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The Parish Church of St. Wilfrid

INSTRUCTIONS FOR MY NEXT-OF-KIN AND EXECUTORS

UPON MY DEATH

IMPORTANT

When this form has been completed it will contain confidential information which, if left lying around, could prove dangerous. Therefore, you should give it to your Next-of-Kin or Executor immediately it is completed. It should then be stored in a safe place.

This Form is NOT a Will and has no legal standing regarding the disposal of any money, property or personal possessions you may have. You are strongly advised to make a Will; otherwise your belongings will be distributed according to legal regulations and this may not coincide with your wishes.

Any Next-of-Kin or Executor who may be in doubt about what they are expected to do is strongly advised to seek legal advice.

Further copies of this Form may be obtained from:

St. Wilfrid's Parish Office
Ellasdale Road, Bognor Regis, West Sussex PO21 2SG
Tel: 01243 841275 E-mail: office@wilfrid.com
website: www.wilfrid.com

PREPARING FOR DEATH

“And if he have not before disposed of his goods, let him then be admonished to make his Will. . . But men should often be put in remembrance to take order for the settling of their temporal estates whilst they are in health.”

Those are the words of the Book of Common Prayer, in the Visitation of the Sick. A Christian should be ready to die at any time; Making arrangements in advance can in no way hasten our death, but it saves much confusion and anxiety for members of our families whom we leave behind.

In your Will, besides making bequests to your family and friends, settling your debts &c., you should also remember your Church and other Charities. You should also give clear instructions about what you wish to happen at your funeral.

All too often, churchpeople do not leave clear instructions to their Next-of-Kin; then their relatives, with the best of intentions, make plans for the funeral, with the Funeral Directors, without consulting the priest, and without arranging the sort of funeral they would have wished. Sometimes “to avoid fuss”, they do not ask for a funeral in church, and they make no arrangements for the reverent disposal of cremated ashes.

Clear indications of your wishes must be made before your last illness so that there is no confusion or mistake when the time comes.

FILL IN THIS FORM; give it to your Solicitor, or your Next-of-Kin, or your Parish Priest - whoever is likely to be making arrangements for your funeral. To be on the safe side, it is a good idea to keep a copy in a safe place, or where it can be easily found.

NAME.....

ADDRESS.....

DATE & PLACE OF BIRTH.....

DOCTOR'S NAME.....

Address, Telephone, Fax, E-mail.....

NATIONAL INSURANCE NO:.....NHS NO:.....

NEXT-OF-KIN.....

Address, Telephone, Fax, E-mail, Other.....

ANY FRIEND OR INDIVIDUAL WITH KNOWLEDGE OF YOUR
AFFAIRS (Not otherwise listed) Name/Address/Telephone.....

EMPLOYER (if any).....

MY EXECUTORS ARE.....

Name, address and telephone.....

Name, address and telephone.....

MY WILL is to be found at.....

I HOLD A GRANT of EXCLUSIVE RIGHTS of BURIAL

Issued by:.....Council

In respect of Grave No:.....

Section:.....

..

Burial Ground/Cemetery.....

I wish to be buried in the above grave YES/NO

The above grant should pass to:.....

.....on my death.

Any directions as to

Memorial/Epitaph.....

.....

REMEMBER - Disregard those sections not applicable to you.

REMEMBER - this is NOT a Will - any instructions regarding disposal of belongings or money will have no legal standing.

NOTE: Remember to include Post Codes with addresses and to make corrections from time to time if necessary: for example addresses and telephone numbers.

This form is published in order to be of assistance and under no circumstances can liability be accepted for loss or damage which occurs to anyone completing this Form in the event of it being mislaid, lost or stolen, or indeed should it fall into the wrong hands.

WHERE TO FIND THINGS

Keys (safe, desk, car, house etc.).....
Birth Certificate.....
Marriage Certificate.....
Insurance Policies.....
Stocks & Share Certificates.....
House Deeds.....
Lease of Property.....
Bank Accounts (List all Accounts with Branches and Account Numbers)

Items in Safe Custody.....
Building Societies.....
Pension Documents.....
Income Tax Papers.....
Medical Papers.....
Receipts.....
Car Registration Documents, Insurance Certificates etc.....
Rent Book.....
Papers relating to Bank Loans, Mortgages, Finance Agreements etc.,
(List details).....
.....
Items on loan from voluntary organisations, local authorities
etc.....

INSTRUCTIONS ABOUT LEAVING ONE'S BODY FOR MEDICAL RESEARCH. Enquiries about leaving your body for medical teaching purposes should be made to HM Inspector of Anatomy, Wellington House, Room 615, 135-155 Waterloo Road, London SE1 8UT

If you wish to donate your eyes for corneal grafting, write to the Royal National Institute for the Blind, 224 Great Portland Street, London W1N 6AA

Organ donor cards may be obtained from your GP, a CAB or a NHS Hospital.

ON MY DEATHBED

I wish to have ministrations of a Priest:

Please contact.....

Vicar/Rector/Chaplin of.....

Address, Telephone, Fax,Email.....

If he cannot be reached give alternative instructions.....

* I do not wish for the ministrations of a woman priest.

FOR MY FUNERAL

I wish to take place in.....Church

Please get in touch with the Parish Priest.....at.....

Telephone, Fax,E-mail.....before making any other arrangements

I should like the Funeral Directors to be.....

I wish the ceremony to be PRIVATE
(i.e. Limited to close relatives and friends) YES/NO

I should like the coffin to be covered with a pall YES/NO

I wish my body to be taken into the church the day before the funeral YES/NO

I wish a Requiem Mass to be offered YES/NO

* I wish my body to be buried at.....

* I wish my body to be cremated and my ashes buried by a Priest in
consecrated ground at.....and not scattered

A WORD ABOUT CREMATION

*If you feel that you do NOT wish your body to be cremated, it is important to specify this.
If your body is to be cremated, it is important to ensure that the ashes are reverently disposed
of in accordance with the teachings of the Church.*

*CANON B 38 of the Church of England states: Save for good and sufficient reason the ashes
of a cremated body should be interred or deposited by a minister in consecrated ground.*

*In some churches there is a columbarium where cremated remains can be deposited;
otherwise they can usually be buried in an existing family grave; or they can be buried in a
special plot in the cemetery.*

*So if there is any likelihood that your body will be cremated (either because you have
requested it, or because your family are likely to prefer it, you should give very clear
instructions that your ashes are to be buried by a Priest in consecrated ground.*

* Cross out where not applicable.

My choice of music and hymns for my funeral.....
.....
.....

* I should like.....to assist at the funeral, if possible

I should like any flowers to:

* Go with my body to the cemetery/crematorium

* to remain in church

* to be sent to.....

* I do not wish for flowers, but ask for donations to.....

.....
* Cross out where not applicable.

PLEASE INFORM THE FOLLOWING BEFORE THE FUNERAL

Names	Addresses	Telephone
.....
.....
.....
.....

Solicitors

Name & Address:

Others:

Announcement of death

Newspapers (specify):

Organisations with which I am/was involved:

Trustee or Representative of.....

Others.....
.....

FINANCIAL AFFAIRS

NAMES & ADDRESSES of ACCOUNTANT, TAX ADVISOR, BROKER etc:

.....
.....
.....
Tax Inspector
Office
Reference Number

NOTE: The following will not normally apply where a solicitor has been instructed to wind up the estate.

Executors to obtain Grant of Probate of Will (Forms and advice from nearest District Registrar)

Make claims under Insurance Policies listed.

.....
.....
.....
Claim Social Security Benefit (where appropriate)
Ask Employer if death-in-service benefit or widows pension is payable.

SERVICES TO BE CONTACTED (delete where not appropriate)

Council Tax (Address & Reference Number):

Water (Address & Reference Number):

Gas (Address & Reference Number):

Electricity (Address & Reference Number):

Oil (Address & Reference Number):

Telephone (Address & Reference Number):

TV Licence (Address & Reference Number):

Other Instructions:.....