

# Village Cares

Praise be to the God  
and Father  
of our Lord Jesus Christ,  
the Father  
of compassion and the God  
of all comfort,  
who comforts us in all our  
troubles,  
so that we can comfort  
those in any trouble with the  
comfort we ourselves  
have received from God.  
For just as the sufferings of  
Christ flow over into our lives,  
so also through Christ our comfort  
overflows.

2 Corinthians 1:3-5

Village Baptist Church  
330 SW Murray Blvd.  
Beaverton, OR 97005  
503-643-6511

# *What to Do When You Lose a Loved One*



A checklist to help you with decisions  
and actions that follow the loss of a  
loved one.

## First Actions

People to Notify.....

- Your Pastor \_\_\_\_\_
- Family & Friends
- Doctors
- Attorney
- Employer
- Insurance Agent
- Clubs, Unions, & Organizations

After initial pickup by the mortuary, provide the mortuary with these vital statistics for the obituary:

- Full legal name
- Home address and phone number
- How long in state
- Occupation and title
- Type of business
- Social Security Number
- Veteran's Serial Number
- Date & Place of Birth
- U.S. citizenship
- Father's name & birth place
- Mother's maiden name & birth place
- Religion
- Marital Status
- Spouse's name (maiden, if wife)
- Children
- Close family members
- Grade school attended
- High school attended
- College attended & degree attained
- Public, civic, religious office or positions held
- Military record
- Hobbies and interests
- Special accomplishments
- Charitable and special wishes

## How Can Village Help?

- Assembling the obituary
- Accompanying you to the funeral home
- Planning the service
- Hosting the service and/or memorial reception at Village

## Memorial/ Funeral Arrangements That Need To Be Made

- Pastor to officiate
- Family meeting with pastor
- Place, date, and time of service
- Number of people expected
- Memorial service or funeral service (casket present)
- Graveside Service before/ after (circle one)
- Selection of favorite Bible verses, poems, etc.
- Music-hymns \_\_\_\_\_
- Memorial folder (free of charge at Village)
- Pictures, memorabilia for service
- Assignment of eulogies (family or friends)
- Selection of pallbearers, if burial
- Ushers
- Guest book
- Guest book attendant
- Transport of flowers after the service

## After the Service...

- Order additional copies of the Death Certificate
- File insurance claims for each policy held
- Contact each company for the appropriate claim form.
- File appropriate health insurance claims and notify them that a death has occurred.
- Notify your home, business, and auto insurance companies.
- Contact Social Security about your benefits appropriate forms and procedures.
- Contact the Veteran's Administration, if applicable. Ask them about benefits, appropriate forms and procedures
- Talk with your attorney about probating the Will and making other necessary filings.
- Make arrangements to update your Will or Trust
- Transfer assets into your name or trust as appropriate.
- Revise titles on your car(s) or other titled property.
- Contact your bank(s) for revising or closing out checking/ savings accounts and safe deposit boxes.
- Correct the tax identification number on financial accounts which are in the name of the deceased.
- Cancel the direct deposit payments that are in the name of the deceased.
- Change beneficiaries on insurance policies, retirement accounts, savings bonds, etc.
- Contact creditors for all mortgages, personal notes, credit card companies, etc., in which the name of the deceased is involved. There may be credit life insurance to pay off balances.