



A guide for Families Preparing for the death of a loved one.

Planning Ahead

- Locate and review all relevant records: medical advance directives, will(s), financial records (including bank accounts), and life insurance policies.
- Has the dying family member made plans to donate organs? If yes, be sure to inform the pertinent hospital.
- Compile a *brief* list of people who should be notified at the time of death. Include both phone numbers and e-mail addresses, if possible. Designate a person or persons to make these calls.

Person(s) who will notify others: _____

To simplify calling, prioritize as follows:

1. Those to be notified **immediately**

_____	_____
_____	_____
_____	_____

2. Those who can be notified **after** funeral arrangements & related details have been finalized.

_____	_____
_____	_____
_____	_____

- Select a funeral home:

Name _____

Address _____

Phone _____

Contact Person _____



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At the Time Of Death

- Contact Blackhawk Church (608.828.4200) about meeting with the family. (*after office hours or on week-ends follow the prompts to leave a message for the pastor on call*) This meeting can be held at the hospital, at home or at the funeral home, whichever is more convenient for the family.
- Notify the funeral home.
- Begin to notify those on your short list who need to know **immediately**.
- Designate a **Family Representative** to handle all communication with the attending pastor and funeral home. This will greatly simplify the planning process.

Family Representative: _____

Next Day

- Meet with the funeral home representative to make final arrangements for disposition of the body (i.e., burial or cremation), services, obituary, and cemetery arrangements.
- Consider information to be included in the obituary (i.e., family connections, life highlights, special awards or recognitions, memberships, etc.). The funeral home will submit the obituary to newspaper, but the family will need to provide the information.
- Begin to locate and organize memorabilia (e.g., pictures, Bible, letters) for possible display at the funeral or memorial service.
- The designated pastor from Blackhawk will inform Blackhawk personnel of anticipated arrangements, and coordinate details with appropriate staff members.



BLACKHAWK CHURCH

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Potential Funeral Expenses & Honoraria*

\$125.00	Technical Support – 2 hours <ul style="list-style-type: none">-Sound Board-Lights-Lyrics
\$300.00 <i>(If able, an honorarium is appreciated)</i>	Pastoral Care/Preparation/Coordination <ul style="list-style-type: none">-Pastoral and emotional grief support-Meeting with Family for service preparation-Attending planning meeting at Funeral Home-Coordination with staff re: tech support, reception planning, Atrium presence and coordination of facilities for day of visitation/service/reception-Preparation of message/sermon by Pastor
\$0.00	Facilities and Space Rental and Usage
\$150.00/person	Musicians and Soloists
\$75.00	Reception Coordinator - 6 hours <ul style="list-style-type: none">- coordinating/planning/purchasing/leading volunteer team day of reception

* If a Funeral Home is not involved there may be additional expenses (i.e. guests books)