

Cornerstone Missionary Baptist Church

Dr. Stephen Greene Howard

1095 Allen Road . Greenville, NC 27834

www.cmbcnc.org



In Time of Need

FAMILY RESOURCE

G U I D E & R E F E R E N C E

CHECKLIST IN EVENT OF DEATH

These Actions Will Need To Be Taken When There Is A Death

- Prepare the announcement and obituary
- Select clothing if there is going to be a viewing
- Select clothing for surviving spouse and children
- Sign the necessary papers for burial permit
- Answer phone calls, letter and wires of condolence
- Meet the funeral director/mortician and clergy
- Select the speakers and songs for the service
- Contact any soloist and choirs
- Coordinate a repast and who will be responsible
- Greet friends and family at service
- Arrange to meet out of town attendees
- Provide lodging for out of town attendees
- Maintain a list of callers, flower tributes, food and donations
- Order the death certificates
- Care for infants and minor children
- Involve the Veteran's Administration in the funeral, if appropriate
- Go to the cemetery to sign necessary papers

Make These Notifications Immediately Upon Death

- Doctor
- Funeral Director
- Cemetery
- Family members
- Close Friends
- Employers of deceased
- Pallbearers
- All insurance agents
- Religious, fraternal, civic organizations
- Local newspapers
- Attorney, accountant and executor of estate
- Social Security Office

Handle These Bills Which Will Be Incurred After Death

- Funeral Director
- Clergy
- Florist
- Refreshments
- Clothing
- Doctors
- Nurses
- Hospitals and Ambulances
- Medicine and Drugs
- Other Mortgage/Rent, Taxes Installment Payments

DECISIONS THAT MUST BE MADE

VITAL STATISTICS

1. Full legal name
2. Home address and phone number
3. How long in state
4. Occupation and title
5. Type of business
6. Business address and phone
7. Social Security Number
8. Veterans Serial Number
9. Date of birth
10. Place of birth
11. U.S. Citizenship
12. Father's name
13. Father's birthplace
14. Mother's maiden name
15. Mother's birthplace
16. Religious name (if any)
17. Marital status
18. Spouse name (maiden if wife)

CEMETERY ARRANGEMENTS

1. Interment space
2. Endowments care
3. Vault
4. Opening and closing of grave
5. Memorial marker and inscription
6. Settling of marker
7. Sales tax

FUNERAL ARRANGEMENTS

1. Casket
2. Initial ambulance pick-up
3. Embalming and preparation
4. Restorative art
5. Cosmetology
6. Hair dressing
7. Display of flowers
8. Preparation of necessary papers
9. Legal certificates and permits
10. Memorial record books
11. Acknowledgment cards

12. Insurance and government forms
13. Funeral coach
14. Flower car
15. Limousine for family
16. Limousine for pallbearers
17. Use of chapel
18. State showing room
19. Religious and fraternal items

CEP, CEMETERY ARRANGEMENTS

1. Parking facilities
2. Music
3. News notices
4. Arrange obituaries
5. Church services
6. To have open casket?
7. Visitation hours
8. Decide on jewelry and glasses
9. Clothing for the deceased
10. Graveside service
11. Donation instead of flowers

OTHER DECISIONS & ARRANGEMENTS

1. Clergy to officiate
2. Time of service
3. Provide information for eulogy
4. Select pallbearers
5. Clothing for you and children
6. Preparation for home including for family and guest
7. Transportation for family and guest (funeral car list)
8. Check and sign necessary papers
9. Answer phone calls, wires, and messages
10. Greet friends and relatives who call II.
Arrange to meet and lodge out of town relatives
11. Compile thank you card list
12. Look after minor children
13. Notify family and friends
14. Order death certificate
15. Payment for services

Cornerstone Missionary Baptist Church
1095 Allen Road . Greenville, NC 27834
Phone: (252) 752-4156 Fax: (252) 752-4405

Dr. Stephen Greene Howard, Senior Pastor

Order of Service
Dr. Stephen Greene Howard, Senior Pastor, Officiating

Organ Prelude.....Musician

Processional of Clergy & Family

Hymn of Faith.....(Pick a Hymn).....Choir/Congregation

The Invocation

Scripture Reading

Old Testament (pick a scripture)

New Testament (pick a scripture)

Hymn.....(Pick a Hymn).....Choir/Congregation

Remarks (Three persons, 2 minutes each).....(Pick a Person)

Acknowledgements (Cards, Resolutions & Letters).....The Church Clerk

Selection.....(Pick a Hymn).....Choir/Congregation

The Eulogy.....Dr. Stephen Greene Howard, Senior Pastor (or approved Clergy)

Closing Prayer

Recessional

*Any additional remarks must be made during the wake. Please remember to forward a copy of the program to the church as soon as it's typed, so that Pastor Howard may view, and so that the Musicians will know what hymns/musical selections have been chosen. To schedule a repast at the church, or if you have any questions, please contact Rev. Tanisha Johnson at (252) 752-4156.

****ALL viewing will be done prior to, or at the beginning of, the Service. NO VIEWING IS PERMITTED AFTER the Eulogy.**