

**ASSISTING A FAMILY WITH
PRACTICAL CONSIDERATIONS
AT THE TIME OF A DEATH**



- In case of illness, call the Rector at the parish office to arrange for pastoral care for your loved one.
- At the time of death, contact the funeral home.
- Contact the Rector for support. Arrange to meet to discuss the time and place of funeral or memorial service and to decide the details of the service. This includes scripture, hymns, Holy Communion, choice of prayer book. etc.
- Decide on burial or cremation and make arrangements (usually through funeral home).
- Make lists of immediate family, close friends, fraternal societies, and employer or business colleagues. Notify each by phone and ask certain ones to inform others.
- If flowers are not desired, decide on appropriate memorial to which gifts may be made (the church, library, school, hospital or charity).
- Write obituary. Include age, birthplace, date and place of death, cause of death, education, occupation, memberships held, outstanding work, list of survivors'. Give time and place of services (usually forwarded to newspaper through funeral home).
- Review scripture, hymns, musical selections, vocalists or instrumentalists if you want them included in the service and the involvement of family or friends in the readings.
- Arrange for members of family or close friends to take turns answering door or phone, keeping careful records of calls, visits, flowers and food.
- Arrange appropriate child care if needed.

OVER

- Coordinate the supplying of food for the next few days.
- Arrange for reception after the service if desired.
- Consider special household cleaning which may be done by friends.
- Arrange hospitality and transportation for visiting relatives.
- Select six pallbearers (any combination of male or female honorary pallbearers) and ascertain their willingness (Avoid people with restrictive medical conditions).
- Notify insurance companies.
- Notify lawyer and executor. Locate Will.
- Arrange for disposition of flowers after funeral or memorial service (such as to a hospital, nursing home, church, friends).
- Prepare a list of distant persons to be notified by letter and/or printed notices.
- Prepare a list of persons to receive acknowledgements for flowers, food, calls, etc.
- Send appropriate acknowledgements.
- Check carefully all life and casualty insurance and death benefits, including social security, pensions, veterans, credit union, trade union, fraternal, military, etc.
- Check on income for survivors from these sources.
- Check promptly on all debts, mortgages and installment payments (some may carry insurance clauses that will cancel them). If there is to be a delay in meeting payments, consult with creditors and ask for more time, before the payments are due.
- Obtain multiple copies of death certificate, or notarized photocopies.

Important Phone Numbers

St John's Parish Office	634-4994
St John's Rectory	634-8477
Dana L. Sweeney Funeral Home, Lunenburg	634-3942