



Witnessing the Resurrection: Planning and Preparing for End of Life

Provided by Westminster Presbyterian Church,
Greenville, South Carolina
in consultation with
The Book of Common Worship
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“In life and in death we belong to God.”
A Brief Statement of Faith, 1.1

“In the face of death, we affirm with tears and joy the good news of the gospel and the hope of the resurrection. We do not grieve in isolation, but are sustained by the power of the Holy Spirit and the community of faith.”
The Directory for Worship, W-4.0701

This book is intended for members of Westminster Church who wish to aid in the planning of their own funeral, whether in the Westminster sanctuary or the Columbarium and Memorial Garden. Please note below whom the book belongs to, the date of its preparation, and any with whom the service has been planned.

A Note from the Pastoral Staff

It is our greatest hope that this booklet will be a gift to you and those you love. Whether sudden or expected, the end of life comes as a time of mourning for the saints on earth, and while we know that God holds us in our mourning and sustains us with divine love, planning for end-of-life can provide some relief in times of grief.

Indeed, this booklet is intended to guide you through the planning of a funeral service and orient you and those you love to the church's theology and proclamation. God's presence in life and death is the surest affirmation of the church. In prayerful completion of the following pages, you will have provided a document that clearly expresses your wishes and can serve as a guide through the maze of grief. Though it carries no legal sway, we hope you will share this guide with your family, especially whomsoever you have chosen to execute your final wishes.

We hope that you will utilize this booklet in the spirit that it is offered, as a map for those who wish to celebrate your life and faith, the faith of this congregation, and the sustaining love and powerful resurrection of Jesus Christ.

The very-same God who comforts those who mourn now sustains in resurrection those whose race on earth is done. With hope and joy, we celebrate the lives of the saints even as we look forward to the world to come.

As always, the pastors of Westminster hold you and those you love in our prayers.

A Note on Usage

Throughout this booklet, the terms "Funeral" and "Memorial" are used interchangeably to refer to the Service of Witness to the Resurrection. In general usage, if the body or cremated remains of the deceased are present, the service is called a funeral. If neither body nor ashes are present, the service is called a memorial. In both services, the focus remains the same: joyful proclamation and celebration of God's powerful promises.

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Upon Death: Notification and Disposition

Please note below those you wish to hold a copy of this booklet and those you would like to be notified following your death.

I
entrust those listed below with this booklet, and have asked them to act on my behalf in the planning of the funeral.

The following individuals will retain a copy of this booklet on my behalf:

- 1.....
- 2.....
- 3.....

In addition to family, I wish the following to be notified upon my death:

Name.....
Mobile phone.....
Home phone.....
Email.....

Name.....
Mobile phone.....
Home phone.....
Email.....

Name.....
Mobile phone.....
Home phone.....
Email.....

Disposition of My Body

I have [] made the following arrangements / I [] desire the following:

Funeral Home:

I desire [] / do not desire [] an open casket viewing at the funeral home, understanding that Westminster does not offer open casket funerals.

I will be/ wish to be interned at.....

Preparing for the Service: Westminster Policies and Practices

The objective of a funeral is to celebrate your life and faith and to proclaim the resurrection of Jesus Christ and by his power, of all the saints. The service is conducted with simplicity and dignity, and will point to the good news of the gospel in this and the life to come.

The *Directory for Worship* in the Presbyterian Church's *Book of Order* grants authority to the Session regarding funeral policy (W-4.0702). Westminster's Session has set the following guidelines in order to ensure the gospel proclaimed, individual life celebrated, and hospitality offered:

Clergy and other Participants

- The funeral is a service of worship proclaiming our resurrection faith. The service is led by an ordained pastor. Typically, only one pastor officiates.
- A guest pastor, typically ordained in the Presbyterian Church (USA) may be invited at the discretion of the Head of Staff in coordination with the bereaved.
- Musicians will be arranged for by the Director of Music at no cost to the family. Outside musicians must be approved by the Director of Music and may require payment.

Order of Service

- The service follows a simple format: gathering, proclamation of the word, and sending. Each element points to the grace and joy of life in Jesus Christ, and serves to celebrate individual faith and the promise of the resurrection.
- Though a part of Lord's Day services, the Session has not authorized celebration of the Sacrament of Communion at a funeral or memorial service.
- Because it is ordered as a Lord's Day Service, there are no eulogies or remembrances outside of the proclaimed Word. Those wishing to be eulogized by family or friends are encouraged to do so at the viewing.

Gathering Before the Service and Visitation Following

- The family is invited to gather in the Choir Room prior to the service. Flowers sent to the church in memory of the decedent will be placed in the Choir Room.
- Before the service, the officiating pastor will join your family to welcome your family and offer prayer.
- At the appointed time, the head usher will lead the procession into the Sanctuary.
- The head usher will escort the family from the Sanctuary to the Atrium following the benediction. If the family so desires, they may receive guests in the Atrium following the service.

Flowers and Casket Coverings

- We trust in the simple beauty of our Sanctuary and the gospel stories proclaimed in our stained glass windows. For that reason, further ornamentation is restricted. Flowers in the Sanctuary are limited to two matching bouquets placed on wooden stands alongside the communion table.
- Casket Coverings (palls), a symbol of being clothed with Christ in baptism, may be used to cover the casket while inside the Sanctuary.
- Flags may not be draped over the casket while in the Sanctuary.
- In recent history, fewer and fewer funeral services held in the Sanctuary feature the casket or urn.

There are no fees associated with the funeral
as it is a service of the worshiping community.

**The Service: Witnessing our Faith
in the Westminster Sanctuary**

“In Baptism each Christian shares in Christ’s dying and rising, and receives the promise of eternal and abundant life in him. We understand the Christian funeral to be the completion of Baptism. In the face of death, we affirm with tears and joy the good news of the gospel and the hope of the resurrection. We do not grieve in isolation, but are sustained by the power of the Holy Spirit and the community of faith.”
Directory for Worship (W-4.0702)

The following outline is offered to guide you as you consider hymnody, scripture, and officiants. The service is to be simple and dignified, and functions as a service of worship for the saints on earth.

Gathering:

- Prelude
- Sentences of Scripture
- Prayer
- Hymn

Proclamation of the Word:

- Prayer for Illumination
- Old Testament Lesson
- New Testament Lesson
- Homily

Sending:

- Solo
- Prayers of Thanksgiving and Intercession & the Lord’s Prayer
- Hymn
- Benediction
- Postlude

Suggested Scripture and Hymnody can be found in the Appendices (see Table of Contents). We encourage you to note the Scripture you wish read and the hymns sung in the space below. Hymns will be chosen from *Glory to God: The Presbyterian Hymnal* and Scripture will be read from the New Revised Standard Version.

Please note below the Pastor(s) whom you wish to officiate at your funeral
and the congregation they serve (if other than Westminster Greenville):

Please note below the Scriptures and Hymns you wish to be a part of your service.

Scripture

Hymns

Committal: Interment in the Westminster Columbarium and Memorial Garden or the Graveside Service

The usual pattern of a funeral is to move from the gathering of the worshiping body to the committal of the body at the grave. However the interment may be removed in time from the Service, as is necessary for a service in the Westminster Columbarium. A general service of committal is as follows:

Greeting

Prayer

Scripture

Prayers of Thanksgiving and Intercession

Commendation

Committal

In the space below you are encouraged to take further notes regarding your service and committal.

APPENDICES

Scripture, hymnody, suggested documentation,
notes regarding the Westminster Columbarium.

Appendix I: Suggested Scripture

Job 19:23–27 I know that my redeemer lives
Isaiah 26:1–4, 19.....God will keep them in peace
Isaiah 40:1–11, 28–31..... Comfort my people
Isaiah 40:28–31 Those who wait for the Lord shall renew their strength
Psalm 23 The Lord is my shepherd
Psalm 103..... Bless the Lord, O my soul
Psalm 121I lift up my eyes to the hills
Psalm 130..... Out of the depths I cry to the Lord
Psalm 139:1–12 Where shall I go from your spirit?
Luke 23:33, 39–43..... Today you will be with me in Paradise
John 11:17–27 I am the resurrection and the life
John 11:38–44 Lazarus raised from the dead
John 14:1–6, 25–27 Let not your hearts be troubled
Romans 8:14–23, 31–39 . Nothing can separate us from the love of God
Romans 14:7–9, 10b–12 Whether we live or die, we are the Lord’s
I Corinthians 15:20–24a In Christ shall all be made alive
I Corinthians 15:20–26, 35–38, 42–44, 50, 53–58
..... Death is swallowed in victory
I Corinthians 15:50–57..... We shall all be changed
II Corinthians 4:16–5:1 Visible things are temporary
I Thessalonians 4:13–18..... The comfort of Christ’s coming
Revelation 21:1–4, 22–25; 22:3–5 A new heaven and a new earth
Revelation 22:1–5..... The Lord will be their light

Appendix II: Hymns for the Service

A Mighty Fortress Is Our God (Psalm 46)	No. 275
Abide with Me.....	No. 836
Christ Is Alive!	No. 246
Christ Is Made the Sure Foundation	No. 394
Christ Is Risen! Shout Hosanna!.....	No. 248
Christ the Lord Is Risen Today!	No. 245
Come, Christians, Join to Sing	No. 267
Come Sing, O Church, in Joy!	No. 305
For All the Saints	No. 326
God of the Ages, Whose Almighty Hand.....	No. 331
Great Is Thy Faithfulness	No. 039
Holy God, We Praise Your Name	No. 004
How Firm a Foundation	No. 463
I Greet Thee, Who My Sure Redeemer Art	No. 624
Joyful, Joyful, We Adore Thee	No. 611
Lead On, O King Eternal!	No. 269
Lift High the Cross.....	No. 826
O Christ, the Great Foundation.....	No. 361
O Love That Wilt Not Let Me Go.....	No. 833
Our God, Our Help in Ages Past (Psalm 90)	No. 687
Praise, My Soul, the King of Heaven.....	No. 620
Rejoice, the Lord Is King!.....	No. 363
Sing Praise to God Who Reigns Above.....	No. 645
The Church's One Foundation	No. 321
The Day of Resurrection!	No. 233
The King of Love My Shepherd Is (Psalm 23)	No. 802
The Lord's My Shepherd (Psalm 23)	No. 801
The Strife Is O'er.....	No. 236
There Is a Place of Quiet Rest	No. 824

Appendix III: Helpful Documents

Always consult your attorney regarding your will and other final wishes.

- Will: We urge you to have a Will that can be readily accessed by your personal representative or family members. The original will be required by Probate Court.
 - Consider including Westminster Presbyterian Church, 2310 Augusta Street, Greenville, SC 29605, as part of your Will in the distribution of your assets. Further information about the Westminster endowment can be found on the following page.
- Durable Power of Attorney (registered/ on file with the Register of Deeds in the county of residence), Health Care Power of Attorney, Living Will (note: these documents expire at your death).
 - A durable power of attorney for finances—or financial power of attorney—is a simple, inexpensive, and reliable way to arrange for someone to manage your finances if you become incapacitated.
 - A medical power of attorney is a legal document in which you name an agent authorized to make difficult decisions regarding your health if you are deemed unable to do so.
 - A living will provides written instructions to your family and doctors about what medical treatment you do and don't wish to have, should you become incapacitated.
 - Visit aging.sc.gov for sample documentation and links to attorneys who can aid you in preparation of legal documents.
- Beneficiary Designations Documents.
 - Regularly review and update all your documents that have a beneficiary, particularly retirement accounts and insurance policies. When you name a beneficiary, those assets can sometimes pass directly to whomever you designate; they won't have to go

- **Proof of Ownership:** You should keep documentation of housing and land ownership, cemetery plots, vehicles, stock certificates, and savings bonds; any partnership or corporate operating agreements; and a list of brokerage and escrow mortgage accounts. You should also keep three years worth of tax returns. Be sure a family member or personal representative knows where these documents are located.
- In the blank pages at the end of this booklet you are encouraged to note all online accounts and where you have stored log-in information for those accounts, especially banking and finance information.
- For further information visit the National Institution on Aging’s “Getting Your Affairs in Order” page (<https://www.nia.nih.gov/health/getting-your-affairs-order>). See also Appendix V, “Checklist for Spouses.”

Appendix IV: The Westminster Endowment

The Westminster Endowment Fund was created in 1997 and exists to support the ministries of the Church over the long term. We view the endowment as the repository of “... gifts that last forever.”

While the General Endowment provides investment income each year which is allocated and distributed by the Witness & Service Committee, named funds provide assistance to divinity students and support to the Westminster Weekday School.

New gifts are always welcomed. Church members are invited to consider including Westminster in their estate plans through:

- a provision in their will naming the Westminster Endowment for a specified amount;
- a provision in their will naming the Westminster Endowment for a specified percentage of the total estate (i.e., tithing the estate);
- the creation of a fund by which the member’s annual pledge is endowed in perpetuity;
- the establishing of a trust which will pay income to the donor during their lifetime, with the balance given to the Endowment thereafter.

Members of the Endowment Committee will be pleased to discuss these and other giving options. Contact the church office to arrange a meeting.

Appendix V: Columbarium Agreement

This agreement made this _____ day of _____ 20_____ between WESTMINSTER PRESBYTERIAN CHURCH of Greenville, South Carolina ("Westminster") and _____ of _____.

WITNESSETH:

In consideration of the sum of \$_____ this day paid to Westminster, the parties agree as follows:

1. Westminster agrees to provide one double Niche numbered _____ in the Westminster Presbyterian Church Columbarium and Memorial Garden (the "Columbarium"), and to provide perpetual care for said Niche. It is the present intention of the Purchaser that the Niche be used for the interment of the ashes of _____.
2. The Purchaser hereby grants to Westminster the right in perpetuity to relocate the cremated remains covered by this Agreement to another location if, in the sole discretion of the Session of Westminster, such relocation is necessary.
3. The rights of the parties to this Agreement are subject to the rules and regulations governing the Columbarium, as the same may hereafter be amended from time to time, which are attached hereto and incorporated herein by reference.
4. It is understood that this Agreement does not constitute a sale of property rights but provides for the use of a space for interment in accordance with policies existing at the time of interment.

In witness whereof, this Agreement has been executed in duplicate originals on the date written above.

WESTMINSTER PRESBYTERIAN CHURCH

By: _____ (SEAL)

Title: _____

PURCHASER:

_____ (SEAL)

_____ (SEAL)

Westminster Presbyterian Church
Columbarium and Memorial Gardens

Rules and Regulations

Section 1. Definitions

- 1.1 The term, "Columbarium," shall mean the Columbarium and Memorial Garden located at the Westminster Presbyterian Church in Greenville, South Carolina.
- 1.2 The term, "Columbarium Agreement," shall mean the contract between Westminster Presbyterian Church and any person who wants to use the Columbarium for interment.
- 1.3 The term, "Purchaser," shall mean the person who executes the Columbarium Agreement and any permitted assignee if the assignee has given written notice of the transfer to Westminster Presbyterian Church.
- 1.4 The term, "immediate family," shall mean the spouse, parents, children, spouses of children, grandchildren and spouses of grandchildren of any Purchaser whether or not any such person is a member of Westminster Presbyterian Church.
- 1.5 The term, "Session," shall mean the Session of Westminster Presbyterian Church, Greenville, South Carolina and action by the Session may be taken by the Session or by a committee duly appointed by the Session and authorized to take such action.

- 1.6 The term, "Niche," shall mean a designated space in the Columbarium.
- 1.7 The term, "Westminster," shall be the Westminster Presbyterian Church located in Greenville, South Carolina.

Section 2. Use of the Columbarium

- 2.1 Only members of Westminster, their immediate families, ordained ministers who are serving or have served Westminster and their immediate families may be interred in the Columbarium or memorialized on a memorial plaque.
- 2.2 If a Purchaser transfers his or her membership from Westminster the Purchaser shall continue to have the right to use the Columbarium for interment until he or she shall by written notice terminate the Columbarium Agreement or until the end of the tenth year following the date of such transfer of membership, at which time the right to interment in the Columbarium shall terminate automatically, provided, however, that notwithstanding a transfer of membership, a Purchaser may extend the Columbarium Agreement for additional ten year periods by giving written notice of extension to Westminster prior to the end of the ten year period then in effect. Upon such termination, whether by transfer or the expiration of the ten year period, upon written request one-half of the amount paid by the Purchaser shall be refunded to the Purchaser; provided, however, that three hundred (\$300.00) dollars of the amount paid by the Purchaser shall be non-refundable under any circumstances. Westminster will attempt to contact the Purchaser before terminating his or her agreement.
- 2.3 The Columbarium Agreement shall be evidence of the Purchaser's right to the use of a Niche in the Columbarium for interment.

Section 3. Columbarium Agreement

- 3.1 The Columbarium Agreement sets forth the Agreement between Westminster and any Purchaser with respect to the use of a Niche in the Columbarium.

- 3.2 Any person who desires to use a Niche in the Columbarium for interment shall pay the purchase price in full and sign the Columbarium Agreement. When the Session accepts the Columbarium Agreement, a Niche (or Niches) shall be assigned to the Purchaser, the Columbarium Agreement shall be signed by a duly authorized agent of the Session and a copy shall be delivered to the Purchaser.
- 3.3 A Purchaser may transfer the rights evidenced by the Columbarium Agreement to members of his or her immediate family but to no other person. In the event of any unauthorized transfer, the rights evidenced by the Columbarium Agreement shall become null and void and the niche shall revert to Westminster. The purchase price shall be forfeited as liquidated damages, not a penalty.
- 3.4 A purchaser may at any time notify Westminster that he or she no longer wants to be interred in the Columbarium and that he or she wants to terminate the Columbarium Agreement. If such termination is approved by the Session, upon written request one-half the funds paid hereunder shall be refunded to such Purchaser, subject to the requirement that \$300.00 of the purchase price shall be non-refundable under any circumstances.

Section 4. Funds

- 4.1 All funds received from the sale of rights to interment shall be deposited in the account(s) established for that purpose by the Session. Any withdrawals from such account for maintenance and repair, contributions to the church, or for any other reason shall be made only upon approval of the Session.
- 4.2 All records and books of account for the Columbarium shall be subject to audit as are other accounts and funds of the church.

Section 5. Administration

- 5.1 The administration, management, and day to day operations of the Columbarium shall be the responsibility of the Administrative Committee of the Session, or such other committee as shall be formed or appointed by the Session. A member of the Administrative Committee shall be charged with the responsibility for overseeing the management of the Columbarium.

- 5.2 The committee managing the Columbarium shall make and submit such reports as the Session may direct.
- 5.3 Numbered Niches shall be assigned to a Purchaser on a first come-first served basis, and once assigned, as evidenced by the Columbarium Agreement, will not be changed so long as the Columbarium Agreement has not been terminated, except provided in the Columbarium Agreement.
- 5.4 Any action of the committee chosen by the Session to administer the Columbarium may be taken by a majority of the members present at any regularly called meeting.

Section 6. Interment

- 6.1 At the time of death, the legal or personal representative of the person to be interred shall notify Westminster. Westminster shall arrange for the assigned Niche to be made available as soon as possible.
- 6.2 Only a container with the size requirements of 3" x 9" x 6" may be used for interment. This must be purchased from the mortuary.
- 6.3 The cost of cremation and any attendant cost and expense shall be the responsibility of and shall be paid by the legal or personal representative of the person to be interred in the Columbarium.
- 6.4 Upon the request of a member of the deceased person's immediate family or a person showing evidence of proper authority, a Niche may be opened and the content removed. Any opening of a Niche may be done at a time convenient to Westminster and any expenses relating thereto shall be borne by those requesting such action. Upon removal, the family terminates their right to use the Niche. Westminster may rely on any documents showing evidence of authority and shall not be required to make further inquiry with respect thereto. Any person requesting such opening and removal shall release Westminster from any liability in connection with such action and as a condition precedent to such action, shall agree to indemnify and hold Westminster harmless from any costs (including legal fees and court costs) incurred in connection with such opening and removal.

- 6.5 Custody of ashes shall be and remain the sole responsibility of the family of the deceased until given to Westminster for immediate installation in a niche.
- 6.6 All memorial or interment services and ceremonies shall be subject to prior review and approval of the Session.

Section 7. Miscellaneous

- 7.1 All parties to the Columbarium Agreement shall be subject to these Rules and Regulations and any amendments thereto.
- 7.2 Amendments to these Rules and Regulations may be made at any time upon approval by the Session.
- 7.3 Any and all matters arising in connection with the operation and maintenance of the Columbarium not covered in the Rules and Regulations or the Columbarium Agreement shall be determined by the Session with notice to the Purchaser, where necessary or practical.
- 7.4 Any notices given hereunder shall be to the most recent address supplied to Westminster by a Purchaser.
- 7.5 No memorabilia, such as flowers, pictures, letters, or other such articles and materials shall be placed within, around, or on the grounds of the Columbarium or Westminster. The Session reserves the right, in its sole discretion, to remove and dispose of such memorabilia.

COSTS

Double Niche	
Opening Fee (2 each)*	\$1,800.00
* For single niche deduct \$150 for one opening.	
Bronze Name Plaque	\$ 250.00
2 Bronze Name Plates	\$160.00 each
(Prices subject to change.)	

Urn (each) \$ 400.00
(Paid to mortuary; price is subject to change without notice.)
(Westminster will provide size requirements.)

Cost does not include mortuary charges for service and cremation.

Memorial Plaque (on tablet) \$ 300.00
Scattering of Ashes \$ 300.00
(and Memorial Plaque)

Bronze plaques will be purchased through the church office. Urns can be purchased through mortuary, after consulting with the church office.

Prices are subject to change.

The Purchaser may pay the purchase price of a double Niche in installments as follows: A non-refundable down payment of three hundred (\$300.00) dollars, with the balance payable in equal installments of three hundred (\$300.00) dollars every three months thereafter until the balance is paid in full. The Purchaser may prepay the balance at any time. If the Purchaser defaults on any payment, and the default is not cured within thirty (30) days after Westminster gives the Purchaser written notice of the default, all payments shall be forfeited as liquidated damages, not penalty, and this Agreement shall be terminated, and the Purchaser shall have no further rights in the reserved Niche. Notwithstanding anything in this Agreement to the contrary, the purchase price of a double Niche shall be immediately due and payable in full upon the death of a Purchaser or a person for whom the Niche was to be used by the Purchaser, or upon assignment of a Purchaser's rights hereunder as provided in paragraph 3.3.

Appendix VI: Checklist for Spouses/ Personal Representatives

- Locate original Will and any codicils. In light of your loved one's death, have an attorney review your own Will, Power of Attorney, Healthcare Power of Attorney, and Living Will.
- Be sure you have all decedent's passwords easily accessible.
- Obtain at least 10 copies of the death certificate from the mortuary. Death certificates are difficult to obtain after the fact and are required for many necessary documents.
- Notify the local Social Security Office of your loved one's passing. The Office will likely require a death certificate. For spouse, a marriage license is necessary in discussions with Social Security.
- Consult with Probate Court or an attorney to determine what probate proceedings may be required. Contact should be made within two weeks of death.
- Locate any deeds to real estate and review with an attorney and Probate Court.
- Notify your bank and make necessary adjustments to bank accounts. (Any automatic drafts from bank accounts should be terminated if they pertained only to decedent's obligations.)

- Titles of cars, boats, and trailers may have to be transferred to your name. Contact local Department of Motor Vehicles to initiate title transfer.
- Notify your liability (car insurance) and home insurance companies.
- Notify your investment and financial advisors, stockbrokers, and life insurance agent. Review all bank accounts and insurance policies, retirement accounts, and annuities with named beneficiaries.
- Notify credit card companies in which decedent was on card.
- Surrender decedent's driver's license to local Department of Motor Vehicles.
- Speak with decedent's last employer, if any, and inquire about all death benefits, unpaid salaries or bonuses.
- If spouse was a veteran, talk with mortuary and Veterans Administration about available benefits. If requested, a U.S. flag is given to the family along with a name plate for the cemetery.
- If necessary, return decedent's Life Line or Medical Alert system and all rented medical equipment.
- Close out decedent's email and social media accounts.
- Close out decedent's mobile telephone account.

We hope this book has been helpful for you. We recommend a copy of this document be kept in the church office.

Westminster Presbyterian Church
2310 Augusta Street, Greenville, SC 29605
(864) 232-2424.

Please ensure the following:

- The contents of this handbook have been shared with my immediate family.
- The designated person listed on Page 5 has my permission to retrieve this handbook from the church office.

Handbook's Owner: _____

Signature: _____ Date: _____