

FORMERLY STITT & ST GEORGE

SOMERSET

— FUNERALS —

SERVING OUR COMMUNITY

YOUR PERSONAL RECORD

SOMERSET FUNERALS - SERVING OUR COMMUNITY

It is reassuring to know that Somerset Funerals (formerly Stitt & St George) has always been Queensland family owned and operated. We specialise in providing a complete funeral service: burials, cremations, repatriations, memorials and pre-paid planning, to families throughout the Somerset region, including Ipswich, Lockyer and Brisbane Valley. Our beautifully appointed Somerset Chapel and Refreshment Hall, situated at 15 Church Street Lowood, is available for all our services and our local Somerset Funerals office is located at 1508 Brisbane Valley Highway, Fernvale - **Freecall 1800 805 814 (all hours) for assistance.**



THE PURPOSE OF THIS BOOK

Families have taught us time and again that no matter how formal or informal it is, a ceremony allows them and others a much valued opportunity to come together simply to remember and farewell someone dear to them, be it in a church, a chapel or another location.

Funerals are for the living and this book will make things so much easier for everyone when it comes to completing funeral arrangements. Here you can record preferences for your funeral service and details about your life that will assist your family when it comes to completing the legal documentation a funeral requires. For information on how to pre-arrange and pre-pay your funeral go to page 5.

It should be noted that this Personal Record Book is not a legally binding document and it certainly does not take the place of a Will. Store it in a safe, accessible place and notify at least two family members or the Executor/s of your Will as to its location.

The purpose of this book? Your peace of mind.

THINGS TO KNOW ABOUT FUNERALS IN QUEENSLAND

When someone dies in Queensland, there are certain procedures that must be followed immediately, including legal requirements to be fulfilled and personal matters seen to.

The following information may help you complete these accurately and efficiently.

WHAT TO DO WHEN SOMEONE DIES

At home: When someone dies at home, upon death his or her doctor is the first person that you should call. The doctor will prepare a Medical Cause of Death Certificate or arrange for a Life Extinct Form to be issued in the interim. Once this has been arranged you can contact Somerset Funerals - freecall 1800 805 814 - to arrange for your family member to be transferred into our funeral home care.

At a nursing home: When someone dies in a nursing home, the home will call the funeral director nominated by the family.

In a hospital: When someone dies in a hospital, the family calls the funeral director of their choice who will make all the necessary arrangements with the hospital, transfer the deceased to the funeral home, confirm arrangements for cremation or burial and attend to all the details involved in arranging the funeral.

Sudden death: When a death is sudden and unexpected, accidental or a suicide, by law it becomes a coroner's case. The doctor or the family must notify the police who will arrange transfer of the family member to the coroner's facility. In these circumstances funeral arrangements may be delayed by 5 working days or more until the coroner's work has been completed. During this time the family can contact the funeral director of their choice to begin planning the service.

Away from home: When someone dies interstate or overseas, the local procedures must be followed and local authorities will liaise with your funeral director while making arrangements for the deceased to be brought home. Because so many Australians have migrated from other parts of the world, there are those who wish to be interred in their land of origin. Your funeral director will attend to this responsibility on behalf of the family.

WHO HAS THE SAY?

It always remains the privilege of the family to choose a funeral director. Ignore anyone who attempts to tell you otherwise. The family and specifically the Executor, always retains the right to choose. Even when a government-contracted company has been called upon by police to transfer a deceased from their place of death, the family retains the right to make arrangements with the funeral director of their choice.

When several family members are involved in making funeral arrangements, it is the Executor who has the legal authority to have the final say on instructions for the funeral.

WHO TO NOTIFY?

Here is a helpful guide to organisations and services that may need to be advised and for which your personal identification numbers or references would be helpful.

- Department of Social Security
- Department of Veteran Affairs
- Superannuation Company
- Solicitor and/or Public Trustee
- Accountant
- Bank/ Building Society
- Credit Union/ Friendly Society
- Financial Institution
- Credit Card Provider/s
- Insurance Companies
- Employers/ Former Employers
- Trade Union/ Professional Association
- Australian Taxation Office
- Doctor/ Specialist/ Hospital
- Dentist/ Chemist
- Transport Department
- Electoral Office
- Local Council
- Health Benefits Fund
- Clubs and Associations
- Church/ Religious Organisation
- Home Help/ Gardeners/ Meals on Wheels
- Home Nursing Service
- Home Deliveries/ Milk & Papers etc.
- Appliance Rentals
- Post Office/ Mail Deliveries
- Ambulance Service
- Telephone/ Electricity/ Gas
- School/ College
- Companies/ Directorships etc.
- Chamber of Commerce
- Service Organisations/ Rotary Lions etc.

THE OPTION OF VIEWING

Viewings are opportunities for quiet time with the deceased. They occur prior to the funeral, often on a separate day, and can take place in a church/chapel, funeral home or residence.

Although not compulsory, viewings are a valuable opportunity for relatives and friends to have personal time with a loved one, to reflect and remember together, to pray, to offer support and to have the chance to place special items - from photos, children's drawings, cards and flowers to drum sticks and prayer beads - into the coffin with the deceased for their final journey.

Whilst many families have shared how a viewing helped them in their grieving process, this is a personal choice for each family to consider.

We have seen first hand the support viewings can offer families and friends as they come to terms with the death of someone they hold dear.

PRE-ARRANGING A FUNERAL

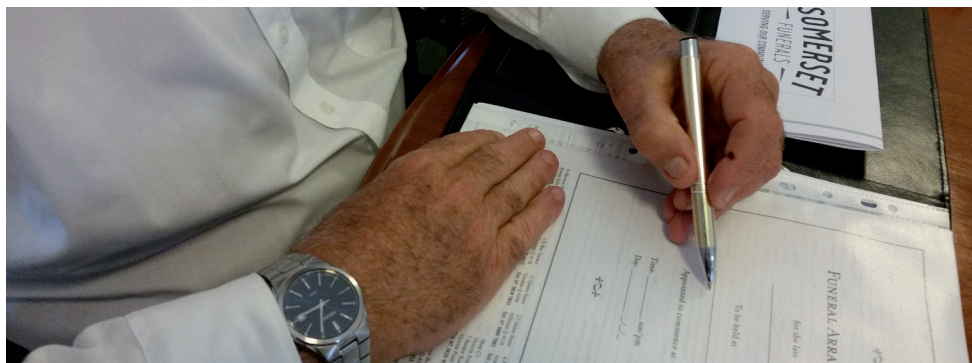
Pre-arranging a funeral is perhaps something we don't like to think about but it is one of the most supportive steps anyone can take for themselves and their family when it comes to making preparations for when they will need to be cared for in death and their affairs managed by someone other than themselves. For family and friends anxious to fulfill a person's funeral wishes, a pre-arranged funeral makes their wishes clear.

In addition, you may also make financial arrangements for your funeral in advance. Somerset Funerals can facilitate this and make you aware of the great difference between funeral bonds and funeral insurance.

When it comes to pre-arranging your funeral there are a number of elements to consider: what form of funeral will it be and where? Will it be a cremation or a burial? What music, if any? What about flowers? Are there other special things the family should know but may not be aware of?

The simple solution is arranging a meeting with an experienced Somerset Funerals' Funeral Director who helps you set out all your personal wishes for your funeral and to complete as much of the legal paperwork involved as possible.

Of course, these instructions may be altered at any time in the future. Knowing that you are making it easy for your relatives and friends by forward planning offers you peace of mind.



MAKE ARRANGEMENTS NOW

This can be organised very simply by turning to the tear-off section on the back cover of this book. It is an abbreviated version of what you have already compiled in this book.

Fill it in and return it to us at 1508 Brisbane Valley Highway (PO Box 49) Fernvale, 4306. We'll keep it safe for your family.

Alternatively, please call 5426 7777 to organise an obligation free appointment with a Somerset Funerals' Funeral Director at our Fernvale office or at your home.

THE SOMERSET CHAPEL

Our chapel was named after the Somerset Region we proudly serve. Beautifully refurbished, the building was originally built in 1902 and has views stretching out over the valley and surrounding ranges. Located at 15 Church Street, Lowood, the Somerset Chapel is a unique facility in this area, ideal for funerals and memorials where family and friends can come together from the Ipswich, Lockyer, Brisbane Valley and Somerset regions. Featuring elegant stained glass windows, the chapel offers seating for 100 with additional standing room and its old world charm is met with modern day additions such as a plasma TV screen and state of the art audio visual equipment for music and videos.



THE SOMERSET HALL

Located within the Somerset Chapel grounds, the Somerset Hall offers families a convenient and fully equipped refreshment lounge to gather in after a service. With an extensive and affordable menu catering to all tastes, including special dietary needs, the Somerset Hall makes country hospitality easy and hassle-free.



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PERSONAL AND FAMILY DETAILS

Completing the information on the pages that follow will ensure your Executor or Legal Administrator will have at hand the relevant information required by law, saving family and friends further stress at the time.

Family name: _____

Given names (in full): _____

☐ Male ☐ Female Date of birth ____ / ____ / ____

Place of birth _____

Date of arrival in Australia (if you were born elsewhere) ____ / ____ / ____

Occupation (if you have retired, then prior to retirement) _____

Pension details: Type _____ Number _____

Father's full names and surname: _____

His occupation _____

Mother's full names and maiden name: _____

Her occupation _____

Name and contact details of next-of-kin:

Name _____

Relationship to you _____

Address _____

Phone _____

Email _____

Marital Status:

- ☐ Married ☐ Widowed ☐ Separated but not divorced ☐ Divorced
- ☐ Never married ☐ De facto partnership

Date of marriage ____ / ____ / ____ Place of marriage _____

Full names of husband or wife (and/or maiden surname):

Details of any previous marriages: _____

If you are a widow or widower, date of death of your husband or wife: ____ / ____ / ____

Where your late partner died: _____

First names of all of your children:

Enter names in order of birth. For those no longer alive put a D in the Age column. If stillborn write SB in the Age column. If there are no children write 'None' in the first column.

First name	Date of birth	Age	Sex
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FUNERAL ARRANGEMENTS

Have you pre-arranged your funeral? ☐ Yes ☐ No

If yes, name and address of funeral director: _____

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Has money been paid towards the pre-arranged funeral? ☐ Yes ☐ No

If yes, complete the following:

Funeral contract number _____

Where the document is located? _____

Amount paid _____ **Date paid** ____ / ____ / ____

Note of any special bequests of an anatomical nature that you have made:

(these arrangements will have been made with the pertinent organ donor organisation)

PREFERENCES FOR YOUR FUNERAL SERVICE

Type of funeral: ☐ Burial ☐ Cremation

The service you prefer:

☐ Religious (if so, denomination) _____

☐ Requiem Mass

Location:

☐ Somerset Chapel ☐ Church: _____

☐ Crematorium Chapel ☐ Cemetery/Graveside

☐ Existing grave or cremation deeds. Cemetery or crematorium _____

Grave or cremation deed number _____

Name of deed holder _____

PEOPLE TO NOTIFY

Solicitor *(name and contact details)* _____

Executor *(name and contact details)* _____

Next-of-kin *(name and contact details)* _____

Family and friends (*name and contact details*) _____

Clubs, societies and affiliations (*name and contact details*) _____

PERSONAL DOCUMENTS

Location of your Will (*if you don't already have a Will, you should certainly make one*) _____

Details of any Mortgage (jointly or singly owned) _____

Details of any other property: _____

Details of Accounts (bank branches and account numbers), Credit Cards, Hire Purchase, Leases etc.

Location of Marriage Certificate, Birth Certificates (yours and your children's), Pre-arranged Funeral Documents, Cemetery/Cremation Deeds, Service Record/Discharge Details:

Location of Income Tax Receipts, Bank Books, Share Certificates, Property Title/s:

Details and location of:

Life Insurance Policies _____

General Insurance Policies (home, contents, car, caravan, boat etc.) _____

Superannuation _____

Health/Medical Cover _____

Medicare Number _____

NOTES FOR YOUR EULOGY

Eulogies are a central part of the funeral service. When a family meets with a celebrant or clergy to prepare the service there are some commonly asked questions (listed below) which you can make notes on in advance to support the eulogy writing process and even to have the last word!

- Where was the person born?
- Did they sport a nickname or a name that others knew them by?
- What were their parents' names and where did they meet and marry?
- Were there brothers and sisters? Were they younger or older?
- What memorable moments were there of their childhood?
- What schools did they attend?
- What school awards or later trade or professional qualifications did they attain?
- Were there sporting achievements?
- Are there items of historical significance to recall?
- Are there military service tales to be told?
- Is there marriage or some other significant relationship to be remembered?
- Were there children, grand children or great grand children?
- What of details of club membership and positions held there?
- Are there amusing stories that will illustrate the life that was led?
- Hobbies, special interests, travel tales, likes and dislikes in such areas as music, reading and poetry – any special sayings that will be fondly remembered by others – all of these things contribute to a meaningful and moving eulogy.
- If you have a preference for someone you'd like to deliver your eulogy, perhaps record their name or names in this book.

This information, which we would require in order to finalise future funeral arrangements, will be recorded and filed in strict confidence.

Religion: _____

○ Church (please note location of preferred church) _____

☐ Crematorium Chapel ☐ Other _____

Clergy _____

Cemetery _____

Crematorium _____

Details or wording of funeral notice (if space is insufficient please enclose details)

continued overleaf...

continued overleaf...

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The information that follows is required to gain a Registration of Death. *(please print clearly)*

Full name: _____

Usual residence: _____

Occupation: _____

Father's given name & surname: _____

Father's occupation: _____

Mother's given name & maiden surname: _____

Your date of birth ____ / ____ / ____ **Your place of birth** _____

Your age when married: _____

Where married: _____

To whom married: _____

Maiden name: _____

(if married more than once, enclose details of each marriage)

Children's given names & date of birth:

_____	_____ / _____ / _____
_____	_____ / _____ / _____
_____	_____ / _____ / _____
_____	_____ / _____ / _____
_____	_____ / _____ / _____
_____	_____ / _____ / _____

Signed _____

☐ Please call me re pre-arrangement. ☐ Please call me. I need to know more.

Phone Number or Email: _____

☐ Don't contact me. Just record my wishes.

**Tear-off and return to Somerset Funerals, PO Box 49, Fernvale 4306 or come to
1508 Brisbane Valley Highway, Fernvale.**



FORMERLY STITT & ST GEORGE

SOMERSET

FUNERALS

SERVING OUR COMMUNITY

OFFICE

1508 Brisbane Valley Highway,
Fernvale, QLD 4306

FREECALL

All Hours
1800 805 814

CHAPEL & HALL

15 Church St,
Lowood, QLD 4311

somersefunerals.com.au