Planning now for your funeral is important. We make plans for many things in life. Some we are never able to do. Yet death and burial are inevitable, and thus it is crucial that we also plan for it. Planning does not hasten the event.

Funeral pre-planning is necessary, first of all, as a means to let your wishes be known to all concerned. Secondly, pre-planning your funeral enables you to give expression to your faith through choosing and ordering what is to take place. Also, it eases the burden on your loved ones by eliminating the pressure of decision-making, particularly the need of trying to do things “the way you would have wished.” Finally, pre-planning will give you a certain amount of peace, knowing that your affairs are in order.

If at all possible, discuss these plans with your loved ones. Allow them to participate in the planning and express their thoughts. This brings the subject out into the open and provides loved ones with an opportunity to openly share their love and sorrow—best shared now, rather than after a death occurs.

Please bear in mind that the more complex and complete your plans become, the more tentative they must be. The events surrounding your death, or events that may occur between now and the time of your death, may necessitate changes. Therefore, from time to time, every several years, the plans in this booklet may need to be updated.

This handbook should answer many of your questions about the planning of a funeral/memorial service and what ways, we as the church, hope to serve you in this time. We are more than happy to keep a copy of your wishes (use worksheets at the end of this booklet) on file and will share them with your family when necessary. If you have questions or concerns, please feel free to call the church office at 919-467-8989.

God’s Love and Ours,

The Christ the King Pastoral Staff

“I am the resurrection and the life.” – John 11:25
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Purpose of Funeral and Memorial Services
In death, grief and loss are real and not to be minimized. We as a congregation of the People of God desire to walk with our brothers and sisters in times of sorrow and are saddened by loss. Simultaneously, we as the People of God confess and are given hope in the resurrection of the dead and life everlasting with Jesus Christ.

While loved ones will be remembered in this service, they will be remembered as children of God, and most importantly we will remember and celebrate what Jesus Christ did for them and for us. Therefore, this service is worship to God who gives us life, forgiveness, and the promise of eternity.

Types of Services
Funeral Service: A funeral service is when remains are going to be present in a casket or as ashes in an urn, and are generally held within several weeks of the death.

Memorial Service: A memorial service is conducted when no remains are present. This type of service is preferable when remains are unavailable or the service is celebrated a significant time after the death.

Inurnment: This is a brief service with readings and prayers that commit ashes to a final resting place. This can be done any time after the death.

Graveside Committal: This is a brief service with readings and prayers committing a body in casket or urn to the ground. Committal generally follows right after the funeral service.

Visitation: A visitation is a not a worship service. It is a time when the body is available for viewing. Participants can pay final respects to the deceased and offer condolence to the family.

Funeral Liturgies
Traditional Worship is a classic liturgical worship that features hymns, scripture readings and organ. Traditional funeral services take place in the sanctuary.

Contemporary/Praise Worship is a contemporary liturgy which features contemporary Christian songs or hymns, instruments (guitar, piano) in a less traditional worship space. Funerals/Memorials in a contemporary format will be held in Nagle Hall.

If you desire a more blended format, please speak with the pastor to determine the most appropriate music and space for the service.
Bulletins
The Christ the King office and worship staff will produce your bulletins. We will help you to choose a cover that is most suitable for the service. Sample covers and sample bulletins are available in the church office.

Scripture
There are usually 2-3 readings during the service. A psalm may be read or sung in unison. Below are some suggested texts that are common to funeral/memorial services.

Old Testament:
Genesis 1:26-28
Genesis 2:15-24
Genesis 50:15-21
Isaiah 40:1-11
Isaiah 40:27-31
Isaiah 42:5-17
Ezekiel 34:11-16
Job 19:23-27
Jeremiah 31:31-34
Zechariah 8:1-8

Gospels
Matthew 11:25-30
Matthew 25:1-13
Luke 7:11-17
Luke 12:35-40
John 5:24-29
John 10:7-16
John 11:21-27
John 14:1-6

Psalms
Psalm 16:1,5-11
Psalm 23
Psalm 34:1-8
Psalm 42:1-7
Psalm 46:1-7
Psalm 90
Psalm 103:1-5, 10-18
Psalm 121
Psalm 130
Psalm 143

Additional New Testament Writings
Romans 5:1-11
Romans 5:17-21
Romans 8:31-35, 37-39
1 Corinthians 15:12-26
Ephesians 3:14-21
Philippians 2:5-11
1 Thessalonians 4:13-18
Hebrews 11:32-12:2
1 Peter 1:3-9
1 John 4:7-21
Revelation 7:9-17
Revelation 21:2-7

Provision for readings other than from the Scriptures are not normally included in the funeral service. These are best shared in family gatherings or at the reception. Consult with a member of the CTK Pastoral Staff if you have questions.
Homilies
A brief homily will be offered at the worship service by one of the Christ the King pastoral staff. If a guest preacher if desired, this must be approved and arranged with the CTK staff. The homily will be a time to remember our loved one and to proclaim boldly the good news of the gospel—there is everlasting life in Jesus Christ.

Music
The CTK organist or an appointed substitute will play for the service. Any outside musicians or vocalists need to consult with the organist and pastor to discuss the music and the reverential nature of the service. Lay worship leaders and musicians will be gathered to lead worship for a funeral/memorial service in the contemporary format. The Senior Choir and Adult Handbell Choir are available upon request at funeral/memorial services.

This is a worship service and secular music is not appropriate. If you have a favorite secular song, the reception may be a place to play it. Please feel free to suggest favorite hymns or contemporary worship songs to the pastor for us in the service.

Suggested Funeral Hymns
- Amazing Grace
- A Mighty Fortress
- Great Is Thy Faithfulness
- Rock of Ages
- How Great Thou Art
- The Church’s One Foundation
- Lift High the Cross

Holy Communion
The sacrament of Holy Communion was given by Christ for the sake of creating and sustaining faith in His church. We believe that in the sacrament Christ is present to us. He comes to us, meeting us in our grief, sorrow, sin, and suffering. Holy Communion gives us a foretaste of the feast to come in the kingdom of God. Holy Communion is not a requirement of the funeral service, but can be a meaningful part of worship for those still on their earthly journey.

Please arrange with the pastor if you would like Holy Communion to be part of this funeral/memorial service. The Altar Guild will make sure that the table is set and prepared for the service.

Visitation
If the family chooses, Christ the King can facilitate a visitation for the family prior to the funeral. We suggest that the visitation be held the day before the funeral and last no more than two hours. Often at Christ the King, families choose to combine the visitation and the reception immediately following the funeral or memorial service.
**Flowers**

Flowers can be an important image and symbol of the hoped-for promise of resurrection. Flowers will be ordered by Christ the King for the service. If the worship service is in the traditional sanctuary, two altar arrangements will be ordered. If worship is in Nagle Hall, one altar arrangement will be ordered. No other flowers will be used in the worship space. If you desire a certain type of flower or color, please contact the church office. We will work with our florist to honor these requests to the best of our ability. If flowers are sent, they will be arranged in the narthex and displayed at the reception.

**Pall**

At Christ the King, we use a pall as a cover for the coffin or urn. This white drape recalls the white robe that is the garment of the baptized, and serves as a reminder that, through baptism, we have “put on Christ.” Flower sprays or national flags are not permitted to be on the remains in the worship service.

**Memorial Table**

It is absolutely appropriate to have a memorial table in the narthex for people to view during the reception. Families are welcomed and encouraged to place family photos, artwork, display of hobbies and similar items.

**Social & Fraternal Societies**

The worship service is meant to give glory to God and comfort to the bereaved. The worship service is not an occasion to support, augment or complement non-church organizations and rituals. Any ritual or rite apart from the proclamation of the Word and the administration of the sacraments is inappropriate within the liturgies of the Lutheran Church. Therefore, no social/fraternal society rituals will be included in the service in the sanctuary of the church or at the graveside committal. Once the worship services have concluded the family may observe social and fraternal society rites as they deem appropriate.

**Military Honors**

If there is a graveside committal as part of the service, military honors are most appropriate at the graveside following the rite of committal. If a committal is not scheduled, provision may be made for military honors to be done at the conclusion of the worship service in the church.

**Gift Designations & Memorials**

In response to the goodness of God and in gratitude for the life of the deceased, you may choose to designate financial contributions be made in honor of the deceased. This often
happens in lieu of flowers. At Christ the King, we encourage memorials. Common choices are:

- Christ the King General Fund: *This fund covers our day to day operating and ministry expenses.*
- Christ the King Designated Fund: *A fund that allows the church to use funds for a specific, designated purpose at the family’s request.*
- Christ the King Memorial Fund: *A fund that is used to support special needs gifts beyond our general operating funds.*
- Christ the King Endowment Fund: *An endowed fund where memorial gifts are invested and the interest growth is given annually to outreach ministries beyond CTK.*
- Other Community Organizations (ie. Dorcas Ministries, Habitat for Humanity, Hospice of Wake County, etc.)

**Video Recording/Photograph**
The service may be videotaped discretely from the balcony, however, no flash photography is permitted during the funeral/memorial service.

**Receiving Guests & Guestbook**
The family may choose to receive guest formally or informally after the service. We will move the family to the narthex area so that guests may partake in the reception and greet the family. Due to the emotional nature of the day, we highly encourage families to greet guests informally.

Christ the King will provide pages in our guestbook for the funeral. The family may request the pages from the guestbook to have a record of who attended with them on the day of the service. If you would prefer to have a guestbook, this will need to be provided by the family.

**Receptions**
We feel a time to gather with family and friends for comfort and support is important. Our Parish Life Committee provides a heavy appetizer and dessert reception for each family, if desired. The reception will be held in the Nagle Hall narthex. All will be invited to participate after the worship service. There is no fee for the reception.

**Fees & Honorarium**
The staff and community of Christ the King Lutheran Church, called by Christ to comfort those who mourn, plan and implement the funeral service/memorial service for your loved one. There is no fee for these services. You may, however, gift the pastor and organist/musician an honorarium if desired.
Final Arrangements

In addition to your funeral service, it is helpful to make arrangements ahead of time regarding care of your body and your final resting place. Below are terms that will help you think through these decisions. Medical decisions (organ donation, autopsy, etc.) should be noted in your Living Will.

Organ Donation: All individuals can indicate their intent to donate (people under the age of 18 must have the consent of a parent or legal guardian). Medical suitability for donation is determined at the time of death. You may choose what can be donated and for what purpose. The common purposes are for transplants, education and research. The following can be donated:

- Organs: heart, kidneys, pancreas, lungs, liver, and intestine
- Tissue: cornea, skin, heart valves, bone, blood vessels, and connective tissue
- Bone marrow/stem cells, umbilical cord blood, peripheral blood stem cells

Donation of Body for Research: If you would like to donate your whole body for research, this should be arranged prior to your death. Many organizations require registration on file prior to death for the body to be received as a donation. Once the donation has been made and research conducted, ashes from the body are returned to the family. Generally this takes four to six weeks.

Autopsy: Unless legally required, you have the option to choose whether or not to have an autopsy on your body. The two most common choices are:

- No Autopsy, unless legally required
- Yes, if it will benefit medical research

You can also name a person who will make this decision after your death. This can be important if there are questions surrounding the circumstance of your death.

Embalming: Embalming is the art and science of temporarily preserving human remains to forestall decomposition and to make them suitable for display at a funeral. The three goals of embalming are thus presentation, sanitization and presentation of dead body to achieve this effect. If you are being buried in a grave plot, most states require embalming. This process must be coordinated with a funeral home. Please know that the church is happy to accompany you as you talk with the funeral home. This can often be overwhelming and many find it comforting to have pastoral presence.

Cremation: Cremation is the incinerating of a body. The remains, known as cremains, are in the form of ashes. Cremation is growing in popularity and more than 60% of bodies are being cremated now. If you are being cremated, you will generally have fewer end-of-life expenses. Additionally, at CTK, we suggest you consider a direct cremation service which allows you to conduct all final arrangements through the church and not a funeral home.

Columbarium Niche: A columbarium is a place where people's cremated remains are kept. A niche is the individual spot where your cremains are kept within the columbarium.
Christ the King Columbarium

Christ the King has a columbarium, located in the traditional narthex, for members of our community.

Frequently Asked Questions about CTK's Columbarium

- **If I purchase a niche, what is included in the fee?** The fee that is paid assures you a niche, the etched dates on the front, and perpetual care of the columbarium. The purchaser does not "own" the space; the property is still owned by the congregation.

- **Can I pick out a particular niche?** Except for the fact that other niches have been reserved, you may choose whichever niche you want. Reserved niches are marked with a gold cross on the front stone.

- **Whose cremains could be placed in our columbarium?** Members and former members of Christ the King, their parents, their spouses and children and step-children, present and past leaders of Christ the King and their legal spouses and adopted and/or birth children and step-children will be eligible to be inurned in the columbarium.

- **How do I reserve a space?** Fill out and sign the contract in the back of this booklet. Turn in the paperwork and full payment to the church office to reserve your space. Contact the church office for current pricing on niches. The contract is then signed by the Senior Pastor and the Council President. Once all signatures are obtained, you will receive a copy of the contract. The original is kept on record at Christ the King.
Additional Planning
In addition to planning your funeral service or the service of a loved one, it is important to have other documents on file. Helpful resources such as Notes for My Friends and Family and My Will & Trust Guide are available in the office or on-line on the Christ the King Website (Endowment Page).

Key Documents to Have Discussed and Have in Place:
- **Will** - A will is simply a set of instructions on how to distribute your assets to loved ones and charities upon your death. Be aware, however, that a will is subordinate to any beneficiary designations you have made on investment and retirement accounts.

- **Durable Power of Attorney** - You name another person to act on your behalf, with limited or broad powers as you see fit. A "durable power" lets someone act on your behalf if you are disabled and terminates upon your death.

- **Health Care Power of Attorney** - This document authorizes someone to make medical decisions on your behalf if you are unable to.

- **Living Will** - This document lays out your wishes regarding the use of life-sustaining measures in the event of terminal illness. It's best used in tandem with a health care power of attorney since a living will alone doesn't give anyone authority to speak for you.

If you have questions about these documents or would like further pastoral conversation, please feel free to contact the church office at 919-467-8989 and schedule a time to meet with a pastor.
Grief Resources
After a death, there is a variety of emotions ranging from anger, to shock, to deep sadness. All these emotions are normal. The grief process is not one that can be moved through in a day. We are with you as you journey through your grief during the days after, the months later and the years to come. We encourage you to take advantage of the care ministries offered in our faith family.

Stephen Ministry is a program in our congregation that trains and organizes lay persons to provide distinctively Christian one-to-one care to those who are experiencing all kinds of life needs. In this fast paced and fragmented world, Stephen Ministers are steadfast caregivers who provide friendship, mercy, and grace to those in need. Stephen Ministers will give you a place to talk through your grief in a safe, non-judgmental environment. To request a Stephen Minister, please speak to the pastor and/or email stephenministry@christthekingcary.org.

GriefShare: GriefShare is an intentional grief support group that combines personal devotional materials, video seminars and group discussion. Classes are generally offered each spring and fall. Session Topics are: Living with Grief, The Journey of Grief, The Effects of Grief, When Your Spouse Dies, Your Family and Grief, Why?, The Uniqueness of Grief, God's Prescription for Grief, Stuck in Grief, Top 20 Lessons of Grief and Heaven. Learn more at www.griefshare.org.

Grief Books: Grieving is truly a journey. After a death of a friend and/or family member, we want to offer a set of books to help you in your journey. These books will be sent four different times after the death. If you would like books for additional family members, please contact griefbooks@christthekingcary.org.

Prayer Shawls: These handmade shawls are knit with love and serve as a tangible reminder that God is with us, even in the midst of difficult times. Email knitwits@christthekingcary.org if you are interested in a prayer shawl. Kids-sized and Adult shawls are available.

Windowed Individuals Small Group: This group is for males and females who have lost spouses. The loss can be recent or many years ago. The group meets the fourth Thursday of the month for growth in faith as well as fellowship! Please contact wisg@christthekingcary.org for more information.

Longest Night Worship Service: The holiday season, especially around Christmas, are difficult days for the bereaved. While the world is celebrating, we are often aching. We gather the weekend before Christmas for a service of remembrance, reflection and honoring. Communion is celebrated and candles are lit in honor of our loved ones.
Christ the King Lutheran Church
FUNERAL PLANNING WORKSHEET

Guide for the Christian Funeral of ____________________________
First, Middle (maiden) Last

Date(s) completed/ revised: ________________________________

This worksheet may be used by a bereaved family in the midst of funeral planning; or by individuals anticipating an impending death; or to express one’s personal wishes for your own funeral. This worksheet may be revised at any time.

TO PLAN THE FUNERAL OF ANOTHER
In the event of a death, call the church before making any arrangements. Call the office directly at 919-467-8989. If the office is closed, you will be referred to a number to reach the pastor.

TO EXPRESS WISHES FOR YOUR FUNERAL
You may choose to file this worksheet with the church. This information will be kept in a confidential file available to the pastors of Christ the King Lutheran Church.

Also, after you complete the worksheet consider telling someone you trust about it. You may wish to discuss what you have written to be certain that it is clear. Consider providing copies for your family and to file with your will. Or simply give them a note that says, “As we have discussed, I have recorded my desires regarding my death and burial. I keep this information in the following place: ______________ (i.e.: on file at the church; with my will) At the time of my death, I ask that you use this information to the extent possible. With gratitude,” Then sign, date, and send the note.

I understand that the information and instructions provided here are for the guidance of my church, my family, and my friends in making arrangements necessary at the time of my death. Although this information is being left for safekeeping, it is not legally binding or enforceable. I understand that this worksheet does not make the church obligated or responsible for the execution of these instructions.

____________________________________  ______________
Please fill out as much as this worksheet as possible. Check the options that you desire. If changes are made on to this sheet, please initial changes.

**Care of the Body**

*Please make sure to complete other legal documents re: these decisions*

- _____ Donate organs
  - _____ as transplants
  - _____ for research
  - _____ for education

  Specific Areas to Be Donated: __________________________________________

- _____ Donate body for research/teaching
  - _____ with ashes returned

- _____ Autopsy
  - _____ none unless legally required
  - _____ if it will benefit medical research

  decision to be made by: __________________________________________

- _____ Embalm body
- _____ Cremate body
  - _____ after visitation or service
  - _____ before visitation or service

- _____ Bury body
- _____ Other: _____________________________________________________

  (might include: burial at sea, ashes spread, above ground interment, etc.)

**Type of Worship Service**

- _____ Funeral with Coffin/urn present
- _____ Memorial Service without remains
- _____ Inurnment
- _____ Graveside Commitment
- _____ Graveside Only

**Format of Worship Service**

- _____ Traditional
- _____ Contemporary (ABC)
- _____ Blended

**Expressions of Sympathy**

- _____ Flowers/Live plants
- _____ Other: _____________________________________________________

**Memorials**

Memorial gifts might be used to further support these ministries and organizations:

- _____ Christ the King Endowment Fund
- _____ Christ the King Memorial Fund
- _____ Christ the King Designated Fund
  - Specific Area of Gift: __________________________________________
- _____ Christ the King General Fund
Funeral Service
Location
- church
- funeral home
- cemetery chapel
- cemetery (no funeral, a graveside service only)
- other:______________

Time
- morning
- afternoon
- evening

Remains present
- Yes
- No

Holy Communion Celebrated
- Yes
- No

Favorite Biblical theme or image: ________________________________

Biblical readings:
____________________________________________________________
____________________________________________________________

Congregational hymns
____________________________________________________________
____________________________________________________________

Other Music (ie. prelude preference, choir, handbells)
____________________________________________________________
____________________________________________________________

Final Arrangements
- I am being cremated and have purchased a CTK Columbarium Niche.
- I am being cremated and made arrangements in a non-CTK columbarium.
- I have made arrangements for my burial.
Name of cemetery ___________________________________________
Location of cemetery _______________________________________
Contact person, phone ________________________
Name of lot or crypt holder ___________________________________
Easement or deed number _______________________________
Legal description of graves or crypts as shown on easement or deed _______________________________

_____ I am a lot holder and have made arrangements with the cemetery to assign graves
to specific individuals. These arrangements are:
Grave number Assigned to Relationship
__________________________________________
__________________________________________
__________________________________________

_____ I do not have arrangements for my burial. I suggest the following
arrangements.________________________________________________

_____ I have arrangements for a memorial marker with the following company:
The arrangements are: ___________________________________________

_____ I do not have arrangements for a memorial marker. You may wish to suggest a
particular symbol or text. I would prefer: _______________________

Additional Comments:
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________
_________________________________________________________

16
CONTRACT OF PURCHASE AND CONTINUAL CARE

THIS CONTRACT is made and entered into this ______ day of __________, 20____, by and between Christ the King Lutheran Church of Cary, North Carolina, Inc., hereinafter referred to as "the Church" and _____________________________________________________________________, hereinafter referred to as "purchaser".

WHEREAS the Church has established a columbarium which is set aside in perpetuity for the inurnment of ashes of the human dead, and

WHEREAS the Church has established a set of policies and regulations governing eligibility and use of the columbarium and the purchaser has received a copy and is familiar with the content thereof, and the said policies and regulations are incorporated as if fully set out herein,

NOW, THEREFORE, in consideration of the sum of $2000.00, paid to the Church by the purchaser, the parties covenant and agree with each other as follows:

1. The Church agrees to provide the purchaser a niche in the columbarium suitable for the cremated remains of two persons, to have the face inscribed with the Christian names and surnames and appropriate dates, and to provide continual care.

2. The Church shall retain title to the columbarium and grants hereby to the purchaser the right to the use of the niche in accordance with the policies and regulations above referred to.

3. The purchaser authorizes the Church to relocate the remains inurned to another location selected by the Congregation Council and approved by the congregation if relocation should become necessary for any reason, and this authorization shall be binding upon the heirs, executors, administrators and assigns of the purchaser.

4. The purchaser warrants a property right in and to the mortal remains of the person(s) anticipated to be inurned and further warrants authority to execute this contract. The Church assumes no responsibility to inquire further into the authority of the person executing this contract or the relationship of same to the person to be inurned.

5. The purchaser acknowledges that, in the event that he/she wishes to surrender rights to the use of the purchased niche, and return full rights to the Church, that the purchaser will receive no more than a 50 percent refund of the original purchase price if the niche had been used, and no more than 90 percent if the niche had not been used.

IN WITNESS WHEREOF, this contract has been executed by all parties on the day first above written.

Christ the King Lutheran Church Purchaser:

______________________________ _______________________________
Senior Pastor

______________________________ _______________________________
President, Congregation Council