
THE
GUILD *of*
ALL SOULS



UPON MY DEATH
INSTRUCTIONS FOR
MY RELATIVES AND EXECUTORS

PLANNING FOR THE FUTURE

A Christian should be ready to die at any time; making arrangements in advance can in no way hasten our death, but can avoid much confusion and anxiety for members of our families whom we leave behind. This simple leaflet aims to assist you and also help your relatives and executors. By indicating your wishes clearly, when you have the ability to plan carefully, there should be no confusion or mistake when the time comes.

You may complete as much or as little of this leaflet as you wish. Cross out all parts which do not apply.

If you would prefer not to include more confidential information, it will be helpful to indicate where it is located, such as 'details at my solicitor's office'.

It is a good idea to give your Parish Priest a copy of your funeral instructions.

This form is **NOT A WILL** and has no legal standing so far as 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, which may not coincide with your wishes. Any Next-of-Kin or Executor who may be in any doubt about what they are expected to do is strongly advised to seek legal advice.

Name:

Address:

.....

.....

Date and Place of Birth:

.....

National Insurance Number:

Doctor's Name:

Surgery Address:

.....

.....

Surgery Telephone:

.....

Employer:

Name of Next-of-kin:

Address of Next-of-kin:

.....

.....

Next-of-kin; Telephone:

Next-of-kin; E-mail:

ON MY DEATHBED

I wish to have the ministrations of a Priest. Please contact:

Name:

Vicar / Rector / Chaplain of:

Address:

.....

.....

Telephone:

If my chosen Priest cannot be reached, please contact the following.

Name and address:

.....

.....

Telephone:

- I do not wish for the ministrations of a woman priest.
- Upon my death I wish to donate my organs/corneas for transplant.
- I have registered on the NHS Organ Donor Register
www.organdonation.nhs.uk (Tel: 0300 123 23 23)
- Next-of-Kin should inform the healthcare professionals,
e.g. GP, hospital staff as soon as possible after my death.

■ **MY EXECUTOR(S) IS/ARE:**

Name:

Address:

.....

Telephone:

Name:

Address:

.....

Telephone:

MY FUNERAL

My preferred Undertaker is:

Name:.....

Address:

.....

Telephone:.....

I wish the funeral to take place in:.....

.....

Before making other funeral arrangements, please contact the Parish Priest:

Name:.....

Address:

.....

Telephone:.....

- I wish my body to be taken into the church the day before the funeral
- I should like the funeral to be private (limited to close relatives and friends)
- I should like the coffin to be covered with a pall
- I should like the Paschal candle / 6 Requiem candles (if available) to be placed around the coffin
- I wish the funeral to take place within a Requiem Mass
- I should like incense / holy water to be used
- I wish a Requiem Mass to be offered before or after the funeral

My choice of hymns for my funeral (including, where necessary, hymnal, number and tune):

Title of Hymn:.....

Hymnal and Hymn No:.....

Name of Tune:.....

Title of Hymn:.....

Hymnal and Hymn No:.....

Name of Tune:.....

Title of Hymn:.....

Hymnal and Hymn No:.....

Name of Tune:.....

Title of Hymn:.....

Hymnal and Hymn No:.....

Name of Tune:.....

Music to be played when the coffin is carried into the Church:

.....

Music to be played when the coffin is carried out of the Church:

.....

I should like (name):.....

to assist at the funeral if possible.

I should like any flowers to: remain in Church / go with my body to the Churchyard/cemetery/crematorium

I should like flowers from immediate family only / I do not wish for flowers / I ask for donations in lieu of flowers to go to:.....

.....

BURIAL OR CREMATION

(Canon B38 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.')

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.

I hold a grant of Exclusive Rights of Burial in..... Churchyard / Cemetery, granted by Faculty / issued by..... on..... (date) in respect of Grave no Section A copy of this Faculty/Grant is kept.....

I wish to leave my body for Medical Education, Training or Research

If you wish to donate your body for medical education training or research, you should make your wishes known (in writing and witnessed) and inform your next-of-kin and Executor. Consent forms can be obtained from your local medical school and should be lodged with your Will and your local Medical School.

Details can be found on the Department of Health website: **www.dh.gov.uk**. Click on 'Public Health' then 'Scientific development and bioethics' then 'Donation of a body for medical education, training or research' and the HTA (Human Tissue Authority) website: **www.hta.gov.uk** Next-of-Kin should contact the Medical School as soon as possible after my death. (Details available the HTA: tel. 020 7211 3400; **www.hta.gov.uk** - type 'Medical Schools' in 'Advanced search'). Unfortunately not all donations can be accepted (for example if a *post mortem* examination is carried out) - the medical school will be able to advise and answer any questions.

MEMORIAL

Any directions as to memorial/epitaph:

.....

.....

.....

(This will be subject to Churchyard / Cemetery regulations about materials, dimensions and wording.)

PLEASE INFORM THE FOLLOWING BEFORE THE FUNERAL

Solicitor:

Address:

Telephone:

Others (give all contact details, if possible):

.....

.....

.....

.....

.....

I would like my death to be announced in the following newspapers:

.....

.....

.....

ORGANISATIONS WITH WHICH I AM/WAS INVOLVED

Trustee or Representative of:.....

.....

Other Organisation:.....

.....

.....

Other Organisation:.....

.....

.....

Other Organisation:.....

.....

.....

WILL

(The Executor will require the **original** Will when applying for a 'Grant of Representation'.)

My **original** Last Will, dated:.....

is deposited with (Name):.....

Address:.....

.....

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

Executors to obtain Grant of Representation (further information from: **www.hmcourts-service.gov.uk/** then click on 'wills and probate'.)

REMEMBER – recording confidential details can prove a security risk; ensure this leaflet is kept in a secure location.

FINANCIAL AFFAIRS

Accountant's Name:.....

Address:

.....

Telephone:

Financial Advisor's Name:

Address:

.....

Telephone:

Broker's Name:

Address:

.....

Telephone:

Tax District:

Address:

.....

Telephone:

Tax Reference Number:.....

Bank and Building Society Accounts

Bank/BS Name:.....

Branch Address:.....

.....

Account Number:.....

Bank/BS Name:.....

Branch Address:.....

.....

Account Number:.....

Bank/BS Name:.....

Branch Address:.....

.....

Account Number:.....

Credit Card/Store Accounts

Card Name:.....

Address of Issuing Company:.....

.....

Card Number:.....

Card Name:.....

Address of Issuing Company:.....

.....

Card Number:.....

Insurance Policies

Insurance Company Name:

Address:

.....

Policy Number:

Insurance Company Name:

Address:

.....

Policy Number:

DWP / Council Benefits

.....

.....

.....

Council Tax

.....

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Electricity

.....

.....

Gas

.....

.....

Telephone

.....
.....

Internet Service Provider

.....
.....

Oil

.....
.....

TV Licence – Refund Centre: P.O. Box 410, Bristol BS99 5HP.
Tel: 0844 800 6779

.....
.....

Ask Employer if death-in-service benefit or widow's pension is payable.

Other Instructions

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.....
.....
.....
.....
.....

WHERE TO FIND THINGS

Keys:

House:

Car:

Other (desk, safe etc):

Certificates:

Birth:

Marriage:

Insurance Policies:

Premium Bonds:

Credit / Debit / Store Cards:

.....

ISAs / Savings Certificates / Bonds:

.....

Stocks and Shares Certificates:

.....

Deeds / Lease of Property:

.....

Rent Book:

Personal / Company Pension Documents:

.....

WHERE TO FIND THINGS

Income Tax Papers:

.....

Medical Papers:.....

.....

Car Insurance, Registration Document (Log Book) MOT Certificate:

.....

.....

Other Credit agreements, Loans, Mortgages etc:

.....

.....

.....

Items on loan from voluntary organisations etc:

.....

Items on loan from local authorities etc:

.....

Safe Deposit Box:.....

Other – Passport, Driving Licence etc:

.....

.....

PETS

After my death I would like my pet(s) to be looked after by:

Name:.....

Address:

.....

Telephone:

Name:.....

Address:

.....

Telephone:

Name of Pet:

Variety (eg cat, dog):

Usual diet:.....

Name of Pet:

Variety (eg cat, dog):

Usual diet:.....

Details of inoculations etc are kept:.....

Vet's Name:.....

Address of Vet:

.....

Telephone:

THIS BOOKLET IS PUBLISHED BY THE GUILD OF ALL SOULS

The Guild of All Souls was founded in 1873, when the standard of funerals was not always as dignified and reverent as it might have been. It is one of the Catholic Societies of the Church of England, but is happy to welcome as members any who share its objects.

The Guild's Objects:

1. Prayer for the dying and for the repose of the souls of the departed.
2. To promote two great doctrines of the Christian Creed: "the Communion of Saints" and "the Resurrection of the Dead".

The following are particularly commended to the prayers of all members:

- a) The restoration of the scriptural rite of anointing the sick with holy oil, called Holy Unction;
- b) The restoration of the primitive custom of reserving the Holy Eucharist for the sick and dying.

To pray must also mean to care. As members of this devotional Guild we must care for the dying, the departed and the bereaved.

Published by:

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86 Leadenhall Street, London EC3A 3DH

020 7621 0098

www.guildofallsouls.org.uk



Praying and caring for the sick, dying,
departed and bereaved



*The Chantry Chapel of the Guild of All Souls
in the grounds of the Anglican Shrine at Walsingham*

**In line with Guild policy there is no charge
for this booklet (the cost to the Guild is just
under 50p), though donations are always
appreciated.**