



CHRISTUNITED
Methodist Church

The Journey Home

Final Arrangements Packet

This set of documents contains plans and supporting documentation for _____, in the event that they may become necessary.

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The Journey Home

Death is inevitable, but it is still a subject that is almost universally avoided when we communicate with each other. Talking about death is never easy and we have little experience with death until someone we know dies. As Christians, we are taught about heaven and eternal life with God. Our faith teaches us that death and resurrection go hand in hand, and we are comforted and find hope in God's promise to prepare a place for us with Him in the Kingdom. Our faith softens grief because we know that our loved one who has passed is home with God and one day, we will be reunited with our loved one. We are comforted by God's promise of eternal life, but what we are uncomfortable even thinking about, let alone talking about, is death and the journey itself.

Prayerful Conversations

Even though most of us do not necessarily know how to talk about death or what happens during the time leading up to the end of life, it is a conversation that needs to happen. Let us acknowledge together that it is a very difficult and scary thing to consider. To even think, let alone talk about, someone we love dying or even about our own death can seem overwhelming. We can start together, today, to prayerfully consider how we may have this kind of conversation with our spouse, parent and/or adult children. We'll walk together through the fear into God's embrace where we know the promise of eternal life awaits us all and how we can prepare for the journey home within His grace.

We understand that speaking about a loved one's impending death is frightening and difficult, which leads many of us to put it off until "later." Unfortunately, we cannot predict what "later" will bring and as family members and caregivers, it is out of love that we can include this prayerful conversation into our loved one's care plan.

How do you approach the subject? With faith, which provides courage, strength, kindness, and compassion.

Being courageous means allowing ourselves to be vulnerable, to be willing to open a dialogue about death with a loved one, and when we don't know what their reaction might be, we continue to be brave by not shying away from a deeply personal conversation with those we love. We can do this compassionately when we have thoughtful and respectful tools that help us begin this conversation with gentleness and love.

It could sound something like this, "It is from a place of love and care that I would like to talk about your end-of-life journey. I want to know your thoughts and feelings so that I can care for you in a way that is respectful and honoring to your spiritual values and final wishes." This is what it is truly about, and although discussing death can initially be uncomfortable, you undoubtedly want to understand your loved one's final wishes, so you can be respectful of them and carry them out as fully as possible. Sharing this with your loved one helps foster an honest and heartfelt dialogue. This can be the beginning of a final gift of love.

Who should have these conversations? Everyone that is age appropriate. It is important to know how our loved ones feel and by setting a brave example as a loving spouse, caregiver, adult child, etc. and by taking the initiative, we open the discussion to move forward together. Learning what to expect before a serious illness, medical emergency, hospitalization, or death can make a very confusing and highly emotional time much clearer and easier to navigate.

Planning Ahead

It is important to become prepared before anyone experiences a serious illness, an unexpected surgery, a medical emergency like a fall or an unforeseen hospitalization. If your loved one

has been diagnosed with a terminal illness or incurable disease, talking about death and his or her final wishes is one of the most difficult tasks you will face as a caregiver, but it is a necessary one. You will need to know what your loved one's final medical wishes are so they can be fulfilled before they cannot tell you what they want and how they would like to be treated medically.

Medically we can prepare for the future by completing advance directives. During caring conversations, providing information and education about medical advance directives is a beginning to learning about your loved one's final wishes too. This also can be a good time to care for yourself by documenting your own final wishes. Unfortunately, verbal instructions do not hold up in a medical emergency or in a court of law in the State of Texas. Preparing and completing a Living Will and/or a Medical Power of Attorney (MPOA) will ensure final wishes are respected and carried out appropriately. Advance Directives are legal documents that speak for you when you are unable to speak for yourself. These directives can be done in consultation with a hospital chaplain, medical staff member and/or legal counsel.

What are Medical Advance Directives?

- Advance Directive (AD): legal documents that states in writing the instructions collected in a Living Will and in a Medical Power of Attorney; written legal form which speaks for an individual when the individual cannot speak for themselves due to incapacitation or non-responsiveness.
- Medical Power of Attorney (MPOA): gives an agent (person you trust) the authority to respectfully carry out your pre-documented final wishes regarding medical care at the end of your life. The agent can make medical decisions for you when you are incapacitated, are unable to speak for yourself; this paperwork documents in writing your final medical wishes.
- Living Will (LW): allows an individual to state preferences for medical treatment, focusing on end-of-life decisions (terminal illness and/or incurable illness) and is a trust agreement between the patient and his or her physician.
- Do Not Attempt Resuscitation (DNAR) directive is not an advance directive. This is an in-hospital physician ordered directive that is discussed with the patient & family at the appropriate time.
- Out of Hospital Do Not Resuscitate (OOH-DNR) is an advance directive. States that a person does not want to receive CPR if a person's heart stops when outside of the hospital.

Property/Financial Planning

Estate planning is the process of anticipating and arranging for the management and disposal of a person's estate during the person's life in preparation for a person's future incapacity or death.

Estate planning covers the transfer of property at death as well as a variety of other personal matters and may or may not involve tax planning. The core document most often associated with this process is your Last Will & Testament. Financial planning for end-of-life situations can be accomplished with an individual's designated financial institution and/or trusted financial advisor.

Durable Power of Attorney (DPOA): A Texas durable financial power of attorney, also known as the “statutory” form, can be used to designate powers to another person for monetary reasons that are broad and sweeping. This document remains effective for financial use even if the principal should be in a position where they cannot think for themselves. The representative chosen by the principal should be trustworthy and act in the best interests of the principal only.

Statutory Durable Power of Attorney (SDPOA): This form is for designating an agent who is empowered to take certain actions regarding your property. It does not authorize anyone to make medical and other healthcare decisions for you.

Legal Next of Kin

Who is the legal next of kin in Texas? Commonly, the legal next of kin in the State of Texas, are the persons as listed, in the specific order below:

- Surviving Spouse
- Children
- Children’s descendants
- Parents
- Siblings
- Siblings’ descendants
- Paternal and maternal kindred

Last Will & Testament

A will or testament is a legal document that expresses a person’s wishes as to how their property is to be distributed after their death and as to which person is to manage the property until its final distribution and to secure your assets for your family.

Executor

An executor is the individual who carries out one’s last will and testament, ensuring that the stipulations and wishes of the deceased are carried out properly. Subject to probate court oversight, this will often include disbursing the estate’s assets, paying any taxes due, and covering outstanding debts.

Arrangements Prior To Death

- Have one location where all original documentation is safely kept. Make a copy of all original documentation to keep at home for quick availability. Notify your legal next of kin where this secure place is and how to access it. Provide security codes, keys, Internet credentials such as (usernames/passwords) and any other information to the designated agent so they can easily gain access to your legal documents and important information.
- When preparing documents, it is vital that people know basic information about your life, business, and final wishes. Include family members names, addresses, and phone numbers as well as personal information. This will help with the notification of the death and writing an obituary. You may also want to write your own obituary.
- Most organizations and agencies require an original death certificate to verify a death. TIP: Funeral homes generate death certificates, and we recommend requesting up to 25 original copies. Some agencies do not accept copies and if you require more certificates from the funeral home, it can get pricey.

Spiritual Final Wishes

If you have favorite scripture verses, poems and/or hymns and songs, we encourage you to write this information down for your loved ones. It will serve as a loving guide to what you might like to be included in your service. Although it is difficult to think about, it can be one of the last loving gifts you give your family, especially when grief can be overwhelming for them. If you are able to tell someone your wishes and they can take notes, it eases their minds knowing how to honor you. We encourage everyone to have these conversations with loved ones ahead of time, making the transition much smoother, and helping to ease the pathway forward.

Spiritual Final Wishes Checklist

- Funeral Home Pre-arrangement Information
- Choice of funeral home (if not pre-arranged)
- Willed Body Program
- Burial or cremation
- Internment or inurnment
- Veteran/military honors
- Favorite scripture reading(s)
- Music
- Obituary
- Donation information
- Floral arrangements

Obituary Information

Full Name: _____

Date of Birth: _____

Residence: _____

Birthplace: _____

Parents

Father: _____

Mother: _____

Relatives/Relationship

Education

High School:_____

Graduation Year:_____

Higher Education:_____

Degree(s):_____

Veteran Information

Branch of Military:_____Year(s) of Service:_____

Legal Next of Kin

Name:_____ Phone Number:_____

Personal Information

It is important to have a safe place to keep your important papers and computer credentials for your loved ones. The following is a recommended list providing a good place to start. Be sure to list all usernames and passwords to each website or online account, as well as security questions and answers if it applies.

Attorney

Name:_____ Phone Number:_____

- Advance Directives
- Last Will & Testament
- Funeral/Memorial Plan (pre-arrangement contract)
- Insurance Policies
- Bank Accounts
- Other Online Accounts (utilities, medical, social media)
- Emails Accounts
- Safe Deposit Box

- Social Security
- Login Credentials
- Financial Documents
- Pre-Arrangement Contract
- Security Codes
- Driver's License
- Credit Cards
- Keys

People To Notify Upon Death

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

We recommend keeping the necessary contact information for the selected funeral home, hospice care representative(s), hospital, church care ministry, etc. in one place for easy reference and immediate access.

Local Funeral Homes

Allen Family Funeral Options, Plano - (972) 596-8200

Restland Funeral Home, Dallas - (972) 238-7111

Sparkman/Hillcrest, Dallas - (214) 774-0822

Ted Dickey Funeral Home, Plano - (972) 424-4511

Ted Dickey West Funeral Home, Plano - (972) 402-6070

Turrentine Jackson & Morrow, Allen - (972) 562-2601

Turrentine Jackson & Morrow, Frisco - (972) 335-2444

Go to www.cumc.com /Care Ministry - for additional information.

TIPS

- Funeral homes generate the death certificates, request 20 to 25 copies.
- Most funeral homes have the capacity to create a video tribute that can be shown during a service with the family providing the photos.
- Most funeral homes can write an obituary for the family and will post it to their website.
- Be sure to include the location with address, date and time of the service to be included in the obituary.
- Be sure to include a livestream link (if desired) for the service for those that are unable to attend in person IF the service takes place in a location that has this capability.

What To Do When Death Occurs

There are some basic procedures to follow at the time of death, prior to implementing the wishes and directives specified by the deceased. It is beneficial to know what happens depending on where a person is when they die.

Hospital Death

If death occurs in a hospital, there may be a pastoral staff (chaplain) that assists the family alongside the medical staff at the time of death. If the family has selected a funeral home, the chaplain or nurse can make the call for the family and arrange for transportation from the hospital to the funeral home. The necessary paperwork (disposition of remains) can be taken care by a hospital chaplain or the nursing staff.

- An elected family member calls other family members to notify them of the loved one's passing.
- Family will need to call the selected funeral home to notify them about the death and to schedule a meeting.

Home or Facility Hospice Care Death

If death occurs at home or at a facility under hospice care, the hospice representative needs to be called immediately, if they are not already present. The hospice/facility person will make the necessary phone call to the medical examiner for the family. This is Texas State law for all residents if a death occurs at home and/or a facility.

- An elected family member calls other family members to notify them of the loved one's passing.
- Family will need to call the selected funeral home to notify them about the death; to make transportation arrangements and to schedule a planning meeting.

Home Death

If death occurs at home and hospice care is not involved, call 911 to report the death. The dispatcher will contact the county medical examiner for you. The medical examiner (ME) sometimes will come to your home to certify this death, and the ME will release the case requiring the legal next of kin's signature. At this time, you have the option of having the ME call the funeral home (FH) on your behalf to arrange for the transport of the body to the FH's facility or:

- Family will need to call the selected funeral home to notify them about the death and to schedule a planning meeting.
- An elected family member calls other family members to notify them of the loved one's passing.

Next Steps

Christ United Care Ministry

After the legalities of death have been satisfied, please call the main number of Christ United Methodist Church (972) 596-4303 and ask for a pastor or care ministry. If it is after hours, please leave a message and it will be forwarded to the on-call pastor. A pastor or chaplain will respond as soon as possible to help you with final arrangements and to answer any questions you may have at the time.

Schedule Meetings

Funeral Home

Arrange a meeting with the funeral director from the funeral home that you have selected to complete any necessary arrangements and payment of services.

Christ United Care Ministry

Please call to schedule a funeral/memorial service planning meeting with the Care Ministry team. Please see the contact information on the support page of this booklet.

Christ United Funeral & Memorial Services

General Information

The date and time of a funeral or memorial service happens either by phone/Zoom meeting or in the in-person planning meeting with the care ministry team. Church location availability for a desired date and time is checked and then confirmed with the family.

- **Funeral Service:** includes a closed casket service in the sanctuary.
- **Memorial Service:** includes an urn, takes place in the sanctuary or the chapel.
- **Inurnment Service:** takes place in Christ United's Columbarium.
- Clergy can also be available to officiate a member's memorial and/or inurnment service at an alternate location. Clergy from other christian denominations are welcome to co-officiate at Christ United.
- Christian denominations are welcome to assist in services at Christ United Methodist. The officiating pastor can extend an invitation on the family's behalf and welcome the visiting clergy.

CUMC Location Options

The Chapel seats up to 45 people and due to fire codes cannot accommodate additional guests. Livestreaming is not available in the chapel, but the family does have the option of FaceTime or Zoom for those not able to attend in person. A Bluetooth speaker is available for pre-recorded music if the family does not provide one.

Sanctuary seats up to 1,600 people. Livestreaming is an option if the funeral and/or memorial is held in the sanctuary. The organ and/or piano are available for music.

Alternative locations may include funeral home chapels and/or other local Methodist churches. Availability can be checked by family with a phone call to the specific location requesting the desired date and time.

Christ United clergy may be engaged to officiate at an alternate location if available along with the production of the service bulletin.

What Christ United Offers

Order of Worship

At Christ United, we follow the approved order of worship for memorial and funeral services in all locations as it correlates with the United Methodist Book of Discipline.

We provide an outline of the order of worship and a pastor will guide the family through the process of selecting music, scripture readings, etc. respectfully creating an honoring and meaningful service.

Service Bulletins

Christ United offers a 4-page service bulletin using the approved UMC template.

Guest/Register Book for guests to sign as they gather for the service. A flower card envelope is included.

Memory Table

Christ United offers a table for family provided memorabilia, small-framed photos and special mementos displayed for guests outside the sanctuary and/or chapel.

Sanctuary Services

- For memorial services, a small table is provided for an urn and a floral arrangement provided by the family.
- For funerals, Christ United accommodates only closed casket services.
- Live Streaming is available for those services held in Christ United's sanctuary if the family desires. The Live Stream link also serves as a recording of the service.
- Large easel(s) for poster-sized portraits.

Floral Arrangements

All floral arrangements are to be planned for by the family. Please note that all floral arrangements must be removed by the family from the church after the service/reception concludes.

Receptions

Christ United offers a cookies and punch reception in the Atrium hallway immediately following a service. The reception is supported by Christ United member volunteers who bake home-made cookies, who prepare and serve at every reception with compassion and loving care. There is no fee for receptions.

Service receptions are offered for sanctuary services only.

CUMC recommends off-site reception venues such as restaurants and/or a home if a meal is desired after a service. CUMC does not employ catered service receptions.

Staff Member Participation

- Media Director takes care of all AV needs, projecting family videos that are provided by the family, livestreaming + recording of services in the sanctuary.
- Vocalist/soloist performs selected music as a vocalist leading the congregation and/or performing a desired solo.
- Accompanist: a staff member plays the organ and/or piano.
- Assistant Care Ministry Director coordinates all service(s) and receptions with staff and supports the family.
- Presiding Pastor(s) officiates the service and supports the family.

Family members are welcome to engage other individuals to sing or accompany the service for their loved ones.

Fee Structure

- There is no facility fee for the sanctuary or chapel for members of Christ United Methodist Church.
- Non-members incur a fee of \$200 for the chapel and \$400 for the sanctuary.

- Fees for musicians (vocalist & accompanist) are \$150 each, payable by either cash or check. If using the sanctuary on a Saturday or holiday, there is also a \$150 fee for the media director. Honoraria for officiants are not required/discretionary only.

Chapel Services

Kandler Chapel is an intimate space that accommodates smaller memorial services and can seat up to 45 people. There is a slightly abbreviated order of worship which includes most aspects of a sanctuary memorial service.

The chapel does not have Livestreaming capabilities; however, there is an option for FaceTime and/or Zoom connections.

There is a TV monitor available upon request for those who would like to have a slideshow played at the gathering time. The family would need to provide a laptop or appropriate device. The chapel offers ample space for an altar table floral arrangement, the capability of playing pre-recorded music from a cell phone via a Bluetooth speaker.



The Columbarium

The columbarium is located outside Christ United Methodist Church on the east side of Underwood Hall and faces Coit Road. It is a private space with a garden-like setting fitted with a beautiful fountain. This is a peaceful final resting place for our members who choose to be inurned at Christ United.

The Columbarium is open 24/7 and perpetual care is included with the purchase of a niche. The Columbarium has lighting that lends itself to evening visitation.

The Columbarium is made up of 18 systems or columns which have 40 niches in each. One niche, or final resting place, holds two urns. When a niche is purchased, it includes two urns, granite urn caps and one niche cover which are engravable with a loved one's name and years of birth and death.

Inurnment Services

An inurnment service takes place in the Christ United Methodist Church Columbarium and is a brief service to lay a loved one's urn in its final resting place.

An inurnment service can be scheduled with Christ United's Care Ministry team when the family is ready, and the cremains are made available to a pastor at Christ United. If the funeral home delivers cremains to the church, a pastor will receive and retain the cremains. The family is immediately notified of the disposition of the cremains. Inurnment services can take place on the same day as the memorial service, occurring either before or immediately after the memorial.

Engravings

The engraving of the urn cap and niche cover takes 4 full business weeks and is taken into consideration when selecting a date for an inurnment service.

The inscription order follows the engraving template for all niche covers and urn caps as the first name, middle name (if so desired), followed by the surname and then year of birth and death. There are no dashes between the years. Engraving is included in the cost of a niche. See the example below:

**Jane Ann
DOE
1920 - 2024**

All inscription orders will be reviewed and approved by family before they are fulfilled. The family is notified when the engravings are complete.

To acquire information about the Columbarium and the purchase of a niche, please contact Janet Scheible at janet@cumc.com to schedule an in-person meeting or to request general information.

Helpful Definitions

Terminal Illness: terminal illness or end-stage disease is a disease that cannot be cured or adequately treated and is expected to result in the death of the person. This term is more commonly used for progressive diseases such as cancer, dementia or advanced heart disease than for injury.

Incurable Illness: An incurable illness or condition is one that cannot be cured even if there are treatments in place to curb symptoms and is likely to lead to someone's death.

Palliative Care: Palliative care is an interdisciplinary supportive medical caregiving approach aimed at optimizing quality of life and mitigating suffering among people with serious, complex, and often terminal illnesses. It may also include pain management.

Hospice Care: Hospice care is a type of health care that focuses on the palliation of a terminally ill patient's pain and symptoms and attending to their emotional and spiritual needs at the end of life. Hospice care prioritizes comfort by reducing pain and physical, emotional and spiritual suffering.

End-of-Life Care: End-of-life care refers to health care and pastoral care provided in the time leading up to a person's death. End-of-life care can be provided in the hours, days, or months before a person dies and encompasses care and support for a person's mental and emotional needs, physical comfort, spiritual needs, and practical tasks.

Transition Phase: End-of-life transition refers to a person's journey to death, especially in those with a terminal diagnosis. This process occurs differently for everyone. For some, it takes days or weeks; for others, it occurs rapidly.

Comfort Care: The term comfort care is a medical term which includes physical, emotional, social, and spiritual support for individuals and their families at the end of one's life. The goal of comfort care is to control pain and other symptoms so the patient can be as comfortable as possible. Comfort care may include palliative care, supportive care, and hospice care.

Christ United Spiritual Support

Christ United Care Ministry at www.cumc.com/care

Please know that you can reach out to Christ United's Care Ministry team or any of our pastors at any time, but especially during a time of serious illness, hospitalization, and an end-of-life situation.

Care Ministry provides compassionate support through prayer, on-site pastoral visits by either a Pastor or Christ United Lay Chaplain. We will walk beside you during difficult times to offer empathetic support and spiritual guidance and comfort.

Christ United Funeral & Memorial Services

Please visit www.cumc.com for information on Services of Death and Resurrection; the Columbarium, and local Funeral Homes.

Christ United Grief Support

Christ United Care Ministries offers grief support on a bi-annual (Spring & Fall) and on the third Monday of each month. Please go to <https://cumc.com/grief> for additional information.

Christ United Stephen Ministry is a spiritual care-giving ministry that provides **one-on-one, confidential** care to people hurting in the church and community. NOTE: this ministry is for **individual** spiritual caregiving only; it is not for couples or family counseling. If you would like more information on how a Stephen Minister can provide spiritual support for you, contact Rev. Mike Flynn at mike@cumc.com.

Christ United Lay Chaplains are trained lay church members who visit with folks who are hospitalized, having surgery or in home for end-of-life care. If you would like more information about Christ United's lay chaplains, please contact Janet Scheible at janet@cumc.com.

Community Grief Support

Journey of Hope - Grief Support Center for Children - www.johgriefsupport.org

Journey of Hope is a non-profit organization dedicated to providing free peer grief support groups to children, adolescents, and their parents or adult caregivers who have experienced a death.

A Warm Place - www.thewarmplace.org

The WARM Place is a nonprofit 501(c)(3) agency that provides peer-support groups for children and their families after the death of a loved one.

Grief & Loss Center - www.mygriefandloss.org

A community 501(c)3 nonprofit organization located in East Dallas, the Grief and Loss Center of North Texas provides free grief support and grief education for four-year-olds through senior adults.

GriefWorks - www.christian-works.org/grief/griefworks

At GriefWorks, a safe and loving environment is provided where children and teens can share their stories of loss and explore their grief openly in order to heal and flourish.



Psalm 23

The Lord is my shepherd, I shall not want. He makes me lie down in green pastures; he leads me beside still waters; He restores my soul. He leads me in right paths for his name's sake. Even though I walk through the darkest valleys, I fear no evil; for you are with me; your rod and your staff—they comfort me. You prepare a table before me in the presence of my enemies; you anoint my head with oil; my cup overflows. Surely goodness and mercy shall follow me all the days of my life, and I shall dwell in the house of the Lord my whole life long.

The Christ United Methodist Church Care Ministry Team

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