

South East Scotland Area Meeting

Quaker Funeral Arrangements Committee (QFAC)

My Funeral Arrangements Wishes

Leaving notes about how you want your funeral to be conducted can be of great help and comfort to the bereaved and also to Funerals Committee. If you feel 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 like to use the form to stimulate a discussion with your next of kin to share the important features of your funeral.

If you choose to complete a form, please submit it to the Convener of Funeral Arrangements Committee who will keep it secure and lodge a spare copy in the office safe in the Meeting House at 7 Victoria Terrace. All your personal details and wishes will remain confidential until needed. This ensures compliance with the requirements of the Data Protection Act 1998 as long as your form is updated as necessary. You may like to make copies for yourself and keep them with your will. This will help remind you what you've written and also when you last submitted an updated form.

It is always difficult to know how much detail to put into this sort of form. You will want to give guidance to those who will organise your funeral but you may also wish to allow some flexibility. For a range of reasons, it may be difficult for your next of kin to carry out every one of your wishes. It would be very helpful if you could indicate which details are of great importance and which simply offer a preference leaving the final plans to the person organising your funeral or to the Funeral Arrangements Committee. Feel free to write 'don't know' or 'don't mind' in response to some 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 to have a funeral in the tradition of a simple Quaker meeting for worship, say so but again it would be helpful to indicate how flexible you might like to be if your next of kin suggests additions such as music.

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

FAC has a lot of information about the choices available to you, including information on how to arrange pre-payment for your funeral. If you would like to discuss these possibilities, members of QFAC will be very happy to help. Some useful references and resources are listed below

Hard copies of these forms are available from members of QFAC or the Convener but they can also be downloaded from www.quakerscotland.org/south-east and completed on computer, then printed off, dated and signed. Please then send it to the QFAC Convener.

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Email: bob.harwood@blueyonder.co.uk

Telephone: 0131 225 4825
Website: <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 <http://www.edinburgh.gov.uk/> then either use the search facility on that page or follow links to “City Living” → “ Life Events” → “Deaths”.

Funeral Search

This is a website set up by a firm of funeral directors with a lot of useful general information and options for funerals including a list of funeral directors in and around Edinburgh.

<http://www.funeralsearch.co.uk/introduction.php>.

The Natural Death Centre

Natural Death Centre is a charitable project that acts as a funeral watchdog on behalf of the consumer and provides a lot of information on arranging funerals, including woodland burials and do-it-yourself funerals. However, to gain details of sites etc. It might be necessary to purchase their book ‘The Natural Death Handbook’.

Address: The Natural Death Centre, In The Hill House, Watley Lane, Twyford, Winchester, SO21 1QX

Website: <http://www.naturaldeath.org.uk/> (note link to “publications”).

Native Woodland Green Burial Grounds

General guidance on several aspects of arranging a woodland funeral. Note they list only the woodland sites they own, which means it is not comprehensive. For example, it doesn't include the Edinburgh Council site at Corstorphine Hill.

Address: Native Woodland Ltd. 26 Agincourt Square, Monmouth NP25 3BT

tel: 0845 4500 165

Website: <http://www.nativewoodland.eu/> (note the general information under "Guidance" and the specific information under Scotland: borders)

UK Green Burial by county

This list and its contact details are still incomplete but may be helpful. Scroll down the page until you come to a list of green burial sites in Scotland.

http://www.igreens.org.uk/uk_green_burial_by_county.htm

(This site has supposedly been superseded, but the new one appears less informative.)

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

A list of Funeral Directors is available from the on-line Yellow Pages. Although the list is long, it may be incomplete if businesses don't pay to have an entry.

Website: [Yell.com http://www.yell.com/](http://www.yell.com/) Enter "Funeral Directors" and "Edinburgh" (or as appropriate) into the search boxes.

Similar information is available using the 'Up My Street' website:

<http://www.upmystreet.com/>

Follow a similar procedure at both websites for crematoria or burial grounds

Pre-paying Funerals

The websites and publications mentioned above also have some information on this but Age UK has its own guaranteed funeral plan. Age UK was known as Age Concern prior to spring 2010. It includes Age Scotland (formerly Age Concern Scotland). Even if you don't want to purchase this scheme, it gives a very good outline of what such plans are likely to cost and how they operate. Most Funeral Directors will also arrange a pre-paid plan.

http://www.ageconcern.org.uk/AgeConcern/funeral_plan.asp

tel: 0800 022 30 09

Or call into a local Age UK 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 Q FAC

The catalogues of Central Edinburgh and Kelso Libraries are now available on line. Enter: <http://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 – Funeral Arrangement Request

Please write your answers on the right

<p>Your name</p> <p>Have you ever been known by other names (for example a maiden name)? If so, what were they?</p>	
<p>Address</p>	
<p>Telephone number:</p>	
<p>Name of your Meeting</p>	
<p>If you wish QFAC to take responsibility for arranging your funeral, please let us know here.</p> <p>Or do you wish your family or friend(s) to implement your funeral wishes? If so, please give their contact details here.</p> <p>Are your family/friends aware of your wishes in this respect?</p>	
<p>Do you wish your funeral to follow the tradition of a Quaker meeting for worship with no adaptations?</p> <p style="text-align: right;">cont..</p>	

<p>However, if you answer 'yes' to the above, what are your feelings about your relatives adapting them, for example by requesting some music?</p> <p>If you are happy about this, please give the name of the person you have nominated to make these choices for you. (Have you considered discussing this form and your wishes with that person?)</p>	
<p>Do you know which undertaker you would wish to handle arrangements?</p> <p>If 'yes', please give details</p>	
<p>Have you made any arrangements, financial or otherwise, with your chosen undertaker?</p> <p>If 'yes', please give details.</p>	
<p>Do you wish to be buried or cremated?</p>	
<p>Where do you want your funeral to take place? Please give details.</p> <ul style="list-style-type: none"> (a) Crematorium (there are 3 in Edinburgh and 2 in Fife) (b) Burial ground (many churches here) (c) Woodland Burial (d) Elsewhere <p>NB. A Meeting for worship for a funeral can take place within a Meeting House, even if the coffin cannot be present.</p>	

<p>What kind of coffin would you like?</p> <p>There are many choices; many Quakers choose a simple casket, which can be made of wood, MDF, cardboard, wicker or other.</p>	
<p>Where do you want to be buried?</p> <p>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> <ul style="list-style-type: none"> a. Covered b. Partly covered c. Uncovered 	
<p>Do you want your coffin to be removed as part of the Meeting for Worship or service or left in place until after everyone has left?</p>	
<p>Would you like any hymns and/or other music to be played?</p> <p>If 'yes', what music by whom and when should it be played, e.g. before, during or after the Meeting. Some places of Worship can play tapes and CDs</p>	
<p>Would you like any passages, special to you, to be read during the Meeting? Please identify.</p>	
<p>Do you want a particular person to do the reading?</p> <p>Please give name and contact address.</p>	

<p>Would you like to name one or both of the Friends to sit up front?</p> <p>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 the flowers after the funeral?</p>	
<p>Do you want to have a collection plate available so that a donation can be given to a charity you care about?</p> <p>If yes, which charities?</p>	
<p>Do you want there to be a gathering (social or otherwise) after the funeral?</p>	
<p>Are you planning to donate your body or any of your organs?</p> <p>If 'yes', have you made any arrangements for this to happen? Please give the names of the persons you have contacted about this.</p>	
<p>Would you like QFAC to place notices in <u>The Friend</u>, <u>Sesame</u>, newspapers?</p>	
<p>How do you want these worded?</p>	
<p>Who do you wish to undertake to notify the Registrar of Births, Marriages and Deaths?</p>	

<p>Acknowledging that the Area Meeting will be informed routinely, are there other people (family, friends) who should be notified about your death and the funeral arrangements? Ideally, this will be one or two individuals who, it is to be hoped, will disseminate the information.</p>	
<p>If you have other comments on the arrangements you would like to see, please make them here</p>	

Date:

Signature:

Form 2 - Essential Information Needed if we are to Register the Death

Full name	
Occupation	
Date, place and country of birth	
Where is your Will kept? Do those who will need them know where to find the documents relating to your finances? Do you have a financial advisor? If so, please give contact details.	
Name, address, telephone and email of Solicitor	
Name, address, telephone and email of your NHS doctor	

Name, address, telephone and email of your Executor(s)	
Name, address, telephone and email of your 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 and occupation of Mother	

<p>Have you been receiving a pension or allowance from public funds? If 'yes', it would be helpful if you would 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.</p>	
<p>Please indicate where the following may be found:</p> <ul style="list-style-type: none"> a. Birth and Marriage Certificates b. NHS Medical card (if available) 	

Date:

Signature:

Submit this form either by emailing it to bob.harwood@blueyonder.co.uk or by posting it to Bob Harwood, Convener QFAC, 1 Cluny Terrace, Edinburgh EH10 4SW. (Post is preferred so that your signature is on the document.)