



The purpose of this checklist is to assist you in the decisions that are necessary at the death of a loved one.

1. Upon the death of a loved one, the pastor of the church should be notified as soon as possible by contacting the church at 202-678-0884. (For afterhours emergencies, call the church office for directions.) Our ministerial staff desires to know those who need comfort and counsel as they face death. By being involved early in situations of death or impending death, the pastor and the bereavement team can help with the necessary decisions regarding service arrangements, as well as caring for the spiritual needs of those involved.

2. Contact Other Family Members and Close Friends

3. Contact Funeral Home – Name & Phone Number: \_\_\_\_\_

4. If children are in school, notify the school

5. Notify employer of decease and your own employer

6. Desired Service of Worship: Memorial or Homegoing Service

Type \_\_\_\_\_ Date: \_\_\_\_\_ Viewing Time: \_\_\_\_\_ Service Time \_\_\_\_\_

***Before going to the Funeral Home...***

It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include nickname or other names a person may have used).

\_\_\_\_\_

2. Date of Birth \_\_\_\_\_

3. Place of Birth \_\_\_\_\_

4. Date of Death \_\_\_\_\_

5. Place of Death \_\_\_\_\_

6. Father's Name \_\_\_\_\_

7. Mother's Name (including Maiden) \_\_\_\_\_

8. Spouse Name \_\_\_\_\_

9. Where did decease grow up \_\_\_\_\_

10. List of Children (in order of birth) \_\_\_\_\_

---

---

---

11. List of grandchildren if less than 10 (give number only if over 10)

12. Occupation & number of years there \_\_\_\_\_

13. When and Where baptized \_\_\_\_\_

14. List of church, professional organizations, clubs and other organizations in which membership was held:

---

---

15. Hobbies & Interest \_\_\_\_\_

16. Special Memories and  
Reminiscence \_\_\_\_\_

17. Sick long time before death: ☐ (yes) ☐ (no)

18. Died suddenly: ☐ (yes) ☐ (no)

*\*\*\*Take extra precautions for security at the home of the deceased during all times that the family will be away from the home and especially the indicated time of the service.*