

PLANNING FOR DEATH / SERVICES

Thinking ahead as death draws closer:

- ___ Locate and review medical Advance Directives, Will, financial records, bank accounts, insurance .
- ___ Compile short list of people to be notified at time of death (via phone, e-mail).

To minimize phone calling, decide

- (1) who should be notified immediately, and
- (2) who can be notified after funeral arrangements & details are finalized.

- ___ At time of death, will person donate organs? If so, inform hospital.
- ___ Select Funeral Home _____

Address _____

Phone _____ Representative/Coordinator _____

Funeral Home will help with all logistical decisions. Funeral Home will help select and contact cemetery.

- ___ Think about obituary (family connections, life highlights, special awards & recognitions, memberships, important info). Funeral home will submit obituary to newspaper, but you should have information accessible for them.
- ___ Locate and assemble memorabilia (pictures, Bibles, letters) for possible display at memorial service.
- ___ Think about epitaph (tombstone or plaque).

At time of death:

- ___ Call Elmbrook Church (262-786-7051).
- ___ Notify those on your short list who ought to know immediately.
- ___ Notify Funeral Home.
- ___ **Next day**, meet with Funeral Home representative to work out arrangements for disposition of body (burial or cremation), services, obituary, cemetery use.
- ___ After meeting with funeral home and finalizing service details, notify remainder of people from your 2nd phone list.
- ___ Pastor or Chaplain will inform Elmbrook Church of arrangements.

Planning services:

Visitation (*aka "wake" = same day as/preceding the Memorial Service; suggest 1 or 2 hours rather than 3*)

Date: _____ Time: _____

Location—in Elmbrook Chapel, or at funeral home?

Open or closed casket?

Memorial service (Funeral service) = 45-50 minute service in the church or funeral home.

(Sometimes a service with body present is referred to as a Funeral Service, whereas a service without body present is referred to as a Memorial Service. However, I simply refer to any service as a Memorial Service.)

Date: _____ Time: _____

Location—in Elmbrook Chapel, or at funeral home?

Open or closed casket?

Reception / food in Fellowship Hall? A menu of modestly-priced refreshments is available from "Feed My Sheep." The contact pastor/chaplain will make this available to you.

Interment (either following Memorial Service, or next morning) = brief service, 8-10 minutes at the burial or interment site.

Date: _____ Time: _____

Location—cemetery?

Family/special guests only, or open to all?

Military honors?