

St Luke's Funeral Check List

Updated October 2020

1. Decease's Information:

Full Name of deceased: _____

Address: _____

Gender _____ Date of Birth _____

Date of Death _____ Age _____

Cause of Death: _____

2. Family Information

Next of Kin: _____ Ph No: _____

Relationship to deceased: _____

Street Address: _____ City/Town: _____

Postal Code: _____

Family Contact for Funeral Arrangements: _____

Ph No. _____ e-mail address; _____

3. Service Officiants/Contacts:

Minister: _____ Lay Person: _____ Other: _____

Name: _____ Ph No.: _____

Additional Officiant: _____

Ph No. : _____ Location: _____

4. State of Remains:

5. Type of Funeral Service:

Casket _____ Open _____ Closed _____ Cremation _____ No Remains: _____

Remains Donated to Science _____ Transport of Remains by: _____

Church _____ Funeral Home _____ Grave Side Service _____ Home: _____

Other (specify) _____

Location: Street: _____ Town/City: _____

Postal Code: _____ Ph No: _____

Additional Info: _____

6. Mileage Cost:

When the Minister or Officiant is asked to perform a funeral/memorial service or committal 5 kilometers from St Luke's, the Minister or Officiant will be reimbursed for mileage at a rate as per the United Church guidelines for mileage for the travel to the location and return.

St. Luke's to location of service/committal _____ x (2) x (\$0.50) = _____

7. Funeral Home information:

Name of Funeral Home: _____ Ph. No. _____
Contact Name: _____ Ph No. _____

8. Burial:

Funeral Home to arrange: _____ St Luke's to arrange: _____
Interment Service required at: Burial Location: _____
Location of Burial: _____
Opening and Closing of Grave arranged by: _____

9. Visitation (Wake):

Yes: ____ No: ____ Dates: _____ Times: _____
Location: Funeral Home: _____ Church: _____ Home: _____
Other (Specify Location): _____
Visitation arrangements: _____

10. Church Service Funeral:

Contact at Church for Funeral: _____
Ph. No. _____

11. Obituary & Funeral Notice Prep:

The Family is responsible for the preparation of the obituary and Funeral Notice.
Prepared by: _____
Locations of Obituary: _____

12. Bulletins:

Bulletins: _____ Number: _____ Church (B&W) _____
Family (Colour) _____ Bulletins Provided by: _____
Ph No. _____

13. Power Point Presentation:

Prepared by: _____ Ph No: _____

14. Items for Front of the Church with Remains:

Flowers: _____ Provided by: _____ Ph No: _____
Pictures: _____ Provided by: _____ Ph No: _____
Other (Specify): _____
Provided by: _____ Ph No: _____

15. Music:

Music Director _____ Ph No: _____
Other Musician _____ Ph No: _____
Choir _____ Contact for Choir _____ Ph No: _____
Soloist _____ Ph No: _____
Other(s) _____ Ph No: _____

16. Music Selections:

Hymns (Limit to 4) _____

Special Music: _____

17. Readings: Scripture: _____ Other: _____

Specify _____

Reader Name(s) _____

18. Pallbearers:

(Persons to carry the casket)

Honorary Pallbearers:

(Persons who do not carry casket)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Urn Carrier: _____

19. Ushers & Phone No:

_____	Ph No: _____
_____	Ph No: _____
_____	Ph No: _____
_____	Ph No: _____

Ushers to reserve seats for family. No of Rows needed (11 per row): _____

20. Sound Room and Lights:

_____	Ph No: _____
_____	Ph No: _____

21. Folks to hand out Bulletins:

_____ Ph No: _____
_____ Ph No: _____

22. Parking:

_____ Ph No: _____
_____ Ph No: _____
_____ Ph No: _____

Contact RCMP (902-490-5020 non-emergency number) to inform them of street parking:

Yes ___ No ___

Reserve 6 to 8 parking spots for family in parking lot.

23. Reception:

Will there be a reception following funeral: Yes _____ No _____

Location of Reception: _____

Will reception be catered by: Church _____ Private Caterer _____

Name of contact: _____ Ph No: _____

Details of reception requirements: if St Luke's is responsible: _____

24. Memorials:

Identify Churches, Charitable Organizations and other:

25. Card Holder Yes ___ No ___ Provided by: _____

26. Guest Book Yes ___ No ___ Provided by: _____

Located at Visitation: _____ Funeral: _____