

WHAT NEEDS TO BE DONE AFTER A DEATH OCCURS

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Here are some practical suggestions to help you sort through details that may need attention. This is by no means a complete list of what may be necessary, but it is a start. Make sure to let someone help you with these tasks; they can be split up among family and friends. They want to help and you can't and shouldn't do it all. Get someone to drive with you when needed and start a log journal of every one you talk to. Include date, phone numbers, what was said, who said it (get names), this will be of great help in reminding you of details you will need to remember later.

- After contacting your close family, inform your home church and pastor.
If your home church is Maranatha Chapel please call us at 858-613-7800 or go to [GriefShare: http://www.maranathachapel.org/ministries/for_all/griefshare.html](http://www.maranathachapel.org/ministries/for_all/griefshare.html)
- Make a list of immediate family, close friends, employers or business colleagues to notify of death. Try to gather addresses, phone numbers and email addresses.
- Notify lawyer or executor.
- Decide on time and place of funeral or memorial service.
(see Mortuary and Crematory Information sheet enclosed in this packet)
- The Mortuary is responsible for issuing and handling the death certificate. Check with them regarding number of death certificates needed.
- Notify insurance companies.
- Check carefully all life and casualty insurance and death benefits, including Social Security, credit union, trade union, fraternal, and military. Check also on income for survivors from these sources.
- Write the obituary. The mortuary or paper can provide a form to help with this process. Include age, place of birth, cause of death, occupation, college degrees, memberships held, military service, and outstanding work, and list of survivors in immediate family. Give times and place of service. Call, email or deliver in person to the newspaper of your choice. Check with the mortuary, they may handle this for you. If you are handling the obituary announcement, you can contact your local paper at; North County Times: 760-739-6639, fax: 760-739-6639
www.nctimes.com/forms/announcements/obituary.html
San Diego Union Tribune: (619) 293-1912, fax (619) 293-1462
www.signonsandiego.com/news/obituaries/policy.html
- Check on all debts and installment payments. If there is a delay in meeting payments, consult with creditors and ask for more time before payment is due.
- If deceased was living alone, notify utilities, landlord and stop any newspapers and subscriptions.
- Tell Post Office where to send mail. (<https://moversguide.usps.com/>)

Before, During and After the Funeral or Memorial Service:

- Send out Announcements. If you choose not to have flowers, decide on and notify everyone that you want gifts made out to a specific memorial fund.
- Select pallbearers and notify them. (Avoid men with heart or back difficulties, or make them honorary pallbearers.)
- Arrange for family members or close friends to take turns answering the door or phone, keeping careful record of calls.
- Arrange appropriate childcare.
- Plan for disposition of flowers after funeral (hospital or rest home).
- Seek help in coordinating meals for the next few days.
- Consider special needs of the household, such as cleaning, etc., which might be done by friends.
- Arrange hospitality for visiting family and friends.
- If you choose to do so, prepare a list of distant persons to be notified by letter or printed notice or email and decide which to send to each.
- Prepare notice and send by appropriate method of delivery.
- Prepare list of persons to receive acknowledgements of flowers, calls, etc. and send a written note of appreciation or email as appropriate for the gesture of concern.