

South East Scotland Area Meeting Quaker Funeral Arrangements Committee

Guidance on: My Funeral Preferences

Leaving notes about how you want your funeral to be conducted can be of great help and comfort to people bereaved and also to the Funerals Arrangements Committee (QFAC). If you would like to make your wishes about your funeral known to your friends and family – and also to help QFAC – the form below may be used. You might also use the form to stimulate a discussion with your next of kin / to share important features of your funeral.

Please send any forms to *Convener of Funeral Arrangements Committee* who will keep it secure and lodge a copy in the office safe in the Meeting House at 7 Victoria Terrace.

Your personal details and wishes will remain confidential until needed. This complies with requirements of Data Protection Act 1998 *so long as your form is updated as necessary*. You are encouraged to make a copy for yourself and keep it with your will. This will help remind you what you've written and also when you last submitted an updated form.

It can be difficult to know how much detail to put into this sort of form. You can give guidance to those who will organise your funeral, but may wish to allow some flexibility.

Sometimes it might be difficult for your next of kin to carry out every one of your wishes. It would be helpful if you indicate which details are of great importance and which simply offer a preference – leaving final plans to the person organising your funeral or the Funeral Arrangements Committee. Feel free to write 'don't know' or 'don't mind' in reply to questions. If there are some details you wish to remain confidential, please indicate where, in due course, we can obtain the relevant information, should it be needed.

If you wish a funeral in the tradition of a simple Quaker meeting for worship, please say so; but perhaps indicate how flexible you are if your next of kin suggests additions such as music.

You can always add extra comments or requests on a separate piece of paper.

QFAC has some information about the choices available to you, including information on how to pre-pay for your funeral. Members of QFAC invite discussion about these possibilities. Some useful references and resources are listed below.

Hard copies of the forms are available from members of QFAC or the Convener. They can be downloaded from www.quakerscotland.org/south-east and completed on computer, printed off, dated and signed. Copies available from Meeting House, 7 Victoria Terrace.

Please then send the completed form(s) to either of these addresses:

Laurie Naumann
QFAC Convener
6 Alexander III Street
Kinghorn,
Fife KY3 9SD

Laurie Naumann
QFAC Convener
c/o Edinburgh Central Meeting
7 Victoria Terrace
Edinburgh EH1 2JL

Telephone: 01592 890346
the.naumanns@phonecoop.coop

Telephone: 0131 225 4825
Web: <http://quakerscotland.org/central-edinburgh>

Useful references and resources

The City of Edinburgh Council - Bereavement Services

Includes: what to do after a death in Scotland. Registering a death. Mortonhall, Seafield and Warriston Crematoria, cemeteries and woodlands for burials in the area.

Go to www.edinburgh.gov.uk/directory/40/cemeteries_and_crematoria Similar information is available on the websites of the other councils in the SESAM area. Look under 'funerals', 'bereavement services', 'burial grounds' or 'cemeteries'.

The Natural Death Centre

Natural Death Centre is a charitable organisation that acts as a funeral watchdog on behalf of the consumer. It also provides a wide range of resource information on arranging funerals, including woodland burials and do-it-yourself funerals. See:

www.naturaldeath.org.uk/ (links to "bookshop", "resources" and lists of "natural burial grounds – three in Scotland including Binning Wood in East Lothian" – both members and non-members of the charity are listed).

Not listed, but also in the SESAM area, is the Hundy Mundy Woodland Burial Ground near Kelso - <http://www.bordersnaturalburials.co.uk/>

Funeral services, crematoria etc. in Edinburgh (and elsewhere)

A list of funeral directors is available from the on-line Yellow Pages and in the paper editions. Although the list is long, it may be incomplete if businesses don't pay to have an entry. See: www.yell.com/ - enter "Funeral Directors" and "Edinburgh" (or as appropriate) into the search boxes.

Pre-paying funerals

Websites and publications above have some information on this, but Age UK (formerly known as Age Concern) has a guaranteed funeral plan, which gives an outline of what such plans cost and how they operate. Most funeral directors will arrange a pre-paid plan.

www.ageuk.org.uk/scotland/search1/?keyword=funeral+plans&nation=ageuk_en-GB-SC

Phone 0800 12 44 222 or call into a local Age Scotland office.

Wills

QF&P reminds us of the importance of making a will: '... Friends should make wills in times of health and should obtain professional advice.' (QF&P 20.65)

List of publications available from QFAC

The catalogues of Central Edinburgh and Kelso LM libraries are now available on line.

See: www.quakerbib.org.uk and click on either Central Edinburgh or Kelso.

Items can be found by clicking on key words such as: Bereavement, Death.

Form 1: My Funeral Preferences

Please write your answers on the right

Your name	
Please give other name(s) you have used (e.g. maiden name)	
Address including postcode	
Telephone number	
Mobile number	
Name of your Local Meeting	
EITHER: Do you wish QFAC to take responsibility for arranging your funeral?	
OR: Do you wish your family, next of kin or friend(s) to arrange your funeral? If yes, please give contact details here.	
Are your family / friends aware of your wishes in this respect? Please say who.	
Do you wish your funeral to follow the tradition of a Quaker meeting for worship with no adaptations?	
However, if you answer 'yes' to the last question, what are your feelings about your relatives adapting them, for example by requesting some music?	
If happy please name the person you have nominated to make choices for you. (Have you considered discussing this form/your wishes with that person?)	
Do you know which undertaker you would wish to handle arrangements?	
If 'yes', please give details	
Have you made arrangements, financial or otherwise, with chosen undertaker? If 'yes', please give details.	
Do you wish to be buried or cremated?	

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<p>Where do you want your funeral to take place?</p> <p>Please give details.</p> <p>(a) Crematorium (Three in Edinburgh / two in Fife)</p> <p>(b) Burial ground (many churches here)</p> <p>(c) Woodland burial</p> <p>(d) Elsewhere</p> <p>NB. A Meeting for Worship for a funeral can take place in a Meeting House, even if coffin not present.</p>	
<p>What kind of coffin would you like?</p> <p>There are many choices: a simple casket of wood, MDF, cardboard, wicker etc.</p>	
<p>Where do you want to be buried? OR</p> <p>Where, how and by whom do you want your ashes to be cared for?</p>	
<p>During the Meeting for Worship: how would you like your coffin to be placed?</p>	<p>Covered / Partly covered / Uncovered</p>
<p>Do you want your coffin to be removed as part of the Meeting for Worship or left in place until after everyone has left?</p>	
<p>Would you like music to be played?</p> <p>Some places of Worship can play tapes or CDs or a friend might play live?</p> <p>If 'yes', what would you like and when should it be played?</p>	
<p>Would you like anything to be read during the Meeting? Please say what.</p>	
<p>Please give name and contact address of a particular person to do the reading.</p>	
<p>Please suggest one or both of the Friends to sit up front? Where possible they should be Elders or former Elders.</p>	
<p>Would you like to have flowers at your funeral?</p>	
<p>If yes, what should be done with them after funeral?</p>	
<p>If you want a collection for a charity you choose please say which?</p>	

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Do you want there to be a gathering (social or otherwise) after the funeral?	
If you wish to donate your body or your organs for medical science have you made arrangements for this to happen? Please say who you contacted about this.	
Would you like QFAC to place notices in The Friend, <u>Sesame</u> , newspapers?	
How do you want these worded?	
Who do you wish to notify Registrar of Births, Marriages and Deaths?	
The Area Meeting will be informed. Are there other people (family, friends) who should be told about your death and the funeral arrangements? Ideally, this will be one or two individuals who can pass on the information.	
If you have other comments on the arrangements you would like to see, please make them here	

Signature:

Date:

Please submit this whole form either by e-mailing it to the.naumanns@phonecoop.coop or by posting it to Laurie Naumann, Convener QFAC, 6 Alexander III Street, Kinghorn, Fife KY3 9SD. If e-mailing, please, where possible, scan in your signature.

Form 2: Essential information needed if a QFAC member is to register the death

Full name			
Occupation			
Date, place and country of birth			
Where is your will kept? Do those who need them know where to find documents relating to your finances? Do you have a financial advisor? If yes, please give contact details.			
Name, address, telephone and email of solicitor			
Name, address, telephone and email of your doctor			
Name, address, telephone and email of executor(s)			
Name, address, telephone and email of next-of-kin			
If you are married, widowed or divorced, please give the full name of your husband, wife, civil partner and their occupations			
If you have been married more than once, please give details of previous spouses / civil partner			
Date of birth of your wife / husband / partner			
Full name and occupation of father			
Full name maiden surname & occupation of mother			
Have you been receiving a pension or allowance from public funds? If 'yes', please leave a note of where your benefit entitlement and other relevant papers to do with your pension may be found, as these will need to be handed in.			
Please indicate where the following may be found: a. Birth and marriage certificates b. NHS medical card (if available)			

Please note that the above questions are asked by the Registrar of Deaths.

Signature:

Date: