

## When It Is Time To Say Goodbye For The Last Time<sup>1</sup>

No one likes to think about saying the final goodbye to a loved one. However, before that day comes, we really need to spend some time thinking about what will need to be done at that time. Making some plans ahead of time will help alleviate some of the stress and confusion which will surely come.

Discussing these issues with family members will be very beneficial. Since we do not know who will be the next one to leave us, everyone needs to be informed. All members of the family should make their wishes and pertinent information known. Give each one a copy of this information.

### Have Contact Info Handy

Make a list of family members who will need to be notified shortly after a death occurs.

| Name | Phone Numbers | E-mail address | Address |
|------|---------------|----------------|---------|
|      |               |                |         |
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<sup>1</sup> Adapted from document of the same name from Sharpstown Baptist Church authored by June Rhodes

Brazos Meadows members will want to notify the church as soon as appropriate family members have been contacted. During normal business hours you can call the church office, 254-666-7314, and we will pass the information along to the congregation. If the office does not answer or if it is after hours you may need to call someone directly. Record names and phone numbers below for someone from the church you would feel comfortable calling. After you inform them, they will pass the information along.

Pastor Billy Edwards: \_\_\_\_\_

Paul Miller (Music Minister): \_\_\_\_\_

Scott Rhodes (Youth/Education Minister): \_\_\_\_\_

Your Connect Bible Study Teacher: \_\_\_\_\_

A deacon: \_\_\_\_\_

A friend: \_\_\_\_\_

Record the name and telephone number of the funeral home you wish to use.

\_\_\_\_\_

Record contact information for others who may need to be notified soon after the death.

Employer: \_\_\_\_\_

Close friends: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List insurance information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What Needs To Be Done First?

This will depend on the circumstances:

- 1) If the person dies in a hospital or nursing home, someone there will guide you at this time. A social worker or perhaps a chaplain or someone like that should be available to help. One of the first things they will need to know is the name of the funeral home to use.
- 2) If the person dies at home under hospice care call the hospice nurse if he/she is not present. Someone from hospice will come to help and they will need the name of the funeral home.
- 3) If the person dies at home without hospice care, call 911. If you do not want medical personnel to attempt to resuscitate your loved one, make sure you have a **DO NOT RESUSCITATE** form to give emergency personnel as soon as they arrive.

In each of the above cases a medical professional or justice of the peace will pronounce the death. In the cases of a death at home a police officer will most likely have to make a report. Hospice or emergency personnel should arrange for that.

### What Next?

After the body has been taken to the mortuary you will need to make an appointment with the funeral home. The funeral director will need information about the deceased at this appointment.

Full name: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Spouse's name: \_\_\_\_\_

Names of parents: \_\_\_\_\_

Education: \_\_\_\_\_

Profession(s): \_\_\_\_\_

Military service: \_\_\_\_\_

Any accomplishments or services you wish to communicate: \_\_\_\_\_

\_\_\_\_\_

Survivors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You should also take clothing for the deceased to this appointment.

You will also discuss payment for the funeral at this appointment. All fees will be listed for you. Is there insurance? If so, take that information with you. You may also need your check book and/or credit card.

The funeral director will also discuss death certificates with you. You will need these to conduct any business for the deceased so you will need to have some idea how many to order. You can request more at a later date, but they will be more expensive. Therefore, it is advantageous to request an adequate number at this meeting. How many will you request? \_\_\_\_\_

### Funeral Service Plans

Will it be a memorial service or a funeral service or a graveside service only?

Date and time: \_\_\_\_\_

Location: \_\_\_\_\_

Will there be a visitation?

When and where: \_\_\_\_\_

Who will officiate? If you wish the pastor to conduct the service, please call and ask him. If you have another special person you would like to do this, please let the pastor know this also.

List names and contact information for the above: \_\_\_\_\_  
\_\_\_\_\_

What about music? You may use recorded music or ask musicians to provide it. List names and numbers for soloists and/or accompanists you might request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What songs would you request? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you use pallbearers? List names and contact information for those you may ask to do this: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### After The Service

Giving an honorarium to those participating in the service, such as ministers, soloists, accompanists, and sound booth operators, is customary. The funeral director can probably give you suggestions for appropriate amounts. However, this is entirely a personal matter.

You will need to report the death to the Social Security Administration. This cannot be done online. Call 800-772-1213. The funeral director may offer to do this for you.

If there is life insurance call the agent or human resources personnel to get claim forms. Names and numbers for this: \_\_\_\_\_  
\_\_\_\_\_

Talking about these matters can be uncomfortable. However, planning ahead with family and writing down one's wishes ahead of time will be very helpful for the family when they are faced with a loss. Along with the information suggested above, consider giving a responsible family member a list of locations of directives to physicians, wills, birth certificates, marriage licenses, divorce certificates, Social Security information, life insurance policies, health insurance information, financial documents, key to safety deposit boxes or home safes. Keep all this information in a safe place.

Use The Space Below To Write Anything Else That Would Be Helpful