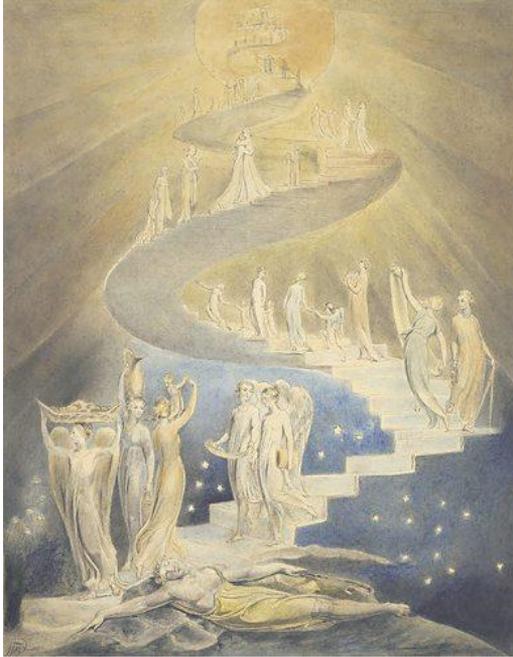


Kempton New Church

**Interment (Burial) Guidelines
Resurrection Service Guidelines
Cemetery Policies
and
Some Practical Information Related
to the Time of Death**



**And, behold, I am with thee, and will keep thee
in all places whither thou goest.**

When a man dies, he simply passes from one world into another.

Heaven and Hell 445

The spirit of a man in the other life is seen to be in a human form precisely as in the world. There he also has the power to see, hear, speak, and feel, just as in the world; and he is fully endowed with power to think, will and act, as in the world. In a word, he is a man in every detail, except that he is not encompassed with the...body that he had in the world; that he leaves behind when he dies...It is this continuation of life that is meant by resurrection.

Arcana Coelestia 10594-5

Cover: *Jacob's Dream* by William Blake (1805)

And [Jacob] dreamed, and behold, a ladder set up on the earth, and the top of it reached to heaven; and behold, the angels of God ascending and descending on it. And, behold, the LORD stood above it, and said, I am the LORD God of Abraham thy father, and the God of Isaac...

And, behold, I am with thee, and will keep thee in all places whither thou goest...for I will not leave thee...

And Jacob awoke out of his sleep, and he said, Surely the LORD is in this place, and I knew it not... This is none other than the house of God, and this is the gate of the heavens!

from *Genesis 28:10-1*

Kempton New Church

**Interment (Burial) Guidelines
Resurrection Service Guidelines
Cemetery Policies
and
Some Practical Information Related
to the Time of Death**

The purpose of this booklet is to assist in arranging an interment and/or resurrection service at the Kempton New Church, and to offer some limited general information that may be helpful at the time of a death.

This document can be found at www.kemptonnewchurch.org. You are also welcome to contact the church office for a paper copy.

**583 Hawk Mountain Rd.
P.O. Box 140
Kempton, PA 19529
society@knccs.org ■ 610-756-6140
www.kemptonnewchurch.org**

December 2019

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Preface

Regarding Funeral Homes and Home Funerals

Early on in this booklet the instruction is given to call a funeral home upon someone's death, because this is what most people do. Using the services of a funeral home, however, is not required by law. An undertaker is essentially a deputy who acts on the behalf of others. If a family member wants to take on the legal and practical tasks so often associated with a funeral director, it is allowed. The Kempton New Church therefore (though not authoritatively) includes in this document some information on home funerals in order not to promote one course over another. (See Section #10 for home funerals in Pennsylvania.)

Spending time with a deceased family member may be important to some. Unless a death were to require legal investigation, Pennsylvania law allows a body to remain in the home until the time of burial. All a family may need in order to feel they have had a home funeral is to allow themselves a *delayed removal* of their loved one from the home, whether for hours or days. An accommodating undertaker can do as much or as little as a family may ask for as to paperwork, maintaining the body of the deceased for whatever period, transport, and such. "Home funeral" need not be defined strictly.

People approach this subject having very different temperaments, philosophies, and abilities. Whatever one's leaning, contemplating and researching these matters before a death occurs should only be helpful when the time comes.

1.

Initial Contacts to Make When Someone Dies

- **At the first best opportunity, ask a friend, relative, or neighbor to come be with you** if you are alone and want support (generally advised).
- **Unattended death - call 911.** A death is “unattended” if it occurs outside a hospital or nursing home and would include that of someone who has been ill but *not* on hospice. Calling 911 will summon first responders – emergency medical services (EMS), the police, etc. These authorities will summon the coroner, who will pronounce death. If you don’t want sirens, tell them; they may be able to accommodate you. *(Some people may be concerned about being revived against their wishes if an ambulance is called. If an out-of-hospital do-not-resuscitate order issued by the person’s doctor can be handed to the EMS providers, this should allow them to withhold CPR in the event of cardiac or respiratory arrest.)*
- **Death following hospice at home - call the hospice nurse.** The nurse is authorized to pronounce death and will report it to the coroner.
- **If the person has died in a hospital or nursing home,** that institution will guide you through the protocol.
- **Whole-body / organ donation – immediately call the organization with which this was pre-arranged,** as it is time-sensitive. The funeral home chosen for transportation of the deceased will organize the death certificate. *(People with doctrinal questions about donation are welcome to talk with a minister.)*
- **Notify family and friends who need to know about the death right away,** before it appears on social media. Consider what you might want to post on social media yourself, and when.

- **Contact a minister just as soon as you would like to.** If invited, he will come as soon as he can to offer comfort and guidance about the next steps (e.g., confer about the date and time of the memorial service).
- Contact the deceased's employer if necessary.

2.

Contact a Funeral Home (If Using One)

Please see the Preface.

Also see Section #10 if considering a home funeral.

Death Certificate – The undertaker will expect to be putting this together for you.

- **Provide the information** he or she asks for (the deceased's date and place of birth, parents' names, Social Security number, etc.).

Ask the undertaker for *at least 12 certified copies* of the death certificate (\$20 each in 2019). They are needed for many things: *publishing a death notice in a newspaper; closing bank accounts; and claiming insurance and veterans' burial benefits and airline bereavement refunds.* It is illegal to duplicate a death certificate yourself. You can return to the undertaker for additional copies within 90 days.

See Section #11 (Resources and Further Notes) for:

- Local funeral homes
- Publishing a death notice / obituary
- Burial benefits available to veterans
- Contacting Social Security
- Ordering additional death certificates after 90 days.

Jewelry

Ask for jewelry the deceased may have been wearing if it was not previously removed.

3.

Contact the Pastor / Church Office

The Office Will Contact the Kempton Society, if the family desires, to communicate:

- News of the death
- Date and time of the resurrection service
- Invitation to a public reception after the service if there will be one, including possible details (See Section 7 for planning a reception. Note: If someone is eventually put in charge of a reception, the office can help direct volunteers to that person if told who it is.)

The office can contact the society more than once. (The family might want to share news of the death right away, while plans for a service may be taking extra time.)

- Rev. Brett Buick, Pastor: brett.buick@gmail.com; 215-421-2487 (cell); and 610-756-6140 - Ext. 211 (office)
- Church office: 610-756-6140 and society@knks.org

4.

To Select a Cemetery Plot

Contact the head of the Cemetery Committee (listed on the society phone directory) or the Kempton New Church office (610-756-6140; society@knks.org), which can connect you with the head or another committee member.

Preparing the Grave Site

An excavator will be secured by the committee or the church office *unless* the family would rather secure one themselves, which they are welcome to do (the excavator must be approved by the committee). **Please communicate your wishes to a committee member or the church office.**

The excavation is the financial responsibility of the family, whether arranged by them directly or not. They are free to discuss cost with the excavator at any time. (See Section #8 for fees.)

5.

Interment / Burial

- A minister commonly officiates at an interment, but this is not required.
- Interments are usually private, but they do not have to be.
- Cremated remains can be interred at any time.
- An interment is commonly held 30-60 minutes before the resurrection service, but can be done at any time.

Details to Consider When Planning

- Inform the undertaker of the time and place.
- Arrange transportation of visitors to the cemetery and provide directions if needed.
- Pallbearers – If desired, select four to six. They should arrive at the cemetery 20 minutes before the burial, unless determined otherwise. (*The funeral home can also provide pallbearers, but at a cost, so inform the undertaker of your preferences.*)
- Have loose flowers available for the grave, if desired. Bring them yourself and/or ask someone to obtain them for you if a volunteer does not come forward.

Some Procedural Options to Consider

- In the case of a full burial, what would you prefer?
(Discuss with undertaker if using an undertaker.)
 1. Coffin is resting over the grave (on supports) when people arrive for the service.
 2. Coffin is lowered as part of the service – or after people have left.
 3. Coffin is in the ground when people arrive, and is covered with a board (and perhaps some greens), or not covered.

- Might you want to place dirt in the grave? At what point(s) might you like to place loose flowers? Will you sing (and possibly want hymnals)? In what way might family like to take part? All such things can be discussed with the minister. If no minister is officiating, the family can craft the service themselves.

Tidying up

Arrange for all items (hymnals, flower buckets, etc.) to be gathered up after the service.

Disposition/Transit Permit

If the undertaker has given this document to either the minister or a family member, it should then be given to the church office. Otherwise, this need be of no concern.

Record for the Interment of Cremated Remains

This is provided to the family by the crematory and should be given to the church office after the interment.

6.

Resurrection Service

Determining the Order of Service

The minister will help with this. Tell him if you would like printed copies and provide any picture or photograph to be included. (See Section #11 for a sample order of service.)

Provide the following information to the minister for his report of the service to the General Church:

- Deceased's full name, and date and place of birth and death
- Full names of parents (including mother's maiden name)
- Are parents living? Is spouse living?
- Spouse's full name (If a wife, include her maiden name.)

Music

The family is invited to select the hymns and any special music – preludes, interlude(s), and postludes. If they would like help with this, the pastor or church office can direct them to members of the congregation who keep a library of recorded music for church. (Please review music selections with the pastor.)

Chancel Flowers

The family is responsible for these, financially and otherwise. If volunteers offer to provide them or help in some way, the family and volunteers can consult. **The family should ask someone to remove all flowers after the service**, including any that were not on the chancel, and say where they should be taken.

Details to Consider

Important: Please contact the church office about the items that follow. The office and society friends will take care of them, but only after the family says which ones they DO or DO NOT want – or want to take care of themselves. Whatever the decisions, communication between the family and the office should help things go smoothly.

- Pianist (*If pianist requests payment, family is responsible.*)
- Reserved seating. Wanted? If wanted, how much? (*A row consists of two pews. Each pew fits eight people.*)
- Someone to play recorded music
- P.A. system operator (*for possible reception remarks*)
- Live streaming of the service
- Chancel attendant
- Parking attendant(s), if needed
- Cleaning of church, society room, and restrooms
- Rack / hangers for extra coats, if needed

7.

Planning a Reception at the Church

The family may host a gathering after the service at the church if they would like to, and should do what suits them; a reception need not be elaborate. They can ask or hire someone to be in charge if they desire, and the church office can refer any volunteers to that person if told who it is. The family is responsible for:

- Set-up
- Choosing a master of ceremonies, if desired
- Thinking about where to place a reception line, if one is desired, and at what point family would greet guests
- Food and/or drink (*Wine may be served and consumed only by those 21 years old or older. Arrange for servers, if needed.*)
- Paper goods (*plates, cups, napkins, flatware, etc.*)
- Sound system (*for remarks; ask church office about this*)
- Laying out photos or arranging a slide show, if desired
- Clean-up

8.

Payments

- \$300 cemetery fee for a burial (See Section 9 for cemetery policies.)
- Approximate grave-excavation fees:
\$300 to \$500 for cremains
\$700 to \$1,000 for a full burial;
- Possible purchase and installation of a gravestone
- There is no charge for use of the church or society room.
- A minister will not expect to be paid for conducting a service, but offering him a gratuity or gift for doing so would be a thoughtful gesture. (**Note:** *If the minister does not live in Kempton, the family should also cover his travel expenses.*)

9.

Cemetery Policies

Please contact the head of the Cemetery Committee with any questions. The church's desire is to accommodate families' wishes as much as possible.

Eligibility

In general, eligibility for burial is limited to members of the Kempton New Church (KNC) congregation. Anyone whose spouse is buried or is qualified to be buried in the cemetery may be buried there.

Ownership

The cemetery is owned by KNC. Plots are not purchased. In general, plots may not be reserved, but an effort is made to provide space for families to be buried together.

Fee

The fee provides for cemetery maintenance. It is \$300 per burial and applies to every burial in the same plot. Payment is due within 90 days of the church's request for it.

Plots

A single plot may accommodate two burials – either one full burial and the cremated remains of a second person, or the cremated remains of two people. The fee is charged for each burial in a single plot.

If a memorial stone alone is placed on a plot (without a burial), the fee is charged for this as well.

Site Location

Plots need to be chosen in accordance with the cemetery site-plan, with the help of a Cemetery Committee representative. (Plots do not all face the same direction.)

Site Preparation

The family is responsible for the cost of grave excavation. Excavator must be approved by the Cemetery Committee.

Graves

Coffins – are not required, either by the State of Pennsylvania or by Kempton New Church.

Markers / Headstones – are not required. To maintain a tranquil sphere in the cemetery, markers that are installed should be of simple design. Headstones need to be made of natural stone of natural color. Flat, slant, and upright (machined) stones are all fine, as are natural (found) stones.

- Headstone can be installed once soil is settled (six months).
- A Cemetery Committee representative must be consulted about placement (plots do not all face the same direction).
- A concrete foundation is required for a headstone.
- *For a single plot* – Headstone to be no taller than 36”. Width, including the foundation, should not exceed 36” (side to side). It may be quite long, as with a slab or boulder, but the height would need to be kept far lower than 36”. (The required foundation might impact the decision about length, especially above a full burial.)
- *For two plots side by side (husband and wife)* – One headstone may be centered above two graves. To be no taller than 36”. Width (side to side), including foundation, not to exceed 48”. See above for comments about length.

Permitted and Restricted – Concrete vaults are not permitted. Natural mementos may be left at a grave if in keeping with the surroundings. The planting of simple, non-invasive plants (annuals and perennials) is fine if maintained by the family, although they might unavoidably be mowed down in time. The Cemetery Committee reserves the right to remove any plantings that become troublesome. *Not Allowed:* Railings, walls, fencing, urns, vases, potted plants, grave blankets, artificial flowers, trellises, arbors, trees, shrubs, and vines. **Note:** *Non-conforming decorations may be left at a new burial site for a month.*

Flags – A veteran’s grave may be marked with a single recognized national flag not to exceed 12” x 18”.

10.

Home Funerals in Pennsylvania

Please see the preface. Also see the information in the rest of this booklet about communicating news of a death to the society, arranging a resurrection service, and such.

Legally, someone other than a licensed funeral director may *act as the funeral director* – to completely manage the immediate legal and practical matters related to a death. **The law calls this person the *designated agent*.**

Law mandates the following order for choosing the designated agent: 1) the person named by the deceased in “an explicit and sincere expression, either verbal or written” (*does not have to be family*), 2) the surviving spouse, or 3) the next of kin.

Because this is currently not a common practice, some officials may have never issued the pertinent documents to anyone other than a funeral director. You as the designated agent can assure them that your transaction is truly legal.

Summary of the Designated Agent’s Legal Tasks for the full burial of someone who was at home on hospice. These things require timely attention to detail.

- Upon death, call the hospice nurse, who will come to the site to pronounce and certify death. Within 96 hours of this, assemble the death certificate and take it in person to a local state registrar for the Penna. Bureau of Vital Records/Statistics (locations given further on).
- While at the registrar’s office, obtain a *Disposition/Transit Permit* for taking the deceased to the cemetery, and order *certified copies* of the death certificate. (After burial, give the *Disposition/Transit Permit* to the Kempton New Church office.)
- Secure a shroud or coffin (the simplest is fine) and a *closed vehicle* for taking the deceased to the cemetery.
- Maintain the body of the deceased until burial. (**Note:** A body may not be buried or cremated within 24 hours of death.)

Details on Assembling the Original Death Certificate (which has three parts)

1. When the nurse comes to the site to *pronounce death*, he or she will bring along a blank *original* death certificate on which to record the date and time of death, and certify by signing.

General information: The certification establishes the *legal* date and time, which may not be the actual date and time if the death occurs before midnight and the certifier arrives after midnight. Legal certifiers always have blank *original* death certificates on hand. (Originals do not necessarily look like the certified copies you may be accustomed to seeing.) Hospice nurses (they are usually RN's), physicians, certified registered nurse practitioners, physician assistants, and coroners all may legally pronounce and certify death.

2. The designated agent must enter the deceased's *personal information* on the certificate (date and place of birth, parents' names, Social Security number, etc.). This must be done in black ink and with great care: there may be no corrections or erasures of any sort on the document.

Being prepared: If inclined, the designated agent may procure a blank certificate prior to the death, fill out his or her portion when feeling calm, and give it to the medical certifier when the time comes. *Do not* search for the certificate on the internet because out of date forms appear there frequently. Obtain the current version from the Bureau of Vital Records/Statistics at the Pennsylvania Dept. of Health (PDH): 844-228-3516 or 724-656-3100; ra-dh-support@pa.gov; or www.health.pa.gov.

3. The designated agent must have *the cause of death entered on the certificate by a legal medical certifier familiar with the case.* The hospice nurse will likely be an RN and thus *not qualified to certify cause*, so this task would most likely entail a trip to a doctor's office.

General Information: Physicians, certified registered nurse practitioners (CRNPs), physician assistants, and coroners are certified to state cause of death.

Finding Local State Registrars for the Pennsylvania Bureau of Vital Records/Statistics

You can go to any registrar; the registration is not required to take place in the same county in which the death occurred.

Option as of October 2019:

Linda Hartman, 11 Hill Road, Lenhartsville, PA 19534

Phone: 610-562-0238

For a complete list, go to the Pennsylvania EDRS (Electronic Death Registry System) website and scroll down to “Local Registrars”:

- <https://www.health.pa.gov/topics/Reporting-Registries/Pages/EDRS.aspx>

Certified Copies of the Death Certificate

Ask the registrar for at least 12 certified copies of the death certificate (\$20 each in 2019). They are needed for many things: *publishing a death notice in a newspaper; closing bank accounts; and claiming insurance and veterans’ burial benefits and airline bereavement refunds*. It is illegal to duplicate a death certificate yourself. The designated agent can return to the registrar for additional copies for 90 days.

See Section #11 (Resources and Further Notes) for how to obtain more certificates after 90 days.

If Someone Dies Unexpectedly

Call 911 or the county coroner directly. The coroner will come to the site to pronounce death and possibly be able to state and certify its cause as well. If the circumstances of death are straightforward (i.e., they don’t require investigation), the designated agent’s tasks would presumably be the same as they would be in the case of an *expected* death. Also see Section #1 (Initial Calls to Make When Someone Dies).

Cremation Requires an Extra Step

A cremation authorization must be obtained from the coroner for the county in which the death took place. (*If the death is*

expected, perhaps consider opening the lines of communication with the coroner beforehand regarding logistics, because coroners are often not in their office.)

There is a fee for this authorization, and it requires a certified copy of the death certificate to obtain.

Use the *Disposition/Transit Permit* to take the body (in an appropriate container, in a closed vehicle) to the crematory. Give the permit and the coroner's authorization to the crematory (which will also require its *own* authorization from you). The cremation itself does not have to happen in the county of death, and you may use any crematory that is registered to operate as a funeral home.

A Record for Interment of Cremated Remains will be given to you by the crematory. If the remains are interred in the Kempton New Church cemetery, give it to the church office afterward.

Death in an Institution

If someone dies in a hospital, the death certificate is generated there. The hospital may have its own policies and resist releasing the certificate to the designated agent, but the agent would legally be allowed to take it to a local state registrar, order certified copies, and obtain the *Disposition/Transit Permit* as described above. Although the hospital may also not want to release the body from its morgue, the permit would legally allow the family to take the deceased home (in an appropriate container, in a closed vehicle).

If someone dies in a nursing home: Nursing homes do not generally have a morgue, which might suggest an added time pressure in seeing to the details.

11.

Resources and Further Notes

Sample Order of Service

RESURRECTION SERVICE

for

(Name)

(Date)

(Time)

Hymn # _____

Opening of the WORD
Sentence

Hymn # _____

Readings
Interlude (optional)

Hymn # _____

Address

Hymn # _____

Prayer followed by the Lord's Prayer

Benediction

Closing of the WORD

Hymn # _____

Some Funeral Home Options

- *Robert S. Nester Funeral Home*

The people at Nester's have long been flexible, helpful, and understanding of what have been New Church customs of no embalming or viewing. They do not have a crematory on site, but can arrange a cremation.

8405 Kings Highway (Rt.143), New Tripoli, PA 18066
610-756-6006 and www.nesterfuneralhome.com

- *Ludwick Funeral Homes, Inc.*

333 Greenwich St., Kutztown, PA 19530 - (610-683-8311)

25 E. Weis St., Topton, PA 19562 - (610-682-2434)

www.ludwickfh.com

For more options, this site may help: www.us-funerals.com.

Death Notice / Obituary

The law does not require the publishing of a death notice (except in the context of settling an estate later on). A funeral director, however, can have one placed in a newspaper or newspapers, if the family desires. * Typically, it would include the time and place of the memorial service, names of the survivors, and pertinent memorial-contribution information, etc. Funeral homes usually have a website where this information, along with a brief biography, can also be posted.

Publishing a death notice can reportedly be helpful for such things as seeking airline refunds.

Giving prior thought to an obituary can help if you might someday need to write one.

** If the family would like to publish a notice themselves, they will need to research newspapers' prices and policies, which vary. The newspaper will require a certified death certificate.*

Burial Benefits Available to Veterans

Contact the US Department of Veterans Affairs about burial benefits. (Call 800-827-1000 or visit www.va.gov.) If military honors are desired, the funeral director will request them on behalf of the family. A copy of the veteran's original discharge papers will be needed. To obtain a headstone through the Veterans Administration, see Section #12 (Acquiring a Headstone).

Obtaining Additional Death Certificates

Before 90 days, return to the undertaker (or in the case of a home funeral, to the state registrar). *After* 90 days, contact the Bureau of Vital Records/Statistics at the Pennsylvania Dept. of Health (PDH): 844-228-3516 or 724-656-3100; ra-dh-support@pa.gov; or www.health.pa.gov. You can obtain an application through one of these avenues and mail it in, or you can apply online through an authorized link (“to Vitalcheck”) that will appear on the PDH website. Certificates arrive in about three weeks. You can also go to a PDH office in Harrisburg, Scranton, or Philadelphia to obtain them right away, or try going through your local state representative’s office.

Contact Social Security within a week or so if the deceased was a S.S. beneficiary (and if the undertaker has not already done so at your request).

12. Acquiring a Headstone

A monument company can create and (most often) install a headstone, if desired. (Installation requires a concrete foundation.) Some options follow, in no particular order.

- *Womer Memorials*
8588 Kings Highway, Kempton, PA 19529
610-756-6033
- *Lehigh Valley Granite Studio*
6295 Route 309, New Tripoli, PA 18066
610-760-6366
- *Earl Wenz Monuments, Inc.*
9038 Breinigsville Rd., Breinigsville, PA 18031
610-395-2331

- *Elizabethville Monument Company*

Serves the Amish/Mennonite communities and general public.

26 E. Broad St., Elizabethville, PA 17023

717-362-1166 or www.monumentcompany.com

- *Jens Langlotz*

Master stone carver at the Bryn Athyn Cathedral. (Jens made the Kempton New Church's Ten Commandments tables.) Photographs of his work are available from the Kempton New Church office. He will work with a suitable stone provided by the family. Arranging for a local person to install the marker could be a cost savings, but Jens may be willing to travel from Bryn Athyn to do an installation. 215-740-4644 or jenslanglotz@yahoo.com

- *Richard Show*

Stone carver in Bryn Athyn, Penna. Photographs of Richard's work are available from the Kempton New Church office. Arranging for a local person to install the marker could be a cost savings, but Richard may be willing to travel from Bryn Athyn to do an installation.

P.O. Box 585, Bryn Athyn, PA 19009

267-250-0923; richshowba@hotmail.com;

Rich@Showgardensandcrafts.com; or Rich.show@ancss.org

- *Trevor Alden*

Can provide an engraved bronze/brass plaque which can be affixed to a stone.

Bryn Athyn, Pennsylvania

267-625-4252 or trevoralden@ymail.com

- *Available to Veterans at No Cost*

The US Department of Veterans Affairs (VA) will furnish a free headstone or marker/medallion for the unmarked grave of any eligible veteran in any cemetery around the world, regardless of the date of death. An application must be accompanied by a copy of the deceased's original discharge papers.

Contact the VA: 1-800-827-1000 or www.va.gov