

When a Death Occurs -- the Required Actions and Preparations

1. First Action Item

- a. When a Death occurs at Home:
 - i. Do not relocate the remains.
 - ii. Call 911 immediately. Police have to verify the cause of the death.
 - iii. Contact a Doctor/Nurse and receive the death confirmation statement.
- b. When a death occurs at a Hospital -- Follow the Hospital procedures.

2. Second Action Item

- a. During the duty hour (Mon-Sunday: 9-5 PM) -- Contact the Church's Office.
 - i. Provide the Deceased's Name, Baptismal name, and Age.
 - ii. Additionally, inform us which Small Group the District belongs to and what family relationships (whose parent/son/daughter, etc.)
- b. During after-duty hours and weekends -- Contact the Chief of the Funeral Service Support Team (FSST) (703-966-8206)

3. Third Action Item

- a. Select the Funeral Home. (The family must do this due to the financial decision in the contract.)
 - i. Refer to the Funeral Home List below.
 - ii. Do the Price comparison.
- b. Contact the Funeral Home and inform the Funeral Director:
 - i. The name of the deceased and the location of the remains.
 - ii. Be sure to tell the funeral director you are a St Paul Chung Catholic parishioner.
- c. When the funeral personnel picks up the remains, they will inform you of the appointment time for the funeral service contract.

4. Fourth Action Item

- a. When you make a contract with the Funeral Home, the things that the deceased family has to prepare:
 - i. The deceased's Social Security Number (SSN).
 - ii. The deceased's official Name (English spelling), Date of Birth, Address, Highest Education Level, and Occupation.
 - iii. Spouse's name (English spelling).

- iv. Burial Plot Document and inform whether you have Hanbok or not.
 - v. Inform the decision of Burial (Interment) or Cremation.
 - vi. Prepare to pay the Funeral Service Fee in advance upon contract completion via Check, Credit Card, or cash.
- b. If you need an English translation service, ask the Chief of the Funeral Service Support Team (FSST)

5. Fifth Action Item

- a. Three parties (the Deceased family member, the Pastor, and the Funeral Director) will determine the required funeral schedule during the funeral service contract with the funeral director.
- i. The schedule must match the Pastor's schedule, the family members' attendance availability, and the available cemetery burial schedule. The Chief of FSST will play an intermediary role in the Three-Party coordination.
 - ii. Coordinate the dates and times for the "Funeral Mass" at the church, "Viewing Service" for the family and friends/acquaintances, "Burial Service" at the Cemetery, and the "Prayer for the Deceased."
- b. The Chief of FSST will notify the Church's Office of the Viewing Service, Funeral Mass, Burial Service, and Prayer for the Deceased schedules for immediate dissemination.

6. Sixth Action Item

- a. The Deceased family will prepare the following:
- i. The Deceased family will prepare the clothes for the Deceased (e.g., a Hanbok or Suit). The Female volunteers from the FSST will accompany the "Dressing for the Deceased" Ceremony, which will be conducted under embalming conditions.
 - ii. Prepare Pallbearers (6 persons) from family members and friends – (Note: Funeral Home will provide "White Gloves")
- b. Provide an "Armband" that signifies the Head of Mourners and "Ribbon Pins" to the Deceased family.

7. Seventh Action Item

- a. Prepare the Deceased Picture (Size: 11" X 13") – Need it during the Prayer for the Deceased, Viewing Service, Funeral Service, and Burial Service.
- b. The Deceased family must arrive 30 minutes before the scheduled Prayer for the Deceased, Viewing Service, and Funeral Mass.

Funeral Home List

1. **Advent Funeral Home** – 7211 Lee Highway, Falls Church, VA 22046; **703-241-7402**; adventfuneral.com
2. **Demaine Funeral Home** – 5308 Backlick Rd, Springfield, VA 22151; **703-941-9428**;
dignitymemorial.com
3. **Demaine Funeral Home** -- 520 S. Washington St. Alexandria, VA 22314; **703-549-0074**;
dignitymemorial.com
4. **Direct Cremation Service of VA** – 4425 Brookfield Corporate Dr. #100, Chantilly, VA
20151; **703-397-4687/703-997-6832**; directcremationserviceofvirginia.com
5. **Demaine Funeral Home** – 10565 Main St. Fairfax VA 22030; **703-385-1110**;
demainefairfaxfuneralhome.com
6. **Everly Funeral Home** -- 6161 Leesburg Pike, Falls Church, VA 22044; **703-532-5161**;
everlycommunity.com
7. **Fairfax Funeral Home** – 9902 Braddock Rd. Fairfax, VA 22032; **703-425-9702**;
fairfaxmemorialfuneralhome.com
8. **Murphy Funeral Home** – 4510 Wilson Blvd. Arlington, VA 22203; **703-920-4800**;
murphy-funeralhomes.com
9. **Murphy Funeral Home** – 1102 W. Broad St. Falls Church, VA 22046; **703-533-0341**;
murphy-fh.com
10. **National Funeral Home** – 7482 Lee Hwy, Falls Church, VA 22042; **703-560-4400**; nationalfh-
mp.com