



**SERVICE INFORMATION**  
(PLEASE PRINT LEGIBLY  
AND ATTACH ADDITIONAL SHEETS IF NEEDED)

Funeral Home: \_\_\_\_\_

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

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

Funeral Director in Charge of Service: \_\_\_\_\_

Place of Visitation: \_\_\_\_\_

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

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

Place of Funeral/Memorial Service: \_\_\_\_\_

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

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

Place of Graveside Service: \_\_\_\_\_

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

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

**BASIC INFORMATION:**

Full name of deceased: \_\_\_\_\_

Nickname or name commonly known as: \_\_\_\_\_

Address of deceased: \_\_\_\_\_

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

Date of death: \_\_\_\_\_ Place of death: \_\_\_\_\_

Cause of death (if known): \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of spouse: \_\_\_\_\_

Living  yes  no If no, date of death \_\_\_\_\_

Occupation of spouse: \_\_\_\_\_

Date of Marriage: \_\_\_\_\_ Number of children: \_\_\_\_\_

Names: \_\_\_\_\_

Number of grandchildren: \_\_\_\_\_

Names: \_\_\_\_\_

\_\_\_\_\_

Number of great-grandchildren: \_\_\_\_ Number of siblings: \_\_\_\_

Names of siblings (indicate if surviving or deceased):

\_\_\_\_\_

\_\_\_\_\_

Names of parents (indicate if surviving or deceased):

\_\_\_\_\_

Approximate Number of Family Attending the Service: \_\_\_\_\_

**IMPORTANT LIFE-CENTERED INFORMATION**  
(PLEASE COMPLETE ONLY THOSE WHICH APPLY)

Education: \_\_\_\_\_

\_\_\_\_\_

Specialized training: \_\_\_\_\_

Church affiliation: \_\_\_\_\_

Social/civic involvements: \_\_\_\_\_

\_\_\_\_\_

Hobbies/interest: \_\_\_\_\_

Awards/recognitions: \_\_\_\_\_

If possible it is a good idea to make pre-need arrangements with the funeral home. This will eliminate much of the stress that is associated with the end of life decisions that are necessary. If this has been done then there are usually only three phone calls that are necessary when death occurs.

1) Call the funeral home. They will need to be notified that your loved one has passed. They will need to know the name of the deceased, where the body of the deceased is located and a phone number of a family contact person. They will schedule a time for you to meet together with the funeral director usually the following morning. This meeting is usually done without the pastor present but if possible the pastor will be available to be with you and the family at the meeting or at anytime you have a desire or need. Please know that you are not alone in your grief. Again, the church family desires to minister to you.

2) Call the pastor and minister(s) that you wish to officiate at the service. Also, any musicians or singers that you would like to include in the service will need to be notified. The pastor will notify those in leadership positions in the church and the church will be respond through prayer and its ministries.

3) Call a trusted friend or family member who can notify the surviving family members and friends of the deceased.

If you have recently lost a loved one we, at Hurt Pentecostal Holiness Church are deeply sorry that you are going through this difficult life storm. Please call us at anytime if I we can be of any assistance.

Cultural interest/involvements: \_\_\_\_\_

Travel adventures: \_\_\_\_\_

Additional information: \_\_\_\_\_

**FUNERAL SERVICE INFORMATION:**

Officiating minister(s): \_\_\_\_\_

Assistant(s): \_\_\_\_\_

The church will gladly provide a bulletin or if the family wishes to provide one an order of worship will be made available to the family for the bulletin. Family will need to notify the minister concerning the number of bulletins requested. If a funeral home provides a bulletin it is strongly advised that the family approve a proof before it is printed.

Church Provide Bulletin:  yes  no

Favorite Scripture(s): \_\_\_\_\_

Favorite version of the Bible (ie: KJV, NKJV, Living Bible, etc):  
\_\_\_\_\_

Is the deceased's Bible available to be used during the service and returned to the family afterward:  yes  no

Three favorite hymns: (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

Pianist/Musician(s): \_\_\_\_\_

Special Music (Name of Songs): \_\_\_\_\_

Vocalist(s): \_\_\_\_\_

Special remarks from family member(s):  yes  no

Pallbearers: \_\_\_\_\_

Viewing wishes of the family: \_\_\_\_\_

Military Honors:  yes  no

Masonic Rites:  yes  no

Leader from Masonic Lodge: \_\_\_\_\_ Phone: \_\_\_\_\_

Any graveside remarks requested on behalf of the family:  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person from Family: \_\_\_\_\_  
(If this contact person is not the same person any Memorial Acknowledgements should be mailed to then also please include that person's name and contact information).

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

At some point in our lives, we will each face the loss of someone or something dear to us. The grief that follows such a loss can seem unbearable, but grief is actually a healing process. Grief is the emotional suffering we feel after a loss. The death of a loved one, loss of a limb, even intense disappointment can cause grief. Dr. Elisabeth Kubler-Ross has named Five Stages of Grief:

- |                         |                |
|-------------------------|----------------|
| 1) Denial and Isolation | (4) Depression |
| 2) Anger                | (5) Acceptance |
| 3) Bargaining           |                |

During grief, it is common to have many conflicting feelings. Sorrow, anger, loneliness, sadness, shame, anxiety, and guilt often accompany serious losses. Having so many strong feelings can be very stressful. Grief passes more quickly, with good self-care habits. It helps to have a close family, church and friends. It also helps to eat a balanced diet, drink enough non-alcoholic fluids, get exercise and rest. Most people are unprepared for grief, since so often, tragedy strikes suddenly, without warning. If good self-care habits are always practiced, it helps the person to deal with the pain and shock of loss until acceptance is reached.

## Funeral/Memorial Service Planner

This planner is provided as a tool to be used by you or your family as you desire. It is our hope that it will aid in helping gather important information during such a difficult time for the pastor, minister(s) and funeral home. After you have completed this planner please make a copy for your records as it might be useful to you and your family at a later date and then please return the original to the pastor or church office. If you would like we can make copies for you in the church office. When death occurs it is often a time of shock for the immediate family, we as a church are available to minister to you and your family.



1212 Grit Road ♦ Hurt, Virginia  
www.hurtphchurch.org

(Revised: 08-09-2019)