***What basic knowledge should I have concerning***

***“What do I do when a Death occurs?”***

***Whom shall I call?***

1. Attending physician: If a doctor was attending the deceased, he will help you start making arrangements.
2. Funeral Director: Contact a funeral director whom you respect. He should secure necessary burial permits and death certificates. He will counsel you regarding the funeral plane. He will place obituary and funeral notices in the newspapers that you desire. It is the funeral director’s job to assist you in every way to make the funeral a memorial service that is an expression of your faith.
3. The Minister: The minister will offer comfort to the family and make himself available to all t hat need special counseling. He will help set up the order of the funeral service. The minister will collaborate closely with the funeral director in planning the details of the service. The minister will collaborate closely with the funeral director in planning the details of the service at the church and at the gravesite.
4. Family & Friends: You may need to call members of the family and close friends and inform them of the death that has occurred. Ask others to aid in making the many calls that must be made.

**A list of things to do after a death has occurred**

1. Notify proper person in the family’s church.
2. Make necessary telephone calls where travel time may be a favor.
3. Arrange for someone to spend the night with the family and give medication if prescribed by a doctor.
4. Answer and keep a list of late telephone calls, and/or visitors.
5. Assume responsibility for small children and arrange for them to be taken care of outside of the home, for a day or two. (if the family so desires)
6. Arrange for someone to keep a careful record of calls, food, and offers of assistance and so on.
7. Select clothing to be worn by deceased and take it to the funeral home.
8. Help select the pallbearers and gather information that will be needed by the funeral director for the obituary.
9. Check with attorney or a living trust for any funeral instructions.
10. Schedule the appointment with the funeral director and minister.
11. Notify patients, associates, societies, newspapers, regarding spouse’s death.
12. Arrange to have someone remain at the residences and straighten up during the funeral.
13. Have a separate banking account, for ready cash.
14. Have prior discussion with spouse about financial matters.
15. Check regarding the partnership; is there a buy/sell agreement.
16. Receive an independent appraisal for business property, equipment and the value of the existing practice.
17. Arrange for a meeting with attorney, insurance agent.
18. Locate all papers pertaining to the deceased, such as the will, insurance policies and so on.
19. Make no quick decisions.
20. Beware of free advice.