

## **Assistance in the Event of Death**

Contact:

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## **Mission**

Call upon a family when death has occurred to extend sympathy and support and to assist, if needed, with the formulation of plans. This special committee will be in charge of the funeral or memorial service.

## **Duties**

- Plans for cremation (funds are available @ PYM Jeanes Fund), funeral, or memorial service at the Meeting or elsewhere.
- Clearance with the Meeting's office manager of the date and hour of any service at the Meeting before plans are made with the undertaker and release sent to newspapers, giving the address of the Meetinghouse.
- Gwynedd Monthly Meeting's "Request and Agreement Form" will need to be filled out and signed and when appropriate, the "Hold Harmless Agreement". Refer to Contact Person guidelines for assisting with Use of Gwynedd Meeting Facilities
- Location of burial lot determined
- Preference for Bible readings during service at the Meeting and/or burial
- Remind family that flowers and/or contributions may be suggested or declined.
- Ask the family if they want to have refreshments at the Meeting after the Memorial Service. It is customary that the family takes the responsibility to make arrangements for catering and cleanup. Refer to Building Use guidelines posted in the kitchen (bag and tie all trash and put into the dumpster by playground. Cleanup may be arranged by the family for a fee paid directly to the Cottage resident.
- Notify Meeting community of date and hour of service
- Give all the arrangement information to the Meeting's office manager
- Arrange for ushers at doors of the Meeting as well as at the walkway from the driveway
- If requested obtain memorial book (from funeral director or family) to record attendance
- If needed, arrange for parking lot supervision (from Property Committee)
- If large attendance is expected, notify the police
- Ask the family if they have a preference and arrange for suitable persons to sit at the head of the Meeting for Worship and on facing benches. (A designated person may describe the nature of the occasion and assure those present that they are free to speak if led to do so. Provide an example for such a description when appropriate).
- Give necessary information concerning the death and service in writing to the Recorder who presents it at the next Monthly Meeting for Business
- Consult with family concerning forwarding information to the Friends Journal
- It is customary to reserve the first two or three benches next to the inner wall for the family. (Obtain list of the people family may wish to have on facing benches.)
- On day of Service, open Meeting early

- If family arranges for flowers to be delivered, receive flowers in the morning, being aware that sometimes flowers are delivered to the Cottage, which has the same address as the Meetinghouse.
- If family requests help with flowers, purchase and arrange a bouquet or two and then give the bill to responsible family member
- Give all cards received with flowers to the family along with a notation of what was received
- Mark benches for family members (cards are in drawer of table by door between FDS room and Meeting room)
- Arrange to have chairs in FDS room (East Room) face West
- Arrange to have partitions raised when necessary
- Arrange to have heat turned on when necessary
- Turn on the air conditioning in the FDS room when necessary (shut outside doors)
- Cleanup may be arranged by the family for a fee paid directly to the Cottage resident.
- If appropriate, put out *Quaker Memorial Meeting* pamphlets on end of each bench
- If appropriate, make available *We of Gwynedd Meeting Invite You to Worship with Us*. (Worship and Ministry produced this pamphlet for those unfamiliar with Friend's manner of worship. It includes a short history of Gwynedd).

Friends should read pertinent material in *Faith and Practice* (pp. 58-59). Copies of the pamphlet *Quaker Memorial Meeting* may be obtained from the literature rack.