**THIS SECTION IS FOR OFFICE USE ONLY**

**DATE AND TIME OF SERVICE AND INTERMENT ARE SET BY CHURCH OFFICE DEPENDING ON AVAILABILITY OF CLERGY AND CHURCH BUILDING.**

**SERVICES ARE NOT SCHEDULED ON SATURDAYS OR MONDAYS.**

**Date of Service** \_\_\_ /\_\_\_ /\_\_\_\_\_ **Time of Service** \_\_\_ : \_\_\_ am / pm

**Date of Interment** ❑ following service ❑ \_\_\_ /\_\_\_ /\_\_\_\_\_ ❑ N

**CCPVW Niche?** yes / no

Niche Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Niche Opened yes / no

Niche Closed yes / no

Plaque Ordered Date\_\_\_\_\_\_\_\_\_\_\_\_

Plaque Received yes / no

Plaque Installed yes / no

**FUNERAL INFORMATION FORM 2020**

**This form must be submitted before memorial plaque is ordered (order takes 6-8 weeks)**

*Submit to: Church Administrator, Christ Church, 815 Portola Road, Portola Valley, California 94028*

*Tel. (650) 851-0224, Email* [*admin@ccpvw.org*](mailto:shelley@ccpvw.org)

**THE DEPARTED:**

**Full Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Birth** \_\_\_ /\_\_\_ /\_\_\_\_\_ **Date of Death** \_\_\_ /\_\_\_ /\_\_\_\_\_

**Baptized?** yes / no **Communicant?** yes / no

**Cause of Death** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Last Residence** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place of Interment** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTACT PERSON *(for effective planning we ask that you designate ONE person to serve as the key contact)***

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone numbers** *home* ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_ *cell* ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

**FUNERAL INFORMATION**

**Officiant** ❑ Rev. Beth Phillips ❑\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organist** ❑ ❑ No Music ❑ ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Flowers?** yes / no **Reception?** yes / no

**Remains Present?** ❑ Coffin ❑ Urn ❑ None

**LITURGY SELECTIONS**

❑ Rite One ❑ Rite Two

❑ Eucharist (Holy Communion) ❑ No Eucharist

**Readings—select two or three** (no more than one from each column)

*If a Eucharist, a Gospel reading is always used.*

**❑ Old Testament ❑ New Testament ❑ Gospel**

❑ Isaiah 25:6-9 ❑ Romans 8:14-19, ❑ John 5:24-27

❑ Isaiah 61:1-3 34-35, 37-39 ❑ John 6:37-40

❑ Lamentations ❑ 1 Corinthians 15:20-26 ❑ John 10:11-16

3:22-26, 31-33 35-38, 42-44, 53-58 ❑ John 11:21-27

❑ Wisdom 3:1-5, 9 ❑ 2 Corinthians 4:6—5:9 ❑ John 14:1-6

❑ Job 19:21-27a ❑ 1 John 3:1-2 ❑ \_\_\_\_\_\_\_\_\_\_\_

❑ \_\_\_\_\_\_\_\_\_\_\_ ❑ Revelation 7:9-17

❑ Revelation 21:2-7

❑ \_\_\_\_\_\_\_\_\_\_\_

**Psalm** ❑ Psalm 23 (King James) ❑ Psalm 23 (BCP) ❑ Other\_\_\_\_\_\_\_\_\_\_\_

**Memorial Remarks (***optional)* **given by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hymns—select two or three**

❑ 208 “Alleluia! The Strife is O’er”

❑ 358 “Christ, the Victorious, Give to Your Servants”

❑ 620 “Jerusalem, My Happy Home”

❑ 623 “O What Their Joy and Their Glory Must Be”

❑ 624 “Jerusalem the Golden”

❑ 625 “Ye Holy Angels Bright”

❑ 645 “The King of Love My Shepherd Is”

❑ 665 “All My Hope on God Is Founded”

❑ 671 “Amazing Grace!”

❑ 680 “O God, Our Help in Ages Past”

❑ 688 “A Mighty Fortress Is Our God”

❑ 690 “Guide Me, O Thou Great Jehovah”

❑ 376 “Joyful, joyful, we adore thee”

❑ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reader(s)** *(optional)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Usher(s)** *(optional)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Send Memorial Donations to** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_