



SAINT JOHN'S CATHEDRAL



Preparing for the End of Life:

A PLANNING AID FOR THE MEMBERS OF SAINT JOHN'S CATHEDRAL
AND THEIR LOVED ONES

“So, then, whether we live or die, we are the Lord’s possession.”

Burial of the Dead, Rite Two, *The Book of Common Prayer*

This planning guide is offered as a ministry of the
Martyn Hart Legacy Society

The Martyn Hart Legacy Society has been established to recognize the stewards of Saint John's Cathedral who have made provisions for the future of this parish.

These estate gifts to the Saint John's Cathedral Martyn Hart Legacy Endowment Fund include will bequests, special end of life gifts, or life income gifts.

Society members are recognized annually in appreciation for their devotion to Saint John's Cathedral and its ministry.

If you prefer to remain anonymous, we will gladly honor your request.

For planning purposes, it is helpful to Saint John's Cathedral and the Endowment Fund to you're your plans to support the future of the Cathedral. We do not ask that you disclose financial details. Please review or write your will and consider giving a legacy gift to Saint John's Cathedral. If you are not already a member of the Martyn Hart Legacy Society, please consider joining at this time by affirming that Saint John's Cathedral is a beneficiary in your will.

INTRODUCTION

- PREPARING FOR THE END OF LIFE is a collection of resources and checklists to help you and your loved ones when you are disabled or seriously ill, and when and after you die. It contains documents for anyone who wants to make things easier for family and friends in case of emergency or death. Assemble a separate set of documents for each individual.
- The collection includes documents to help your loved ones know about your will, health care directives, organ donation desires, funeral plans, business affairs, charitable intentions, and anything else you want people to know when you are no longer able to tell them personally.
- The section entitled "Funeral Arrangements" includes a form to specify details of your funeral service and burial, and includes the policies and application for burial of cremated remains in All Soul's Walk if that is your wish.
- PREPARING FOR THE END OF LIFE is offered by Saint John's Cathedral to help bring peace to you and your loved ones during stressful times. It is also intended to help you make provisions for your affairs as directed on page 445 of the *Book of Common Prayer*.

"The Minister of the Congregation is directed to instruct the people, from time to time, about the duty of Christian parents to make prudent provision for the well-being of their families, and of all persons to make will, while they are in health, arranging for the disposal of their temporal goods, not neglecting, if they are able, to leave bequests for religious and charitable uses."

- Please note that PREPARING FOR THE END OF LIFE is **NOT A LEGAL DOCUMENT** and **DOES NOT TAKE THE PLACE OF A WILL**. Plan to leave all your documents for emergencies and death in a place accessible and known to your next of kin and/or executor. Safe deposit boxes are sealed at a person's death and are not a good place to leave documents that need to be used immediately after death.
- For more information about Saint John's assistance at the end of life, here are important contacts:

For pastoral assistance at the end of life:

The Reverend Stephen Carlsen
Sub-dean
303-831-7115 x.7705
stephen@sjc-den.org

For assistance in arranging music for funerals:

Mr. Stephen Tappe
Director of Music
303-831-7115 x.7726
tappe@sjc-den.org

For help in planning funeral details and receptions:

Duncan Withers
Dean's Verger
303-831-7115 x.7707
duncan@sjc-den.org

For help with legacy planning and/or charitable giving:

Mr. Gregory Movesian
Canon Steward
303-577-7711
greg@sjc-den.org

GUIDELINES ON FEES AND DONATIONS FOR FUNERAL SERVICES

Saint John's Cathedral's fees and donations policy is based on our need to recover their costs. The church and its clergy do not make any profit on these services. Please consult with the contacts listed above in the case that the estate is unable pay these modest costs. Fees may change over time. Those listed below were in effect in 2005.

- **Clergy honorarium for funerals.** \$200.00. These fees go into the priest's discretionary fund and are used for charitable purposes. Clergy are not "paid" for funerals.
- **Organist services.** \$150.00. Please consult the Director of Music concerning participation of additional musicians. Fees for additional soloists, etc., may range upward from \$150.00 each.
- **Service Leaflets.** After consultation with family about the number that may be needed, these are charged at \$1.50 each.
- **Reception After Funeral, Dagwell Hall.** A fee of \$100 is charged for set-up, use, and cleaning of Dagwell Hall. The family is responsible for engaging a cater and should deal directly with them. If Cathedral china, linens, or other equipment is required, the fee is \$150. For additional information consult the Dean's Verger, listed above.
- **All Souls' Walk.** A single crypt, for use by either an individual or up to three family members, is available for \$1200. On purchase of an individual crypt a Certificate of Purchase will be issued confirming the buyer's right of use of the crypt. Also available are 'central crypts' - these are available to those who do not have a preference for an individual crypt. Remains are deposited directly into the crypt (without the use of an urn) and are joined with those who have gone before. The use of central crypts is available for \$100 per inurnment. Please consult the Dean's Verger, listed above, for further details.

END OF LIFE CONTACTS CHECKLIST

Please mail or deliver a signed copy of this section to:

Office of the Sub-Dean
Saint John's Cathedral, 1350 Washington Street, Denver, CO 80203

My Name: _____
Address: _____
Telephone/email: _____

____ I GIVE PERMISSION FOR CLERGY OR OTHER PASTORAL MINISTERS OF SAINT JOHN'S CATHEDRAL TO VISIT ME IN HOSPITAL, HOSPICE, OR AT HOME IN CASE OF ILLNESS OR APPROACHING DEATH.

Medical directives that I would like to make known to the clergy of Saint John's Cathedral include (location, main provisions): _____

CONTACTS

Persons to notify of my illness or death:

(1) Name: _____
Address: _____
Telephone and email: _____

(2) Name: _____
Address: _____
Telephone and email: _____

(3) Name: _____
Address: _____
Telephone and email: _____

Organ Donation: I am to be an organ donor, the particulars of which are known to, or recorded at: _____

Person holding a Durable Power of Attorney for me if I am unable to act or express my wishes:

Name: _____
Address: _____
Telephone and email: _____

My attorney:

Name: _____
Address: _____
Telephone and email: _____

Funeral director:

Name: _____
Address: _____
Telephone and email: _____

FUNERAL ARRANGEMENTS

Please mail or deliver a signed copy of this section to:

Office of the Sub-Dean
Saint John's Cathedral, 1350 Washington Street, Denver, CO 80203

I have made the following arrangements with my funeral director (please identify): _____

I prefer to ____ not to ____ be cremated.

I would ____ would not ____ like my ashes to be interred on **All Souls' Walk at Saint John's Cathedral.**

(See policy and application form at end)

For burial using a casket or when ashes are not to be interred in All Souls' Walk (If Applicable):

My remains are to be buried or disposed of in the following manner: _____

I would like to be buried at: _____

The legal description of my cemetery lot is: _____

Coffin specifications: ____ least expensive ____ mid-range ____ elaborate

My wishes for a headstone, ground plaque, epitaph are: _____

I do ____ do not ____ wish to have my coffin open when my friends visit.

I would like to have visitors received before ____ after ____ the funeral, at ____ my home, ____ the funeral home or _____

THE FUNERAL SERVICE

I would like the following type of funeral service:

<input type="checkbox"/>	The Burial of the Dead, Rite One, <i>Book of Common Prayer</i> , p. 469 (Traditional language)
<input type="checkbox"/>	The Burial of the Dead, Rite Two, <i>Book of Common Prayer</i> , p. 491 (Contemporary language)
The Burial Office will ____ will not ____ include a Eucharist	
<input type="checkbox"/>	Burial will follow immediately, for family and friends
<input type="checkbox"/>	Burial will occur later, for family only
Other instructions:	

Music: Saint John's Cathedral Music Program staff will be happy to consult with you about choices of music for funeral services. Contact Mr. Stephen Tappe, Director of Music, Saint John's Cathedral, 1350 Washington Street, Denver, CO 80203, 303.831-7115, tappe@sjc-den.org

Please play or sing the following hymns, if possible:

My other wishes concerning music are: _____

Burial Service Readings: Please include some of the following Psalms and lessons in my service(s), if possible: _____

SERVICE PARTICIPANTS

Clergy: I would like the following clergy to officiate and/or assist at my service, if possible: _____

Pallbearers (If Applicable): I would like the following people (8) to be invited to be pallbearers: _____

Additional alternate pallbearers may be drawn from among: _____

Church Service: I have suggestions for some of the participants in the church service. (If not, Saint John's Cathedral will gladly take care of these for you).

Crucifer (1)	
Acolytes (2)	
Readers (1,2 or 3)	
Lay Eucharistic Minister	
Ushers	

OTHER DETAILS

Interment (if applicable): On my casket at the grave, please use the _____ Church's pall _____ American flag _____ fresh flowers _____ evergreens in a blanket.

Memorial Gifts: Instead of flowers, I would like my family and friends to consider memorial gifts in my name to: _____ Saint John's Cathedral _____ Other (Specify) _____

Special requests to my church and my clergy: _____

My Obituary should be in the following newspapers: _____

_____ Notes for my obituary are located _____

Signature

Date

ALL SOULS' WALK

A place of rest for the remains of the faithful departed.

History and Setting

From ancient times the Church has provided places of Christian burial within church grounds – generally in the form of graveyards, crypts, walls, and pavements. Saint John's was chartered under the Colorado territorial government in 1861 with provisions for churchyard burial.

All Souls' Walk (or Columbarium) was constructed in 1966 and extended in 2000. It lies on the east side of the Cathedral and is a 'U' shaped pavement of unmarked granite stones. Below each stone is a vertical concrete cylinder (a 'vault' or 'crypt') which is some eighteen inches deep. Into each crypt can be placed the cremated remains of up to three persons. Bronze tablets set into the granite border of the Walk provide a discreet place for the engraved name of each individual to be remembered, with birth and death dates.

The Walk, as well as serving as a final resting place, is also a joyous gathering place for the life of the Parish. It is a place for meditation and prayer; for receptions and social events; and is used during some of our liturgies, particularly on Palm Sunday and the Great Vigil of Easter. It is also a pathway for the choir, clergy, and laity as they process to the Cathedral. The Walk is a bridge between the living who pass along it, and those who have gone before to join the Saints in Light. It echoes the sounds, the joys, and the excitement of a vital and active church.

Use of the Columbarium

Saint John's does not wish to compete in the marketplace for the price of cemetery plots or mausoleums, nor does it wish the cost of burial in the columbarium to preclude any who desire to use it for inurnment (interment of ashes.) The following options are available:

INDIVIDUAL CRYPT

In an individual crypt remains may be deposited loose or in an urn, according to family wishes. Urns need to be modest in form, taking into account the relatively small size of the crypt and any additional inurnments planned. The mortuary dealing with final arrangements or the family need to provide the urn. A single crypt, for use by either an individual or up to three family members, is available for \$1200. On purchase of an individual crypt a Certificate of Purchase will be issued confirming the buyer's right of use of the crypt.

CENTRAL CRYPT

Set at intervals into the center of the Walk are thirteen large crypts which hold the remains of many persons. These are available to those who do not have a preference for an individual crypt. Remains are deposited directly into a central crypt (without the use of an urn) and are joined with those who have gone before. The granite ledger stone of each crypt is engraved with a verse from Scripture, and is the only decoration on the Walk itself. The use of central crypts is available for \$100 per inurnment.

The Service of Committal

When a funeral takes place at Saint John's, (either in the Cathedral or Saint Martin's Chapel,) if an inurnment on the Walk is planned, the service in church concludes with a dignified procession to the Walk for the committal of remains to the ground. When all are gathered at the crypt-side the Episcopal Rite of Committal is said during which the remains are placed into the crypt and the departed person is commended to Almighty God. If a funeral service takes place elsewhere then, at a convenient time, the service of committal takes place on the Walk independently.

For more information regarding All Souls' Walk please contact, in the first instance, Duncan Withers, Dean's Verger, who will gladly respond to your inquiry. 303-831-7115 x. 7707 or email Duncan@sjc-den.org.

CERTIFICATE OF PURCHASE CONDITIONS ~ ALL SOULS' WALK

A. Purchase

1. Purchase price is for the right of use for the crypt, which includes the cost of inurnment of the cremated remains.
2. At the time of purchase, Buyer may designate the person or persons (by name, not as a class) whose remains may be inurned in the Crypt.
3. During his or her lifetime, Buyer may, from time to time, change designation of the persons whose cremated remains may be inurned, by notice in writing delivered to and accepted by Saint John's. The right to designate, or change designations of, names of persons whose cremated remains may be inurned ceases with the death of Buyer.
4. Buyers must be natural persons or the personal representatives of deceased or incompetent persons. Two individuals may qualify as a Buyer, taking title as joint tenants with right of survivorship and not as tenants in common; their rights are exercisable jointly while both are living, or by the survivor.
5. Except with the written consent of Saint John's, Buyer's rights may not be assigned, transferred or inherited, and shall not be subject to claims of creditors. Buyer's rights are no longer assignable after the first inurnment in the Crypt.

B. Use Requirements

1. Cremated human remains only may be inurned. Ashes may be deposited directly into the Crypt, or placed in an urn which is deposited in the Crypt.
2. If an urn is used, it must be of suitable size for accommodation in the Crypt, and the names and dates of birth and death shall be marked on or placed within the urn. Saint John's reserves the right to reject an urn which in its discretion will not meet requirements or is otherwise unsuitable.
3. There are no restrictions concerning race or creed of Buyers or persons whose cremated remains may be inurned.
4. A religious service shall be held at each inurnment. A member of Saint John's clergy shall be present and shall supervise the service, except that such supervision may be delegated to another member of the clergy of the Episcopal Church, at the discretion of the member of Saint John's clergy. If no member of Saint John's clergy is present, a representative from Saint John's staff must be present for the service.
5. Names and birth and death dates of each person whose remains are inurned may be engraved on the bronze plaque provided. No other information is permitted. Size, type and manner of lettering will be determined by Saint John's and may limit the amount of information that can be included.
6. No inscriptions on the Walk or tile Crypt cover are permitted, nor are flowers, plantings or other ornamentation permitted on the Walk. No access to the Crypt is permitted except under the control of Saint John's.

C. Removal of Inurned Remains and Termination of Right of User

1. Inurned remains may be removed from the Crypt with the written consent of Saint John's and of the Buyer and the spouse of the person inurned, or the survivor of them, or, if neither is living, of the personal representative (if any) or the next of kin of the person inurned. In any such instance, a receipt must be signed by the party so acting, indemnifying Saint John's against all liability. No refunds are granted under any circumstances, once remains have been inurned in a Crypt. Subject to Saint John's advance agreement, in its sole discretion, unused Crypts may be reconveyed to Saint John's. Ashes inurned in common may be removed only under such conditions as Saint John's may from time to time impose.
2. On default of possibility of valid use of a Crypt, Buyer's rights of user shall lapse and all interest in the Crypt shall revert to Saint John's. A reasonable determination by Saint John's that such default has occurred shall be binding on all parties. In addition to other grounds for making such decision, Saint John's may rely conclusively on the passage of 7 years after the date of death (or such date as it may have cause to believe to be the date of death) of the last to survive of the group consisting of the Buyer and all persons designated as eligible for inurnment, with no inurnments having occurred.
3. The right of the Buyer to use a Crypt shall cease if the present church property is no longer owned by Saint John's or the present church edifice is demolished or it is no longer feasible to maintain the Columbarium, and that opinion is held by the Rector, Wardens and Vestry of Saint John's, and the Ecclesiastical Authority. In the event of such termination of such right, all inurned remains may be removed as above provided in Paragraph C.I. If, after reasonable notice, such remains are not removed by representatives of the person inurned, Saint John's shall have the right to remove and dispose of the same in such manner as it shall deem proper, and thereafter no right in the Crypt shall exist in the Buyer or any other person.

ORGANIZING OUR AFFAIRS

A Checklist of Additional Ways We Can Express Our Love to Those We Leave Behind

Anyone who has taken up the task of Executor of an estate will tell us how extraordinarily valuable it is to find the affairs of the deceased in good order. Many months and thousands of dollars can be saved – and put to use as we intend – when our intentions are expressed in legal form and our wishes are made known.

We all hope, however, that we leave more than our assets behind us. We want to leave a clear message of our intellectual and spiritual lives – what we have learned, what we have believed, and where we have placed our faith. This is a way we can have a real impact on our loved ones' futures, and on the memory that our community has of us.

Preparing these documents is also a valuable opportunity to take stock. At every stage in our lives, it is important to count up the effects of God's grace in our lives. Even if we feel nearly immortal and far from the risk of an early death, we know in our hearts that "lightning can strike."

Saint John's Cathedral and the Martyn Hart Legacy Society urge each of our fellow parishioners to complete these documents and keep them where their family and executor can easily find them.

- **A Current Will:** Making sure our wishes are carried out. Our personal circumstances change, just as surely as does the society and legal environment in which we live: a new spouse, another child, a gay relationship that is unprotected by law, greatly changed financial circumstances, or a new commitment to support a favorite institution or cause. All of these, and more, should be triggers for us to re-examine our wills and bring them up-to-date. In general, wills should be revised at least once every ten years.
- **A Spiritual Testament:** Leaving a Record of What I Believe (sometimes left as a message to loved ones or as a "preamble to my will"). Do they really know what I believe, and why? Here is an opportunity for loved ones and friends to hear my point of view and perhaps decide to follow my lead. A spiritual testament can have a terrific impact on those who love and respect us. We can make a strong statement of our faith and sentiments in just a single page.
- **A Checklist of Records, Assets, and Liabilities:** Helping Those Left Behind to Settle My Affairs. An exhaustive and very detailed list of assets, account numbers, addresses, phone numbers, passwords, locations of certificates and deeds, safe-deposit box keys, collections, and art, can be a wonderful gift to a partner or executor. Don't make them search for months for that insurance policy or deed to land in the mountains.
- **Setting the Record Straight:** Vital Information and Obituary Facts. A friend once said, "Oh my children don't know anything about that part of my life." We cannot assume that many people know about our family origins, education, military service, or career, the causes we have sustained, and the Church we have loved. Let's help them out as they sadly notify the newspaper and fill out forms after our deaths. If we want something in our obituary, we ought to write it ourselves ahead of time.
- **Medical History Checklist:** A Gift to My Family. We are all aware of how important genetics has become in modern medicine. We can give relatives vital information about our health, congenital conditions, and susceptibilities, which they may share, by leaving them our medical history.