

A RECOMMENDED SEQUENCE OF THINGS TO BE DECIDED AND DONE BY THE BEREAVED WHEN DEATH OCCURS

1. Call the church. If at night, call the church (203.438.3789) and the recorded message will give you the phone numbers of the clergy who are available. Or call the or the rectory (203.438.9806). It is even better, if there is a time when you know death might be imminent, that you contact the clergy who have walked with families through times like these. The accumulated experience of the clergy can be very helpful and we want to be supportive and with you at this time.
2. Search for the *Planning on Paradise* packet, "notes for the time of my death," or some similar document in the desk, file, bureau, or wherever the deceased might have kept such documents. Consider these requests or suggestions in the light of "reasonable possibility", as you begin to make the decisions you need to make. If you cannot find any notes, proceed with your best instincts on the following:
3. Will you permit an autopsy? Is the necessary hospital paper signed?
4. Contact the funeral director (one may be listed in the *Planning of Paradise* packet) requesting him/her to obtain the body and await further word on plans.
5. Do you, or did the deceased, want cremation? Immediately? This may indicate a Memorial Service (i.e., without the body present) though if time permits, the ashes can be present at the service.
6. Who should be notified? Who will notify them? See *Planning on Paradise* for a list.
7. The day and time of the service will need to be set as soon as possible. Time must be allowed for those who are coming from a distance. The clergy need to be consulted to determine their availability and that of the church (if the service is to be there). Time must be adequate to get notice into the newspapers. Consider what time would be most convenient for those who will want to attend the service -- evening, just before or after lunch, the weekend, etc.
8. What kind of service? Body present, or Memorial? Burial Office only, or Eucharist also? See *Planning on Paradise* document for directions...details can wait.
9. Concerning interment (see *Planning on Paradise*). Is there a plot, where, who owns it, where is record? If buying a plot, where, and for how many? Planning for casket or urn? Interment St. Stephens Episcopal Church crypt? - Other disposition of ashes?
10. Decide whether there will be visiting hours at Funeral Home, the family home, or the church. Have you considered asking someone to assist you as "host" during the