

Bereavement Announcement Guidelines

When a BC member or one of his family's members dies:

1. Bereaved family member contacts one of the pastors
2. Pastor does the following:
 - a. Confirms if the family member will be the contact person to liaise with till the end of the funeral.
 - b. Liaise with the funeral services company for the pick-up of the body (from hospital {full name of deceased & gender, NRIC, age, address, cause of death, ward and bed details required; died of COVID? – funeral services staff will have to be informed so they could be properly attired to pick up body} or home {clarify if autopsy is required})
 - c. Arranges with family member to go to the funeral services showroom to choose casket, package for the funeral and to discuss on wake (number of days) and funeral details, burial, or cremation? – wakes to be held at void deck, home? Funeral services staff will advise on getting the permit from town council and on tentage.
 - d. Arrange for preachers for the wakes and funeral, any bereaved family member to give eulogy? at wake or at funeral?
3. Family member prepares and brings the following to the funeral services showroom:
 - a. A set of the deceased's clothes.
 - b. A passport size photograph of the deceased.
 - c. Death certificate – done in the hospital if death takes place there or at any police post or station if death takes place at home or elsewhere.

Annex:

1. BC office provides admin support like PA system, song books, van & sending wreath (**pastor will give information to Natalie to arrange for the wreath to be delivered and to liaise with Kelvin Tio to provide admin support like PA system, song books and the use of the church van if needed**).
2. Channels of Communication to members of BC via: -
 - a. WhatsApp groups - SGL
 - b. Newslines (**Natalie will disseminate the information**).
 - c. Pastoral leader announcement at EWS (updated Feb 2022)

Companies in the bereavement business:

Singapore Funeral Services
Office: 988 Toa Payoh North, #07-05, Singapore 319002
Showroom: 4 Toa Payoh Industrial Park #01-1341, Singapore 319055
Hours: Open 24 hours
Phone: 1800 800 8888

Harmony Funeral Care Singapore
Address: 38 Sin Ming Dr, #01-523, Singapore 575712
Hours: Open 24 hours
Phone: 9489 2424

Hosanna Bereavement Services Private Limited
Address: 4 Toa Payoh Industrial Park, #01-1333, Singapore 319056
Hours: Open 24 hours
Phone: 6352 7797

Direct Funeral Services Private Limited
Address: 127 Lavender St, Singapore 338735
Hours: Open 24 hours
Phone: 6555 1115

Singapore Casket Company Private Limited
Address: 131 Lavender St, Singapore 338737
Hours: Open 24 hours
Phone: 6293 4388

Trinity Casket Private Limited
Address: 38 Sin Ming Dr, #01-527/531, Singapore 575712
Hours: Open 24 hours
Phone: 6451 4496

Confirmed on 12 Feb 2022