, and to each kind of seed its own body What is sown is perishable, what is raised is imperishable. It is sown in dishonor, it is raised in glory. It is sown in weakness, it is raised in power. It is sown a physical body, it is raised a spiritual body Lo! I tell you a mystery. We shall not all sleep, but we shall all be changed, in a moment, in the twinkling of an eye, at the last trumpet Death is swallowed up in victory."

I Corinthians 15:35-38, 42-44,51-52,54b

At death every baptized Christian is most appropriately commended to God in the church. The Church's burial rite is an Easter liturgy. While acknowledging the reality of death and the grief of loss, we celebrate Christ's victory over death and witness to Christian hope, joy and peace.



About this section

This section has information to assist you in planning for your funeral service and other activities around the time of your death. First, review "Burial of the Dead" which gives information about funerals at St. Luke's. You will then be prepared to complete "Planning Your Funeral" either alone or with a family member and/or a priest. Remember ... a priest must be consulted BEFORE any funeral arrangements are finalized. Funeral directors do not plan funerals in the Episcopal Church.

We **strongly encourage** you to make a copy(ies) of this and give one to the rector's office and others to your loved ones. If you are interested in being cremated, the section on "Questions & Answers about Cremation" will be useful.

This preparation is not only a gift for your family members and loved ones, it is a gift of life to you now. It will bring great clarity to what is most important to you in your life. We believe you will be giving yourself, as well as those you love, the gift of peace of mind as you insure that your funeral will be conducted according to your desires and the Rites of the Church.

Burial of the Dead at St. Luke's

The liturgy for the dead

The church's burial rite is an Easter liturgy. While acknowledging the reality of death and the grief of loss, we celebrate Christ's victory over death and witness to Christian hope, joy and peace.

The setting of the Burial Office and the Holy Eucharist at the church

Burial plans at the time of death should be made by the family in consultation with the parish clergy. Burial services are normally in the church, always using one of the prescribed rites of the Episcopal Church from *The Book of Common Prayer*.

The presence of the body

If it is possible, the body or cremated remains of the person who has died are present in the church for the burial service. The casket is closed and covered with a pall (owned by the church), as are the cremated remains, signifying the equality of all before God.

The Paschal Candle

The paschal candle, used at all burial services, is a visual reminder of the connection between Christian death and the Easter mystery. Lighted it stands at the head of the coffin or urn.

The Vigil

It is helpful for family and friends to come together for a pastoral visit and prayers before the burial service. A vigil, found in the Book of Common Prayer, may be held at the church, the home, or the funeral home where the body is kept before the service.

The Burial Service

Relatives and friends may read the lessons and lead the Prayers of the People. A member of the clergy preaches the sermon. Eulogies are not typical in the Episcopal Church, but appropriate at the reception following.

The Committal

A brief Service of Committal at the grave or columbarium, restricted to the family or open to all, comes after the burial service. There is also a simple burial rite for those who are not professed Christians.

Plans for Your Burial

The contemplation of death and its affect on our family is part of life. It is both healthy and wise to plan for our death and make appropriate arrangements. The parish clergy will be happy to assist you in completing these plans. There is a form, "Planning for Your Funeral", following this section, to record your wishes and to share with family members.

Flowers

Flowers in the church are limited to those placed at the altar. Other floral arrangements from family and friends may be placed in the library where the family meets before the liturgy, or at the reception. The clergy will recommend a florist familiar with St. Luke's for the altar flowers.

Music

The music played or sung at a burial service or a memorial service is to be indicative of the new life of the Christian departed and, for the living, Christian hope in the Resurrection. The Lord's Prayer is a liturgical action for the whole congregation to say or sing and is NOT to be performed as a solo. The following hymns from the Hymnal 1982 and Lift Every Voice & Sing II are offered as suggestions. Many other hymns are possible.

Hymnal 1982

287	For all the saints (vs. 1-4)	620	Jerusalem, my happy home
680	O God, our help in ages past	625	Ye holy angels bright
636	How firm a foundation, ye saints of the Lord	618	Ye watchers and ye holy ones
688	A mighty fortress is our God	210	The day of resurrection
208	The strife is o'er	383	Fairest Lord Jesus
195	Jesus Lives! Thy terrors now	671	Amazing Grace
635	If thou but trust in God to guide thee	473	Lift high the cross
690	Guide me, O thou great Jehovah	314	Humbly I adore thee
664	My Shepherd will supply my need	657	Love divine, all loves excelling
645	The king of love my shepherd is	358	Christ the victorious
335	I am the bread of life	517	How lovely is thy dwelling-place
623	O what their joy and their glory must be		

Lift Every Voice & Sing II

213	Children of the Heavenly Father
189	Great is thy faithfulness
60	How great thou art
69	In the garden
137	Just as I am (<i>also in Hymnal 1982: #693</i>)
54	Nearer, my God, to thee
106	Precious Lord, take my hand



Memorial Gifts

In place of flowers, it is usual for families to suggest memorial gifts to St. Luke's, to the Endowment Fund, or to a charity for lasting remembrances

Leaving your Material House in Order

It is important for all persons to have a will. St. Luke's has a planned giving program which can benefit you and your friends as well as the church and its ministers. We welcome your questions about this possibility.

Planning Your Funeral



Please read the previous section "Burial of the Dead" before completing this form. If you have any questions about this form, please contact the clergy.

Name: _____

Address and Phone: _____

Date and Place of Birth: _____

Name and address of the person(s) responsible for making arrangements for your burial: _____

Person primarily responsible:

Name: _____

Relationship: _____

Address: _____

Phone: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

If you have signed a living will or durable power of attorney for making medical decisions if you are unable to act for yourself, please check here ()

If you are an organ donor, please check here ()

If you have made arrangements with a funeral director, please indicate the name and address of the funeral director and what your arrangements are:

If you want one of the parish clergy to meet with your friends and family to lead the litany or other prayers at the time of your death, please check here ()

If your body is to be cremated, please check here ()

If your body or cremated remains are not to be at the church for the service, please check here ()

Where are the body or cremated remains to be laid to rest?

Please list below those men and women you would like to be pallbearers:

Name: _____

Address and Phone: _____

If you want your family members to walk in procession behind the coffin or the cremated remains, please check here ()

The Burial Office is celebrated in the context of the Holy Eucharist. If you do NOT want to have the burial service in the context of the Eucharist, check here ()

Do you prefer Burial Office Rite I () OR Rite II () for the burial service?

Please check which reading from the Old Testament you would prefer:

Isaiah 25: 6-9 ()

Wisdom 3: 1-5,9 ()

Isaiah 61: 1-3 ()

Job 19: 21-27a ()

Lamentations 3:22-26, 31-33 ()

Other: _____

Please check which Psalm you would prefer after the first reading:

Psalm 42 ()

Psalm 90 ()

Psalm 130 ()

Psalm 121 ()

Psalm 46 ()

Psalm 139 ()

Psalm 23 ()

Please check the reading from the New Testament you would prefer:

1 John 3:1-2 () Romans 8:14-19, 34-35, 37-39 ()
Revelation 7:9-17 () Revelation 21:2-7 ()
2 Corinthians 4:16, 5:9 () Other: _____
1 Corinthians 15:20-26, 35-38, 42-44, 53-58 ()

If you would like to have lay persons read the Old and New Testament lessons, please list their names below:

Name: _____
Address and Phone: _____

Please check which Psalm or list which hymn (see suggested hymns in the section on "Burial of the Dead") you would like used after the second reading:

Psalm 23 () Psalm 27 () Psalm 116 ()
Psalm 23 () Psalm 106 () Hymn: _____
(*King James Version*)

Please check which Gospel you would prefer to have read:

John 5: 24-27 () John 10: 11-16 () John 14: 1-6 ()
John 6: 37-40 () John 11: 21-27 () Other: _____

If you would prefer that, in lieu of flowers, people make donations in your name as a lasting remembrance to the church or to another good work, please describe here:

Using the list of hymns in the section "Burial of the Dead" and in consultation with the parish clergy and organist, please indicate the music you want for the service:

Prelude: _____

Opening Hymn: _____

Hymn(s) between lessons: _____

Sequence Hymn: _____

Offertory Hymn: _____

Communion Hymns: _____

Closing Hymn: _____

Postlude: _____

Comments:

Signed: _____

Dated: _____

The information on this form may be modified at a later date by contacting the church office and completing another form.

Questions and Answers about Cremation

Q How does the cost of cremation compare with the more traditional burial at the cemetery?

A The cost of a traditional burial service by a funeral home starts in the \$6,000.00 to \$7,000.00 range and goes up depending on the price of the casket selected and services included.

The cost of a medium-priced casket is approximately \$3,000.00. This does not include the cost of a cemetery plot. Prices for cremation in the metro Atlanta area vary starting with \$800 when using a crematory and cost \$2,500 - \$3,000 when using a funeral home. These costs may include the transportation of the body to a crematory, a simple cremation container, cremation and filing of the death certificate. Some require a nominal preregistration fee. Clarify when comparing prices.

Q Are there any crematories in the Atlanta area and is cremation handled by funeral homes?

A There are a number of crematories in the Atlanta area. Some are owned/connected with funeral homes and some are independent. Most all funeral homes will make arrangements for cremation.

Below is a list of some of the crematories in the Atlanta area:

- | | |
|---------------------------------------|--------------|
| 1. Cremation Society of Georgia, Inc. | 404-355-7627 |
| 2. Cremation Society of the South | 770-941-5352 |
| 3. National Cremation Society | 404-851-1333 |

Q Does the Memorial Society of Georgia (MSG) offer cremation?

A MSG is a non-profit, non-sectarian organization located in Atlanta. The society has agreements with licensed funeral directors to provide burial or cremation to its members at a reduced cost. Membership in the society is available to any person for a very nominal lifetime fee. 404-634-2896

Q If a body is left to a medical school, can the cremated remains later be committed to St. Luke's Columbarium or Memorial Garden?

A Yes. For example, the family pays for delivering the body to Emory University School of Medicine. Emory pays for the cremation of the remains six months to a year later and will deliver the cremated remains to the family if this is requested. Information and forms for this are available from the Emory School of Medicine Anatomy Department, 404-727-6242, or from the medical school of your choice.

Q Is the purchase of an urn required for St. Luke's Columbarium or Memorial Garden?

A No. An urn from a funeral home **cannot** be used in our Memorial Garden or Columbarium. St. Luke's furnishes the appropriate container for the Columbarium at no additional charge. You need to inform the crematory that the cremains are to be placed in a biodegradable container for burial in St. Luke's Memorial Garden.

Q What is required before a body can be cremated?

A Besides death certificates, the next of kin must sign an authorization for cremation. (This can be done in advance, but can not be signed by the person that is to be cremated.) The funeral home or crematory obtains all other required permits.

Q Is embalming required if a body is to be cremated?

A Normally, no. However, there may be instances where it would have to be embalmed.

Q Can a traditional funeral service be held prior to cremation?

A Yes. Georgia law does not require embalming, but embalming would probably be required before a traditional service, using a less expensive disposable casket or rental casket.

Q What services can be held, and what services are required for committal in St. Luke's Columbarium or Memorial Garden?

A A funeral or memorial service would be held in the church. The only exception would be if the funeral had occurred in another city with the cremains being returned to St. Luke's for committal. No cremated remains may be interred in a columbarium niche or the Memorial Garden without such committal services as is deemed appropriate by the Rector.

Q Are pre-funding plans for cremation costs available?

A Yes, some funeral homes and crematories offer this.

Q Is there a cost for interment in St. Luke's Memorial Garden or inurnment in the Columbarium?

A Yes. The clergy will discuss the cost with you.

Q Can this be pre-paid?

A Yes.

At the Time of a Death: A Checklist for Those Responsible

- ◆ If death occurs away from a hospital, a hospice, or a nursing facility, a physician must be called immediately to verify the death and sign the death certificate. If the person is under home hospice care, the hospice nurse can verify death.
- ◆ Look in a desk, file cabinet, or other place where important papers are kept for any document prepared by the deceased for reference concerning his/her death and funeral planning. If found, consider their contents in the light of "reasonable possibility", recognizing the fact that not everything desired can always be accomplished. If nothing is found, proceed with your best instincts as you work through this checklist. Remember that there are the needs of the living as well as the desires of the departed to be considered and met.
- ◆ Decide on a funeral director or crematory and phone to make arrangements. The funeral director or the crematory will need to pick up the body after the doctor has signed the death certificate. Call a priest at St. Luke's. Remember **No** funeral arrangements are to be made before or without consultation with a priest.
- ◆ Decide whether you will permit an autopsy. Is one necessary? Determine whether the necessary hospital papers have been signed.
- ◆ In the case of cremation, allow a minimum of two days between the time of death and the funeral so that there is enough time to receive the ashes. This time period may vary according to local custom. Embalming and a coffin are not necessary.
- ◆ Embalming is not necessary if the hospital or the funeral parlor have refrigeration services, or if the burial is to be within 48 hours from the time of death. This time period varies according to state law.
- ◆ Secure the help of several relatives or friends, who are not as emotionally involved with the death, to help you to arrange the details. Ask them to answer the phone, (keeping a record of the calls), arrange for child care as applicable, coordinate the supply of food for the next days, attend to household chores, supervise hospitality for visitors, make a list of persons to be thanked for gifts, flowers, food, etc., answer the doorbell, and perform a thousand other small details necessary to running a household in a time of crisis.
- ◆ Make a list of people to be notified; decide who should contact them.
- ◆ When contemplating the time of the burial service, consider the arrival of people from out-of-town, the publication of newspaper notices and their deadlines, the availability of the church and the clergy at the desired date and hour. If the funeral is on a weekday, consider an hour before or after lunch which will be convenient for others to attend.
- ◆ St. Luke's Funeral Guild serves as ushers at funerals and assists the clergy in offering hospitality to the family and those attending the funeral.

- ◆ Decide with clergy which of *The Prayer Book* Burial Rites is preferred (Rite I or Rite II)?
- ◆ Questions to be considered concerning interment:
 - Is there a cemetery plot? Where? In whose name?
 - If purchasing a plot, where should it be? How many need it hold?
 - Is space wanted for whole coffins or only creation urns?
 - Are ashes to be disposed of apart from a cemetery, i.e. at sea?
- ◆ Decide whether there will be visiting hours
 - Will they be at the church, funeral home, at home, or elsewhere? Before or after the service, or both?
 - Will there be a reception at the church prior to or after the funeral?
 - Who will be host and hostess?
 - Who will provide the food?
 - What will be served?
 - Who will clean up?
 - What will the budget be?
 - St. Luke's will supply the name of a caterer if the reception is to be held at the church. The church supplies coffee and tea only. It is preferable that a caterer familiar with St. Luke's kitchen policy be used.
- ◆ Determine where memorial gifts in lieu of flowers should be sent and be sure this decision appears in newspaper notices
- ◆ Appoint someone to write an obituary. An obituary is more biographical than a death notice. In the Atlanta Journal Constitution there are two places for death announcements. Both must be submitted by the funeral home, Cremation Society, or medical college if body is donated. The funeral home will submit information that appears in the "Death and Funerals" list. The family has the option to supplement this with a paid "Family Placed Death Notice". The family and/or the funeral home write this. In addition, every day the Atlanta paper selects two to three deaths which by their standards represent variety and both ordinary and spectacular lives. Then someone from the paper does follow-up interviews and writing.

Some things to include:

- Name, age, and cause of death
 - Place of birth and place of current residence
 - Time and place of the funeral
 - Life-long interests and commitments
 - Work history and current place of employment
 - College degrees
 - Publications
 - Memberships in clubs
 - Awards, honors and achievements
 - Immediate family survivors, cities of residence
 - Time and place of burial
 - Donations or Memorial Gifts to charity
- ◆ Select pallbearers. They may be actual or honorary. Decide who will contact them.

- ◆ Provide the following information to the funeral director when you make arrangements:
 - A. Full name
 - B. Date of birth
 - C. Place of birth
 - D. Date of death
 - E. Place of death
 - F. Full name of mother of the deceased
 - G. Full name of father of the deceased
 - H. Social Security number
 - I. Military service number
 - J. Burial insurance policy or method of payment
 - K. Plans for burial, obituary
 - L. Location of cemetery plot

- ◆ Work out particulars of the service with the officiating clergy:
 - A. Music
 - B. Scriptural readings
 - C. Participants
 - D. Flowers
 - E. Rite I or Rite II
 - F. Homily (a short sermon on the chosen Scripture) is always delivered by a member of the clergy
 - G. Time

- ◆ Notify insurance companies. Check carefully all life and casualty insurance policies, and other death benefits including Social Security, credit union, trade union, fraternal orders, military, etc. Check also on income for survivors from these sources.

- ◆ Check promptly on all debts and installment payments. Some may carry insurance clauses which cancel them. Arrange for extension of payment schedules, if finances are a burden.

- ◆ Determine how many death certificates will be needed. These are obtained for you by the funeral director. One is needed for each company whose stock the decedent owned, every bank account (unless in joint names with right of survivorship), every insurance policy, etc., in order to prove that a death has occurred. If you have no idea how many, a dozen is a good place to start. More may be ordered later. There is a fee for each certificate.

A List of My Friends & Key Relatives to Contact

**Remember!
Fill Out &
Make Copies**

1. Name _____
Address _____

Phone Number _____
Fax Number _____
E-Mail _____

2. Name _____
Address _____

Phone Number _____
Fax Number _____
E-Mail _____

3. Name _____
Address _____

Phone Number _____
Fax Number _____
E-Mail _____

4. Name _____
Address _____

Phone Number _____
Fax Number _____
E-Mail _____

5. Name _____
Address _____

Phone Number _____
Fax Number _____
E-Mail _____

6. Name _____
Address _____

Phone Number _____
Fax Number _____
E-Mail _____

Date: _____

Advance Directives, Organ Donation, Wills, and Bequests

"Consider the lilies, how they grow: they neither toil nor spin; yet I tell you, even Solomon in all his glory was not clothed like one of these. But if God so clothes the grass of the field, which is alive today and tomorrow is thrown into the oven, how much more will God clothe you - you of little faith!"

~ Luke 12: 27-28

Advance Directives

Advance Directives are documents written in advance of a serious illness which state your choices about medical treatment or name someone to make choices about medical treatment for you, if you become unable to make decisions. Through advance directives, such as living wills and durable powers of attorney for health care, you can make legally valid decisions about future medical treatment.

A Living Will is a document in which you can instruct your physician to withhold or withdraw life-sustaining procedures if you are terminally ill, or in a coma or persistent vegetative state with no reasonable likelihood of recovering. A living will must specifically state your desire to forego life-sustaining care under these circumstances. In GA, a living will must be in the form conforming to GA law. A living will must be signed, dated, and witnessed. A lawyer is not needed to draw up a living will, although you may decide some consultation with a lawyer and your physician is desirable. Make sure that your primary physician has a copy of this in your records and that you bring a copy with you for admission to the hospital.

Because Christians understand that human life is more than mere physical existence, because the emotional and fiscal cost of interminable illness can destroy the stability of family life, and because Christians have a long view of life that extends beyond physical death, the execution of a Living Will is an appropriate option for each church member to consider.

A Durable Power of Attorney for Health Care is another kind of advance directive: a signed, dated, and witnessed legal document in which you can name another person, an agent, to make medical decisions for you if you become unable to make them. In a healthcare power of attorney, you can describe treatment you want and do not want. It is also the document where you can spell out the disposition of your body. This form of advance directive can relate to any medical condition, such as Alzheimer's disease, not just terminal illness, coma or persistent vegetative state. A durable power of attorney for healthcare can be written without the advice of a lawyer if you use the statutory form. However, if you wish more detailed instructions, such as treatment options for Alzheimer's, you should consult an attorney. See address listings for the Georgia Hospital Association, the State Bar of Georgia, and Sixty Plus Older Adult Services in the Resource Section to obtain copies of a Living Will and a Durable Power of Attorney forms. You may also contact the pastoral care services at the hospital where you would receive care.

Body, Organ and Tissue Donation

Many people wish to extend the usefulness of their body beyond death by donating organs or tissues to a medical institution for use as replacements or grafts, or by giving one's entire body for anatomical study. You may also become a donor by signing the appropriate place on your driver's license. This subject needs to be discussed in detail with members of your family so that your wishes will be honored. See LifeLink of Georgia and Emory School of Medicine contact information in the Resource Section.

Wills

Every Christian needs to have a Will to ensure that his or her estate is disposed of responsibly and to protect the interests of the beneficiaries. Even in uncomplicated situations, it is best to consult an attorney in order to prepare one's Will, since laws differ from state to state. It is important to update one's Will as life's circumstances alter and tax and estate laws change. In preparing a Will, one might wish to consider making bequests to the parish as a way of expressing gratitude to God for the blessings of one's life, and as a way of participating in the future ministry of the church.

The Good Shepherd Society

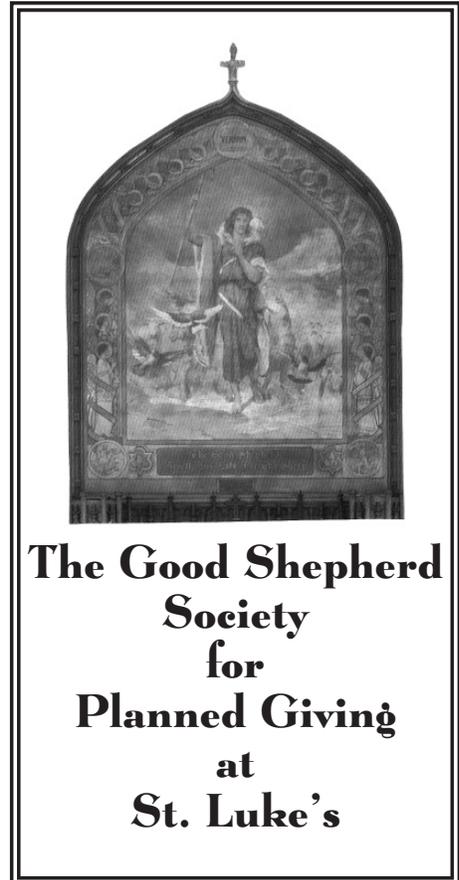
The Vestry of St. Luke's Church formed the Good Shepherd Society to recognize and honor those persons who have made a documented and planned gift to St. Luke's Church. For further information about planned giving to St. Luke's Church, contact the Parish Administrator at 404-873-7663.

**Securing the Future for God's Work in this Place:
Why make a planned gift to St. Luke's?
And, how.**

Planned gifts to our church are invested, preserved and used for the long-term benefits of the ministry of St. Luke's. These funds establish ways to enable St. Luke's to strengthen its mission, ministries and properties beyond what is possible through yearly stewardship.

There are many ways to make a planned gift. It can be as simple as a codicil to your Will or beneficiary designation of a retirement plan assets or life insurance policy. Some parishioners have endowed their pledge through a planned gift. You might consider tithing your estate. Planned gifts typically provide tax advantages for the donor.

A person becomes a member of the Good Shepherd Society when they complete a simple Confidential Reply Form confirming their planned or estate gift to St. Luke's. One does not have to be wealthy to be a member of the Good Shepherd Society as any amount qualifies. Gifts in recent years have ranged from \$1,000 to over \$1,000,000 and have averaged almost \$500,000 over the last six years.



All members of the Good Shepherd Society are also members of the Bishop C. Judson Child Heritage Circle, which honors the memory of the diocese's seventh bishop. Membership in it acknowledges and honors those amongst us who have made generous provisions for the life and ministry of the Episcopal institutions within the Diocese of Atlanta.

If you've already made a Planned Gift of any size to benefit St. Luke's, we welcome the opportunity to include you as a member of the Good Shepherd's Society. Please notify the Administrator's Office at (404) 373-7600 so that we may welcome you.

Making a Gift to the Endowment

How to make a planned gift to St. Luke's

Here's a brief overview of some of the most common planned giving vehicles :

Bequests

Providing for St. Luke's Church in your will removes assets from the taxable estate.

Life Insurance

Consider making the Church the beneficiary of a policy or give a paid up policy you no longer need. You might want to make the Church the owner and beneficiary of a new life insurance policy.

Retirement Plan Assets

By donating your retirement plan assets to the Church, you can minimize or avoid income and estate taxes, while making a significant gift to St. Luke's.

Charitable Gift Annuity

This is an agreement between the donor and the Church where the donor agrees to transfer assets to the Church. In exchange, St. Luke's provides guaranteed, fixed income to the annuitant for life. The income the annuitant receives is based on the age of the annuitant. This program is administered by the National Episcopal Church Foundation.

Revocable Living Trust

A living trust is a gift allowing the donor to give assets to the Church now while retaining the right

to retrieve those assets later.

Charitable Remainder Trust

This popular gift-planning tool provides the donor with an annual income for life while making a significant gift to the Church. This gift also provides a significant income tax charitable deduction and can avoid capital gains taxes while reducing your taxable estate.

Charitable Lead Trust

The charitable lead trust is an excellent way to transfer property to your children, grandchildren, or other heirs at minimal tax costs. This type of trust allows a donor to give income to the Church for a period of years and to have these assets returned to a family member or other beneficiary in the future.

Memorial Gift

A memorial gift can be made through any of the gift planning techniques described in this brochure by designating the gift in memory of a loved one.

Pooled Income Fund

A gift to the St. Luke's Pooled Income Fund provides you with an income for your lifetime, an income tax charitable deduction, and provides a meaningful commitment to the church.

Gifts can be made to one of three general endowment and capital funds.

These include:

St. Luke's Endowment Fund

If you would like to make a gift to the Church which will be invested, preserved, and used for the long-term benefit of St. Luke's for building, property and maintenance needs, you can designate your gift for the St. Luke's Endowment Fund. Five percent of the fund's average annual market value over the past three years will be distributed to the church for its general operating budget.

St. Luke's Mission and Ministries Fund

If you are interested in make a gift of at least \$25,000 that will be invested and preserved for the long-term benefit of specific programs supporting the mission and ministries of the parish, you can designate your specific fund to be placed with others in the Mission and Ministries Fund. For example, the McBurney-Folkes, Smith Hawkins and Michael Marsh Funds are part of the Mission and Ministries Funds.

Rector, Warden Vestry Fund (RWV)

If you would like to make a gift to be used to augment the Church's annual income for current and new programs and activities as well as other immediate parish needs, please consider directing your gift to the Rector, Warden and Vestry Fund. Unrestricted gifts or bequests to St. Luke's Church and restricted bequests or gifts under \$25,000 will be placed in this fund.

Duties of an Executor

"What does the Lord require of you but to do justice, love mercy, and to walk humbly with your God?" ~ Micah 6:8

Preliminary Steps

- Locate the original Will and study it. If requested, confer with attorney who drew the Will and others familiar with the deceased's affairs; meet with family and others properly interested in the estate

Safeguard Assets

- Pending confirmation of appointment, protect property; check insurance; notify banks; examine deceased's books and records; become familiar with deceased's active business interests. However, one has no authority to act for the estate until they qualify as executor and receive Letters Testamentary from Probate Court.

Probate

- Have the will probated in the county where deceased resided; locate witnesses if necessary; defend the Will if attacked

After Receiving Letters of Testamentary, Assemble and Inventory Assets

- Transfer cash to estate
- Collect debt due the estate
- Provide storage or protection for all personal and household effects
- If life insurance is payable to estate, obtain proofs of death, collect proceeds
- Consider supervision and representation in connection with deceased's business
- Inspect real estate; check leases, mortgages, taxes, insurance and arrange for management and collection of rents
- Ascertain if deceased owned property in other states, an interest in other estates or trusts

Appraisal

- Establish value of all assets as of date of death
- Prepare and file inventory and appraisal for beneficiaries
- If not relieved of this responsibility by the Will, file inventory and appraisal in court

Handling Assets

- Decide when and how to dispose of household and personal effects
- Analyze business interests
- Determine whether to continue, liquidate or sell
- Arrange for supervision and management

- Determine whether to retain or sell securities, depending on investment powers conveyed by the Will, market conditions, need for cash to pay taxes, bequests and costs
- Supervise or sell real estate, if required to do so

Claims

- Publish Notice to Debtors and Creditors in official legal county publication
- Pay just claims in order of statutory priority
- If there is a heavy debt, wait until 6 months after publication of Notice for Debtors and Creditors
- Ascertain whether trustees under life insurance trust, if a trust, are authorized to lend part of the cash proceeds to the estate or to buy estate assets, to provide cash for payment of estate settlement costs

Taxes

- File returns; obtain waivers; pay taxes promptly to avoid penalties. Follow same procedure for state inheritance or estate tax in states having such tax
- File income tax returns for periods before and after death; defend against improper assessments; check deceased's records for possible overpayment in prior years; pay taxes
- Determine whether any other taxes are due or any previous payments can be recovered; file returns and pay taxes

Accounting

- Prepare final accounting covering all principal, income and disbursements for beneficiaries

Distribution

- Ascertain if any assignments are on file; pay legacies and deliver specific bequests; obtain final receipt and release from legatees
- Set up trust funds created by the Will; arrange for payment of any income due trust funds and regular remittance to beneficiaries

**Remember!
Fill Out &
Make Copies**

Assets and Debts

Assets

1. Checking Account Number _____
2. Is this an automated bill paying account yes _____ no _____
3. Savings Account Number _____
4. Money Markets and CDs _____
5. Stocks _____
6. Bonds _____
7. Brokerage Account _____
8. Mutual Fund _____
9. Trusts for which you are beneficiary _____
10. Mortgages and debts owed to you _____
11. Pension, other retirement plans _____
12. IRAs and Keoghs _____
13. Autos, boats, RVs, etc. _____
14. Primary residence _____
15. Vacation home _____
16. Other real estate holdings _____
17. Other investments _____
18. Custodial accts for minors _____

Debts

1. Mortgage _____
2. Loans
 Auto _____
 Bank _____
 Other _____

3. List of credit cards

4. Persons dependent on you for support

Name	Type of Support
_____	_____
_____	_____
_____	_____
_____	_____

Personal Data



Full Name:

Address _____
City and State _____
Phone No: _____ E-mail: _____
Date and place of birth _____
Social Security No. _____
Drivers License No. _____
Military serial or service No. _____
Father's full name _____
Mother's full name _____

The first person to contact in case of emergency:

Name: _____
Address _____
City and State _____
Phone No: _____ E-mail: _____
Relationship: _____

Alternate Contact:

Name: _____
Address _____
City and State _____
Phone No: _____ E-mail: _____
Relationship: _____

Insurance policies:

Health Insurance Company: _____
Policy No. _____
Medicare No: _____
FAX: _____

Life Insurance Company:

Policy No: _____
Name of Agent: _____
Address: _____
Phone Number: _____
FAX: _____

Other Insurance Company(s)

Policy No.'s _____
Car, disability, etc. _____

Banking Institution:

Contact/personal banker

Address:

Phone Number:

FAX:

Lawyer:

Name:

Firm:

Address:

City and State:

Phone No: _____ E-mail: _____

FAX:

Accountant/Tax Preparer:

Name:

Firm:

Address:

City and State:

Phone No: _____ E-mail: _____

FAX:

Stockbroker:

Name:

Firm:

Address:

City and State:

Phone No: _____ E-mail: _____

FAX:

Investment Advisor:

Name:

Firm:

Address:

City and State:

Phone No: _____ E-mail: _____

FAX:

Primary Physician

Name:

Address:

City and State:

Phone No: _____ E-mail: _____

FAX:

Other pertinent Physicians:

Name: _____
Address: _____
City and State: _____
Phone No: _____ E-mail: _____

Employer:

Name direct supervisor: _____
Address: _____
City and State: _____
Phone No: _____ E-mail: _____
FAX: _____

Health Care Advance Directives

Agent: _____
Copies at: _____ home _____ lawyer _____ safe deposit box
_____ hospital _____ primary care physician _____ other

Executor of your will

Name: _____
Address: _____
City and State: _____
Phone No: _____ E-mail: _____
FAX: _____
Successor/Name: _____

Financial Durable Power of Attorney

Name: _____
Address: _____
City and State: _____
Phone No: _____ E-mail: _____
FAX: _____

Trustee of any trust for you:

Name: _____
Address: _____
City and State: _____
Phone No: _____ E-mail: _____
FAX: _____

Pension Fund/Retirement Accounts

Name: _____
Address: _____
City and State: _____
Phone No: _____ E-mail: _____
FAX: _____

Guardian of Children

Name: _____
Address: _____
City and State: _____
Phone No: _____ E-mail: _____
FAX: _____

1st Successor: _____
2nd Successor: _____

Other Important Info

Date: _____

**Remember!
Fill Out &
Make Copies**

Location of Important Documents

Document

Location

Will

Financial Durable Power of Attorney

Advanced Health Care Directives

Trust Agreements

Birth Certificate

Marriage Certificate

Naturalization Papers

Adoption Papers

Passport

Military Discharge Papers

Social Security Card

Medicare Card

Title to real estate

Mortgage Papers, Deeds, etc.

Automobile Papers, Titles, etc.

Contract for long term care facility

Burial Plans

Organ Donation Papers

Inventory of household goods and personal property (including appraisal and pictures, if taken)

Document

Location

Other storage places for important property or documents, other titles, passport, financial documents, etc.

Insurance policies:

Life

Health

Disability

Automobile

Homeowners

Excess liability

Long-term care

Other

Current papers/receipts for filing tax returns

Income tax returns for last five years and supporting records

Do you have a safe deposit box?

_____ Yes _____ No

Location of keys, inventory

Other signatures

(**Most banks seal safe deposit boxes after a person dies, until the executor of the Will is recognized by the probate court)

Other essential keys

Date: _____

Resources

AARP - For publications such as "How to select a nursing home" and other very useful documents

1-800-424-3410

www.aarp.org

Advance Directives - write to
Georgia Hospital Association
1675 Terrell Mill Road
Marietta, GA 30067 or

State Bar Association
50 Hurt Plaza, Suite 800
Atlanta, GA 30303-2934 or

60 PLUS Older Adult Services
Piedmont Hospital
404-605-3867
www.piedmonthospital.org

Call your hospital Pastoral Care Services Department

Care Management

60 PLUS-Piedmont Hospital, 404-605-3867
Atlanta Senior Care @ Wesley Woods, 404-728-6233

Center for Positive Aging

404-872-9191

Health Insurance Information

ARC, Aging Services, HICARE, 404-463-3350
Medicare Hotline, 1-800-638-6833
www.medicare.gov

Hospices

Hospice Atlanta 404-869-3087
Haven House Hospice 404-874-8313

Organ and Body Donation

LifeLink of Georgia 1-800-544-6667, 404-266-8884
Emory School of Medicine, Anatomy Dept. 404-727-6242

THE BURIAL OF THE DEAD: THE LITURGY OF THE WORD

Options from The Book of Common Prayer

OLD TESTAMENT

Isaiah 25:6-9 (He will swallow up death for ever)

On this mountain the Lord of hosts will make for all peoples
a feast of rich food, a feast of well-matured wines,
of rich food filled with marrow, of well-matured wines strained clear.

And he will destroy on this mountain
the shroud that is cast over all peoples,
the sheet that is spread over all nations;
he will swallow up death for ever.

Then the Lord God will wipe away the tears from all faces,
and the disgrace of his people he will take away from all the earth,
for the Lord has spoken.

It will be said on that day,
Lo, this is our God; we have waited for him, so that he might save us.

This is the Lord for whom we have waited;
let us be glad and rejoice in his salvation.

Isaiah 61:1-3 (To comfort those who mourn)

The spirit of the Lord God is upon me,
because the Lord has anointed me;
he has sent me to bring good news to the oppressed,
to bind up the broken-hearted,
to proclaim liberty to the captives,
and release to the prisoners;
to proclaim the year of the Lord's favour,
and the day of vengeance of our God;
to comfort all who mourn;
to provide for those who mourn in Zion—
to give them a garland instead of ashes,
the oil of gladness instead of mourning,
the mantle of praise instead of a faint spirit.

They will be called oaks of righteousness,
the planting of the Lord, to display his glory.

Lamentations 3:22-26, 31-33 (The Lord is good to those who wait for him)

The steadfast love of the Lord never ceases,
his mercies never come to an end;
they are new every morning;
great is your faithfulness.

‘The Lord is my portion,’ says my soul,
‘therefore I will hope in him.’

The Lord is good to those who wait for him,
to the soul that seeks him.

It is good that one should wait quietly for the salvation of the Lord.
For the Lord will not reject for ever.

Although he causes grief,
he will have compassion according to the abundance of his steadfast love;
for he does not willingly afflict or grieve anyone.

Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)

But the souls of the righteous are in the hand of God,
and no torment will ever touch them.

In the eyes of the foolish they seemed to have died,
and their departure was thought to be a disaster,
and their going from us to be their destruction;
but they are at peace.

For though in the sight of others they were punished,
their hope is full of immortality.

Having been disciplined a little, they will receive great good,
because God tested them and found them worthy of himself;

Those who trust in him will understand truth,
and the faithful will abide with him in love,
because grace and mercy are upon his holy ones,
and he watches over his elect.

Job 19:21-27a (I know that my Redeemer lives)

Have pity on me, have pity on me, O you my friends,
for the hand of God has touched me!

Why do you, like God, pursue me, never satisfied with my flesh?

O that my words were written down!

O that they were inscribed in a book!

O that with an iron pen and with lead they were engraved on a rock for ever!

For I know that my Redeemer lives,

and that at the last he will stand upon the earth;

and after my skin has been thus destroyed, then in my flesh I shall see God,
whom I shall see on my side, and my eyes shall behold, and not another.

PSALMS

Note: Traditional language versions (Rite I) are printed here. The Book of Common Prayer implicitly acknowledges the comfort that familiar language this can bring by printing the King James Version of Psalm 23 in Rite II.

Psalm 42 Quemadmodum

Like as the hart desireth the water-brooks, *
so longeth my soul after thee, O God.
My soul is athirst for God, yea, even for the living God; *
when shall I come to appear before the presence of God?
My tears have been my meat day and night, *
while they daily say unto me, Where is now thy God?
Now when I think thereupon, I pour out my heart by myself; *
for I went with the multitude, and brought them forth into the house of God;
In the voice of praise and thanksgiving, *
among such as keep holy-day.
Why art thou so full of heaviness, O my soul? *
and why art thou so disquieted within me ?
O put thy trust in God; *
for I will yet thank him, which is the help of my countenance, and my God.

Psalm 46 Deus noster refugium

God is our hope and strength, *
a very present help in trouble.
Therefore will we not fear, though the earth be moved,; *
and though the hills be carried into the midst of the sea;
Though the waters thereof rage and swell, *
and though the mountains shake at the tempest of the same.
There is a river, the streams whereof make glad the city of God, *
the holy place of the tabernacle of the Most Highest.
God is in the midst of her,
therefore shall she not be removed; *
God shall help her, and that right early.

Be still then, and know that I am God; *
I will be exalted among the nations,
and I will be exalted in the earth.
The Lord of hosts is with us; *
the God of Jacob is our refuge.

Psalm 90 Domine, refugium

Lord, thou hast been our refuge, *
from one generation to another.
Before the mountains were brought forth, or ever the earth and the world were made, *
thou art God from everlasting, and world without end.
Thou turnest man to destruction; *
again thou sayest, Come again, ye children of men.
For a thousand years in thy sight are but as yesterday when it is past, *
and as a watch in the night.
As soon as thou scatterest them they are even as a sleep, *
and fade away suddenly like the grass.
In the morning it is green, and groweth up; *
but in the evening it is cut down, dried up, and withered.
For we consume away in thy displeasure, *
and are afraid at thy wrathful indignation.
Thou hast set our misdeeds before thee, *
and our secret sins in the light of thy countenance.
For when thou art angry all our days are gone; *
we bring our years to an end, as it were a tale that is told.
The days of our age are threescore years and ten;
and though men be so strong that they come to fourscore years, *
yet is their strength then but labor and sorrow,
so soon passeth it away, and we are gone.
So teach us to number our days, *
that we may apply our hearts unto wisdom.

Psalm 121 Levavi oculos

I will lift up mine eyes unto the hills; *
from whence cometh my help?
My help cometh even from the Lord, *
who hath made heaven and earth.
He will not suffer thy foot to be moved, *
and he that keepeth thee will not sleep.
Behold, he that keepeth Israel *
shall neither slumber nor sleep.
The Lord himself is thy keeper; *
the Lord is thy defense upon thy right hand;
So that the sun shall not burn thee by day, *
neither the moon by night.
The Lord shall preserve thee from all evil; *
yea, it is even he that shall keep thy soul.
The Lord shall preserve thy going out, and thy coming in, *
from this time forth for evermore.

Psalm 130 De profundis

Out of the deep have I called unto thee, O Lord; *
 Lord, hear my voice.
O let thine ears consider well *
 the voice of my complaint.
If thou, Lord, wilt be extreme to mark what is done amiss, *
 O Lord, who may abide it?
For there is mercy with thee, *
 therefore shalt thou be feared.
I look for the Lord; my soul doth wait for him; *
 in his word is my trust.
My soul fleeth unto the Lord before the morning watch; *
 I say, before the morning watch.
O Israel, trust in the Lord, for with the Lord there is mercy, *
 and with him is plenteous redemption.
And he shall redeem Israel *
 from all his sins.

Psalm 139 Domine, probasti

O Lord, thou hast searched me out, and known me. *
 Thou knowest my down-sitting and mine up-rising;
 thou understandest my thoughts long before.
Thou art about my path, and about my bed, *
 and art acquainted with all my ways.
For lo, there is not a word in my tongue, *
 but thou, O Lord, knowest it altogether.
Thou hast beset me behind and before, *
 and laid thine hand upon me.
Such knowledge is too wonderful and excellent for me; *
 I cannot attain unto it.
Whither shall I go then from thy Spirit? *
 or whither shall I go then from thy presence?
If I climb up into heaven, thou art there; *
 if I go down to hell, thou art there also.
If I take the wings of the morning, *
 and remain in the uttermost parts of the sea;
Even there also shall thy hand lead me, *
 and thy right hand shall hold me.
If I say, Peradventure the darkness shall cover me, *
 then shall my night be turned to day.
Yea, the darkness is no darkness with thee, but the night is as clear as day; *
 the darkness and light to thee are both alike.

NEW TESTAMENT

Romans 8:14-19, 34-35, 37-39

For all who are led by the Spirit of God are children of God. For you did not receive a spirit of slavery to fall back into fear, but you have received a spirit of adoption. When we cry, ‘Abba! Father!’ it is that very Spirit bearing witness with our spirit that we are children of God, and if children, then heirs, heirs of God and joint heirs with Christ—if, in fact, we suffer with him so that we may also be glorified with him.

I consider that the sufferings of this present time are not worth comparing with the glory about to be revealed to us. For the creation waits with eager longing for the revealing of the children of God; Who is to condemn? It is Christ Jesus, who died, yes, who was raised, who is at the right hand of God, who indeed intercedes for us. Who will separate us from the love of Christ? Will hardship, or distress, or persecution, or famine, or nakedness, or peril, or sword? No, in all these things we are more than conquerors through him who loved us. For I am convinced that neither death, nor life, nor angels, nor rulers, 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.

1 Corinthians 15:20-26, 35-38, 42-44, 53-58

But in fact Christ has been raised from the dead, the first fruits of those who have died. For since death came through a human being, the resurrection of the dead has also come through a human being; for as all die in Adam, so all will be made alive in Christ. But each in his own order: Christ the first fruits, then at his coming those who belong to Christ. Then comes the end, when he hands over the kingdom to God the Father, after he has destroyed every ruler and every authority and power. For he must reign until he has put all his enemies under his feet. The last enemy to be destroyed is death.

But someone will ask, ‘How are the dead raised? With what kind of body do they come?’ Fool! What you sow does not come to life unless it dies. And as for what you sow, you do not sow the body that is to be, but a bare seed, perhaps of wheat or of some other grain. But God gives it a body as he has chosen, and to each kind of seed its own body.

So it is with the resurrection of the dead. What is sown is perishable, what is raised is imperishable. It is sown in dishonor, it is raised in glory. It is sown in weakness, it is raised in power. It is sown a physical body, it is raised a spiritual body. If there is a physical body, there is also a spiritual body. For this perishable body must put on imperishability, and this mortal body must put on immortality. When this perishable body puts on imperishability, and this mortal body puts on immortality, then the saying that is written will be fulfilled: ‘Death has been swallowed up in victory.’

‘Where, O death, is your victory? Where, O death, is your sting?’ The sting of death is sin, and the power of sin is the law. But thanks be to God, who gives us the victory through our Lord Jesus Christ.

Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labor is not in vain.

2 Corinthians 4:16-5:9

So we do not lose heart. Even though our outer nature is wasting away, our inner nature is being renewed day by day. For this slight momentary affliction is preparing us for an eternal weight of glory beyond all measure, because we look not at what can be seen but at what cannot be seen; for what can be seen is temporary, but what cannot be seen is eternal.

For we know that if the earthly tent we live in is destroyed, we have a building from God, a house not made with hands, eternal in the heavens. For in this tent we groan, longing to be clothed with our heavenly dwelling—if indeed, when we have taken it off we will not be found naked. For while we are still in this tent, we groan under our burden, because we wish not to be unclothed but to be further clothed, so that what is mortal may be swallowed up by life. He who has prepared us for this very thing is God, who has given us the Spirit as a guarantee.

So we are always confident; even though we know that while we are at home in the body we are away from the Lord—for we walk by faith, not by sight. Yes, we do have confidence, and we would rather be away from the body and at home with the Lord. So whether we are at home or away, we make it our aim to please him.

1 John 3:1-2

See what love the Father has given us, that we should be called children of God; and that is what we are. The reason the world does not know us is that it did not know him. Beloved, we are God's children now; what we will be has not yet been revealed. What we do know is this: when he is revealed, we will be like him, for we will see him as he is.

Revelation 7:9-17

After this I looked, and there was a great multitude that no one could count, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, robed in white, with palm branches in their hands. They cried out in a loud voice, saying, 'Salvation belongs to our God who is seated on the throne, and to the Lamb!'

And all the angels stood around the throne and around the elders and the four living creatures, and they fell on their faces before the throne and worshipped God, singing, 'Amen! Blessing and glory and wisdom and thanksgiving and honor and power and might be to our God for ever and ever! Amen.'

Then one of the elders addressed me, saying, 'Who are these, robed in white, and where have they come from?' I said to him, 'Sir, you are the one that knows.' Then he said to me, 'These are they who have come out of the great ordeal; they have washed their robes and made them white in the blood of the Lamb. For this reason they are before the throne of God, and worship him day and night within his temple, and the one who is seated on the throne will shelter them. They will hunger no more, and thirst no more; the sun will not strike them, nor any scorching heat; for the Lamb at the centre of the throne will be their shepherd, and he will guide them to springs of the water of life, and God will wipe away every tear from their eyes.'

Revelation 21:2-7

And I saw the holy city, the new Jerusalem, coming down out of heaven from God, prepared as a bride adorned for her husband. And I heard a loud voice from the throne saying,

'See, the home of God is among mortals. He will dwell with them; they will be his peoples, and God himself will be with them; he will wipe every tear from their eyes. Death will be no more; mourning and crying and pain will be no more, for the first things have passed away.'

And the one who was seated on the throne said, 'See, I am making all things new.' Also he said, 'Write this, for these words are trustworthy and true.' Then he said to me, 'It is done! I am the Alpha and the Omega, the beginning and the end. To the thirsty I will give water as a gift from the spring of the water of life. Those who conquer will inherit these things, and I will be their God and they will be my children.'

THE GOSPEL

John 5:24-27

Very truly, I tell you, anyone who hears my word and believes him who sent me has eternal life, and does not come under judgment, but has passed from death to life.

Very truly, I tell you, the hour is coming, and is now here, when the dead will hear the voice of the Son of God, and those who hear will live. For just as the Father has life in himself, so he has granted the Son also to have life in himself; and he has given him authority to execute judgment, because he is the Son of Man.

John 6:37-40

Everything that the Father gives me will come to me, and anyone who comes to me I will never drive away; for I have come down from heaven, not to do my own will, but the will of him who sent me. And this is the will of him who sent me, that I should lose nothing of all that he has given me, but raise it up on the last day. This is indeed the will of my Father, that all who see the Son and believe in him may have eternal life; and I will raise them up on the last day.'

John 10:11-16

I am the good shepherd. The good shepherd lays down his life for the sheep. The hired hand, who is not the shepherd and does not own the sheep, sees the wolf coming and leaves the sheep and runs away—and the wolf snatches them and scatters them. The hired hand runs away because a hired hand does not care for the sheep. I am the good shepherd. I know my own and my own know me, just as the Father knows me and I know the Father. And I lay down my life for the sheep. I have other sheep that do not belong to this fold. I must bring them also, and they will listen to my voice. So there will be one flock, one shepherd.

John 11:21-27

Martha said to Jesus, 'Lord, if you had been here, my brother would not have died. But even now I know that God will give you whatever you ask of him.' Jesus said to her, 'Your brother will rise again.' Martha said to him, 'I know that he will rise again in the resurrection on the last day.' Jesus said to her, 'I am the resurrection and the life. Those who believe in me, even though they die, will live, and everyone who lives and believes in me will never die. Do you believe this?' She said to him, 'Yes, Lord, I believe that you are the Messiah, the Son of God, the one coming into the world.'

John 14:1-6

'Do not let your hearts be troubled. Believe in God, believe also in me. In my Father's house there are many dwelling-places. If it were not so, would I have told you that I go to prepare a place for you? And if I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also. And you know the way to the place where I am going.' Thomas said to him, 'Lord, we do not know where you are going. How can we know the way?' Jesus said to him, 'I am the way, and the truth, and the life. No one comes to the Father except through me.'

COLUMBARIUM POLICIES AND REGULATIONS

ST. LUKE'S EPISCOPAL CHURCH

1. **ADMINISTRATION:** The Vestry of St. Luke's Episcopal Church shall at all times have full control of the Columbarium. Such control shall be exercised through the Parish Administrator.
2. **THE COLUMBARIUM:** The Columbarium shall consist of niches, uniform in size, for the inurnment of cremains. Each niche shall have a bronze nameplate of uniform size on which shall be engraved the name and the birth and death dates of the deceased. No artificial flowers or other decorations may be placed at or near the Columbarium at any time. Arrangements for the placement of flowers at designated locations may be made through the Flower Guild.
3. **INTERMENT:** The cremains shall be placed in a canister provided by St. Luke's Episcopal Church specifically made for insertion into the niche.
4. **ELIGIBILITY:** The right to submit applications for the interment of cremains in the Columbarium is available to all members of St. Luke's Episcopal Church in good standing and their immediate families. Exceptions to this may be made by the Rector and Vestry. The Vestry specifically reserves the right to approve or disapprove all applications for purchase regardless of the status of the applicant.
5. **INTERMENT PROCEDURES AND CONDITIONS:** The right to place in a Columbarium niche the cremains of an eligible person is based on the following procedures and conditions:
 - a) Arrangements for the interment of cremains may be made by submitting a completed and signed application with full payment of the current fee to the attention of the Parish Administrator of St. Luke's Episcopal Church. The purchase is subject to approval by the Parish Administrator under the direction of the Rector and Vestry. The Parish Administrator may permit the reservation of a right of interment by payment of a deposit at least equal to 50% of the current fee with the balance being due and payable within one year. The location of the niche(s) purchased shall be determined by the Parish Administrator based on the order in which payment is received and preferred location specified. No interment will be made until total payment has been received.
 - b) Upon approval of the application, payment of the current fee in full and assignment of a specific niche(s), the applicant shall receive a certificate signed by the Parish Administrator attesting to his or her rights of the sole and perpetual use of the specified niche(s) for the interment of cremains. There will be no assessments or future charges after the fee has been paid.
 - c) The right to use such a reserved niche(s) may not be sold or otherwise transferred. The right can only be surrendered to St. Luke's Episcopal Church, in which event a refund of a portion of the fee not to exceed two thirds (2/3) of the amount of the original fee may be authorized.
 - d) St. Luke's Episcopal Church reserves the right to move, remodel or otherwise alter the Columbarium within the precincts of the church.
 - e) The Vestry of St. Luke's Episcopal Church specifically reserves the right to modify, amend or revoke these regulations from time to time without prior notification. The fee for the right to inter cre-

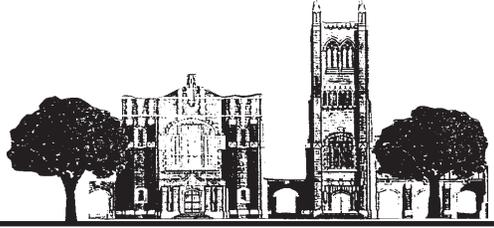
mains may be changed by the Parish Administrator subject to approval by the Vestry as may from time to time be necessary. The amount of the fee shall be uniform, regardless of the location of the niche(s).

f) St. Luke's Episcopal Church will exercise good faith efforts to safeguard the Columbarium and the contents of each niche, but St. Luke's Episcopal Church will not be responsible for loss or damage to the Columbarium regardless of the cause. In the event that, for any reason, the Vestry determines that the Columbarium can no longer be maintained, the remains shall be delivered to the nearest living kin of the deceased.

6. OTHER CONDITIONS: Funeral services which are held at St. Luke's Episcopal Church may be held in the sanctuary or in the Wilmer Chapel. No cremains may be interred in the Columbarium without such committal service as is deemed appropriate by the Rector. A copy of the Certificate of Cremation is required.

The Columbarium shall be open to visitors at all times when St. Luke's Episcopal Church is open to the public.

ST LUKE'S
EPISCOPAL
CHURCH



Application for Reservation of Columbarium Niche(s)

I hereby apply to reserve _____ niche(s) in the St. Luke's Episcopal Church Columbarium. I understand that if this application is accepted, the purchase and use of the niche(s) will be subject to the Columbarium Policies and Regulations. I have been furnished and have read a copy of those Policies and Regulations and understand that they are subject to amendment from time to time with approval by the Vestry.

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ Zip: _____

Telephone:
(Home) _____

(Business) _____

Number of Niches: _____

Price per Niche: \$750.00

Total Amount: \$ _____

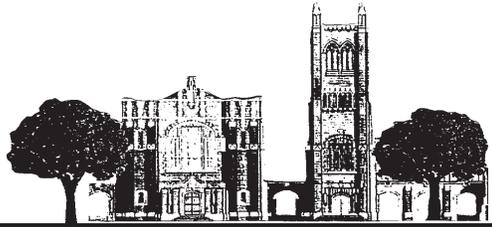
Location preferred: Niche(s) Number _____

I have enclosed a check for the total amount shown above made payable to St. Luke's Episcopal Church.

Date

Signature of Applicant

ST. LUKE'S
EPISCOPAL
CHURCH



Columbarium Name Plate Information

Please furnish the following information if you desire to have the name plate(s) on your columbarium niche(s) inscribed now.

**Type or print
(omit dates if you do not want shown)**

Name _____

Date of Birth ____-____-____

Niche number _____

Name _____

Date of Birth ____-____-____

Niche number _____

**Return to: St. Luke's Episcopal Church
 Attn.: Parish Administrator
 435 Peachtree Street, NE
 Atlanta, GA 30308-3228**

**MEMORIAL GARDEN POLICIES AND REGULATIONS
ST. LUKE'S EPISCOPAL CHURCH**

1. **ADMINISTRATION:** The Vestry of St. Luke's Episcopal Church shall at all times have full control of the Columbarium. Such control shall be exercised through the Parish Administrator.
2. **THE MEMORIAL GARDEN:** The area designated for the burial of cremains is located in the Garden between the stepping stones located on the north side of the Garden and the stone wall to the north. This area is plotted in unmarked one-foot squares. The name and the birth and death dates of each person whose cremains are interred in the Garden will be casted on an individual bronze nameplate and placed on the bronze plaques mounted on the north wall of the Garden. These plaques shall be the only markers for the Memorial Garden. There will be no floral arrangements or other decorations placed within the Garden.
3. **INTERMENT:** The cremains shall be buried in biodegradable containers provided by St. Luke's Episcopal Church in the designated plots.
4. **ELIGIBILITY:** The right to submit applications for the interment of cremains in the Memorial Garden is available to all members of St. Luke's Episcopal Church in good standing and their immediate families. Exceptions to this may be made by the Rector and Vestry. The Vestry specifically reserves the right to approve or disapprove all applications for purchase regardless of the status of the applicant.
5. **INTERMENT PROCEDURES AND CONDITIONS:** The right to place in the Memorial Garden the cremains of an eligible person is based on the following procedures and conditions:
 - a) Arrangements for the interment of cremains may be made by submitting a completed and signed application with full payment of the current fee to the attention of the Parish Administrator of St. Luke's Episcopal Church. The purchase is subject to approval by the Parish Administrator under the direction of the Rector and Vestry. The Parish Administrator may permit the reservation of a right of interment by payment of a deposit at least equal to 50% of the current fee with the balance being due and payable within one year. No interment will be made until total payment has been received.
 - b) Upon approval of the application and payment of the current fee in full, the applicant shall receive a certificate signed by the Parish Administrator attesting to his or her rights for the interment of cremains in a Memorial Garden plot. There will be no assessments or future charges after the fee has been paid.
 - c) The right of interment may not be sold or otherwise transferred. The right can only be surrendered to St. Luke's Episcopal Church, in which event a refund of a portion of the fee not to exceed two thirds (2/3) of the amount of the original fee may be authorized.
 - d) The Vestry of St. Luke's Episcopal Church specifically reserves the right to modify, amend or revoke these regulations from time to time without prior notification. The fee for the right to inter cremains may be changed by the Parish Administrator subject to approval by the Vestry as may from time to

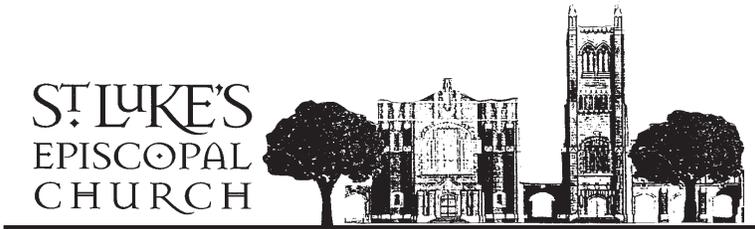
time be necessary. The amount of the fee shall be uniform, regardless of the location of the plot.

e) Numbered plots will be assigned by the Parish Administrator, to the extent possible, in numerical sequence at the time of interment. The location of occupied plots will be shown on a plan kept in the parish Administrator's office. Where practicable, the Parish Administrator will attempt to accommodate the wishes of persons who have paid the applicable interment fee to arrange for interment of the remains of family members in contiguous plots.

f) It is anticipated that the Memorial Garden will be available for interment of cremains in perpetuity. In the event that all plots are used, cremains will be reverently interred in previously used plots. It is intended, to the extent practicable, that interment of cremains in previously used plots be accomplished in the order in which the plots were initially used, i.e., beginning with the first used plot and continuing in sequence of use.

g) St. Luke's Episcopal Church will exercise good faith efforts to safeguard the Memorial Garden, but St. Luke's Episcopal Church will not be responsible for loss or damage to the Memorial Garden or the interred cremains regardless of the cause.

6. OTHER CONDITIONS: Funeral services which are held at St. Luke's Episcopal Church may be held in the sanctuary or in the Wilmer Chapel. No cremains may be interred in the Memorial Garden without such committal service as is deemed appropriate by the Rector. A copy of the Certificate of Cremation is required.



Application for Interment in St. Luke's Memorial Garden

I hereby apply to make application for the interment of the ash remains of _____ in the St. Luke's Memorial Garden. I understand that unless the location of the plot has been previously reserved, St. Luke's will make a random selection at the time of interment. If this application is approved, the use of the Memorial Garden will be subject to the Memorial Garden Policies and Regulations. I have been furnished and have read a copy of those regulations and understand that they are subject to amendment from time to time by the Board of Trustees with approval by the Vestry.

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ Zip: _____

Telephone:
(Home) _____

(Business) _____

The fee is: \$750.00

I have enclosed a check for the amount of \$ _____ made payable to St. Luke's Episcopal Church.

Date

Signature of Applicant



Plan While You Can was developed and written by the clergy and staff of St. Luke's Church in Atlanta. We are happy to share it but hope you will credit us for the work we have done in putting this book together.

Visit us on the web at www.StLukesAtlanta.org