

ASSISTANCE IN THE EVENT OF DEATH

When a death has occurred and the Worship and Ministry Committee has been notified, a member will call to extend sympathy and support. That person will help the family form plans for a memorial service and will be known as the **Gwynedd Memorial Service Coordinator**.

Following is the process by which the Meeting engages with the family.

FAMILY MEMBERS CONSIDERATION

- In the event of death, the family will contact the **Office Manager of Gwynedd Friends Meeting** to notify him or her of the death.
- The family will determine a convenient date and time for the service if it is to be held at Gwynedd Monthly Meeting.
- They will then clear the date with the **Office Manager** and sign all the necessary forms for use of the building.
- If a reception is to take place in the Community Room, name of caterers can be given for the family to consider: **Maureen Gibbons, 267-467-4120** or **Lillian Leeser, 215-283-7393**.
- If burial is to take place in Gwynedd's burial ground, contact **Steve Kerr**, currently the Burial Ground Clerk, at **267-218-5482**.
Cremation funds help is available from **Philadelphia Yearly Meeting Jeanes Fund, 215-241-7000**.

OFFICE MANAGER RESPONSIBILITY

- Receive notice of death from family, express condolences and set a time to contact them in order to set a date and time for a memorial service.

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- Have an authorized family member sign a **Request and Agreement Form and Hold Harmless Form** for use if the service is to be held at Gwynedd Meeting.
- Contact Worship and Ministry Committee to secure as quickly as possible the **Memorial Service Coordinator**, who will be in touch with the family in person, or by phone.
- Send notice to **Caretaker** regarding the date and time of the service, and whether heat or air conditioning will be required. He should also be notified if dividers are to be open or closed (**the balconies should be used only as a last resort**), and what time the Meeting House should be opened on the day of the Memorial Service to receive flowers.
- Send notice of death to **Recorder** in writing. Recorder will give notice at the next Monthly Meeting.
- Notify Meeting community of the date and hour of the service at the appropriate time by 1) announcement in an email and/or newsletter and 2) announcement at the rise of Meeting.
- Be available to answer questions of the **Gwynedd Memorial Service Coordinator** regarding arrangements for the memorial service.

GWYNEDD MEMORIAL SERVICE COORDINATOR

- Meet with the family to extend sympathy and support, preferably in person, or by phone.
- If the memorial service is to be held elsewhere, announce that at Meeting for Worship and in newsletter.

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- Create a contact with the designated member of the family to develop plans and walk through the necessary details.
- Determine whom the family wishes to be Head of Meeting for the service and whom the family wishes to sit on the facing benches for the service.
- Determine how many reserved benches may be needed for the family on the day of the service.
- Determine if there is to be music for the service and discuss arrangements for placement of the musicians.
- Determine if there will be flowers and when the family wishes them to be delivered.
- Notify **Office Manager** of the time flowers are to be delivered on the day of the service
- Assist family to secure Memorial Book if wanted. Funeral Director may provide one.
- Notify **Property Committee** of the number of persons needed to help park cars on the day of the service (**Members of the Police Department are not as willing to help direct traffic for memorial services as they once were. Please use own judgment as to whether to ask for help**).
- If family wishes, help with newspaper notices, wishes for contributions, etc. Also, assist if there is to be a notice in Friends Journal.
- After some time has elapsed check back with the family to offer support.

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- After the event is over, at the next committee meeting, submit comments to Worship and Ministry Committee to see if any changes or additions should be made to this process.

NEEDED ON DAY OF MEMORIAL SERVICE, SECURED EARLIER BY MEMORIAL SERVICE COORDINATOR

Direct family members to area in which to wait for service (either the Library or the Alcove of the Community Room).

The following people are needed for the day of the service:

- 1 person to attend to caterer if designated.
- 1 person to clear First Day School room and arrange family reserved area in the Meeting Room (reserve cards are in drawer of small table in First Day School room). Place lectern for Memorial Book in designated area.
- 2 ushers at doors of Meeting House. This depends on the size of the meeting
- 1 greeter at parking lot walkway to direct attendees into the Meeting House.
- 1 attendant for the Memorial Book
- 2 parking attendants
- 1 person to put First Day School and Meeting for Worship room back in order after service.
- 3 persons to set up Community Room for reception.
- 3 persons to clean Community Room after reception.

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