

If you have any questions regarding the funeral process, please do not hesitate to contact us

WAIKANAE FUNERAL HOME

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*Having your
final say.*

W
WAIKANAE
FUNERAL HOME
& MEMORIALS

Waikanae
Funeral Home



A HELPFUL GUIDE TO PRE-PLANNING FUNERALS

A future tribute

Visit us at www.waikanaefuneralhome.co.nz

Introduction

Although we don't like to think about it, the day eventually comes when we all need funeral services. Some people are comfortable leaving all of the funeral arrangements to their loved ones after they die but others like to detail their wishes or at least a rough outline of what they would like before hand. Here at Waikanae Funeral Home we put a great deal of emphasis on personalising a funeral service and creating an experience that reflects the person who has passed. We feel that one of the best ways to do this is to make sure your personal wishes are recorded prior to your death so that remaining family and friends know exactly what you wanted. It can bring a huge amount of comfort to those left behind if some decisions are already made.

This booklet is designed to outline some of the information needed to plan a funeral and various choices that could be considered. You do not have to plan the full funeral, you can do as little or as much as you wish, some decisions can be left for family and friends when the time comes. There are also pages at the back of this booklet where you can record your wishes for the funeral and the details that will be required when it comes to registering a death.

Pre-Planning

At Waikanae Funeral Home we offer a free, no obligation consultation with one of our experienced funeral directors either at our premises or at your home to discuss your requirements. The funeral director will talk through the range of funeral options available to you and guide you through the general funeral process. Your personal preferences for all aspects of your funeral will be recorded and, if required, we can calculate an estimate for you.

A copy of these instructions can be left with us if you wish and we will keep your information securely and confidentially until it is required. We recommend that you advise family members that you have left some instructions with us.

Alternatively you may want to record your wishes privately and leave them with family or an executor.

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Funeral Trust

Setting money aside for your funeral has many advantages not only for yourself but also for those you leave behind. Not having to worry about financial matters can be extremely helpful to your family as they work through their grief.

Depositing funds in a Trust Account, for the purpose of prepaying for funeral services, helps cover the cost of your funeral expenses in advance and assists in alleviating the financial burden often felt by loved ones at a distressing time.

Another reason for pre-paying is if the need arises for long-term residential care in a rest home or hospital. In those circumstances a person wishing to receive government funding (the Residential Care Subsidy) is required to have a financial means assessment.

The first \$10,000.00 of any recognised pre-paid funeral plan or policy for the person, and/or their spouse is exempt from the means assessment.

The following page gives an overview of the FDANZ Funeral Trust which is our recommendation. However, there are many ways that you can make provisions for having funds available for your funeral. There are a variety of different trust accounts and insurance policies available on the market all of which will have their own benefits.



FDANZ Funeral Trust

The FDANZ Funeral Trust is a pre-arrangement funeral plan available through members of the Funeral Directors Association of New Zealand of which Waikanae Funeral Home is a member.

A Funeral Trust plan allows you to set money aside, in trust, for your final farewell or for that of a loved one.

Prepaying towards a funeral means when the time comes loved ones can gather together, support one another, and remember and celebrate a life, without the responsibility of making difficult choices in very emotional circumstances.

Here at Waikanae Funeral Home we have recently made the change to solely using the FDANZ Funeral Trust as there are no direct fees associated with holding an account with them. This means that every cent that you pay in to the Trust Account will be available to your loved ones when the time comes.

There is also no tie or association with a particular funeral home, the Funeral Trust can be made available at any FDANZ registered funeral home. So if your situation changes and you find yourself moving away from the Kapiti Coast to be nearer to a loved one, you can rest assured that the money can easily be accessed.

For more information on pre-paying options please do not hesitate to contact one of the friendly team at Waikanae Funeral Home or visit The Funeral Trust website www.thefuneraltrust.co.nz



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Our Services

Our experienced staff will provide a warm and personalised service that is tailored to your needs in terms of both content and cost. We will arrange the funeral service with you and your loved ones every step of the way to ensure we meet your wishes and take away any worry or confusion.

With our own funeral chapel that seats up to 200 people, we offer customised farewells and can accommodate the traditional customs of all faiths. At Waikanae Funeral Home, we work to make difficult occasions easier for families and their loved ones.

Our services will also include transportation and care of the deceased; liaising with doctors, hospitals and other authorities for relevant paperwork; organising service sheets, catering, flowers and newspaper notices; engaging the services of a minister or celebrant plus any other requirements such as live streaming, video or audio recording, photo tributes and other touches to make sure the funeral is personalised for your loved one.

Our Role

We aim to support and guide you through the decision making process to alleviate as much of the stress as possible from what can be a very emotional event. We will advise you and your loved ones on what needs to be done and the options around that to ensure a personalised farewell. Your experienced funeral director will make all necessary arrangements on your behalf and coordinate requirements in order to ensure the funeral runs smoothly. We will also liaise with government agencies with regards to all documentation requirements. We place a high importance on ensuring you have a memorable and fitting farewell that respects your individuality and enables your family to begin the grieving process.



Our History

Waikanae Funeral Home started life in 1973 as Prossers Funeral Home and was a family run business for many years. Graeme and Loris Rolston were given the opportunity to purchase the business in 1996 after moving to Waikanae from Lower Hutt with their family. The company was renamed Waikanae Funeral Home as the Prosser family took a step back from the business. In 2019, Graeme and Loris sold the business to Propel Funeral Partners and a new chapter for Waikanae Funeral Home was born. The core values of excellence, integrity and professionalism will remain at the heart of Waikanae Funeral Home in the years to come.

Our friendly team are always available and happy to answer any questions or queries you might have regarding the pre planning of a funeral. We have fully qualified funeral directors with many years experience who are only a phone call away and can advise you on all aspects of the funeral process.



The team I-r; *Back row:* Caroline O'Hagan (Funeral Director) Sara Madders (General Manager & Funeral Director); Antionette Younger (Funeral Director)
Front row: Peter Dacombe (Funeral Home Assistant); Lloyd Dacombe (Funeral Director & Embalmer);

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Our Locations

Cedarwood

Our architecture award winning, purpose built facilities offer the perfect space to farewell a loved one. The modern chapel offers seating for up to 200 people and has full audio and streaming capabilities to ensure a personalised service that could be watched by family members all over the world. The Lounge area adjacent to the chapel is perfect for friends and family to gather following the service for refreshments and to continue to share memories of the person whose life is being celebrated. Cedarwood is conveniently located in the heart of Waikanae and has ample off-street parking. We have state of the art mortuary facilities onsite to ensure that the deceased is cared for by Waikanae Funeral Home from the very first contact.



Kaitawa Crematorium

Situated in Waikanae Cemetery on Ngarara Road and surrounded by a native bush setting, Kaitawa offers a tranquil and peaceful space for a smaller, more intimate gathering. The beautiful chapel has seating for up to 20 people and frequent sightings in the grounds of birds such as the tui and kereru, make Kaitawa the perfect alternative for a more informal ceremony or final farewell.

Your funeral director can also talk through other options for venues throughout the Kapiti region depending on your specific requirements.



The Purpose of a Funeral

Since the dawn of time, cultures and religions have developed their own unique ways to deal with their grief. Throughout history there is evidence of the human race honouring and remembering their deceased with dignity and care even if the ceremony was very simple.

Funerals bring together family and community to acknowledge the life of someone and the contribution they have made, however small, and say goodbye.

Most importantly, the form this takes should be one that is meaningful to those left behind; family, friends and the wider community.

There has been much research recently into why funeral services are important particularly for those of us grieving for a loved one.

Below is an overview of the research by Dr Alan Wolfelt who is a universally respected author and educator on the topic of grief. He portrays the journey of planning the funeral as a pyramid with each level depicting a step on that pathway to goodbye.

Reality: Funerals help us begin to truly acknowledge the reality that someone in our life has died.

Recall: Funerals encourage us to remember the person who died and share our unique memories with others, creating hope for the future.

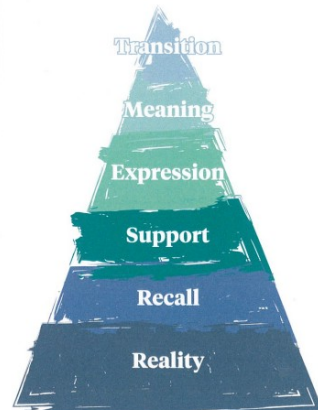
Support: Funerals bring together people who care about each other in an atmosphere of love and support.

Expression: Funerals allow us to express our inner thoughts and feelings about the life and the death.

Meaning: Funerals mark the significance of the life that was lived. They also help us to find meaning and purpose in our continued living, even in the face of loss.

Transition: Ultimately, funerals help us embrace the wonder of life and death.

At Waikanae Funeral Home we are here to provide you with the options available and to guide you through what best suits yours and your family's needs.



Personalising the Service

Funeral services vary greatly, but they all fulfill the same need - to acknowledge and celebrate the life of someone we love. We believe that every family should have the service most fitting to them and that each service should reflect the uniqueness of the person whose life we are honouring. It can be a great comfort to family and loved ones if they have a clear idea of your wishes at a time of heightened emotion. Whether that be leaving some instructions or even perhaps paying for some or all of the funeral ahead of time, having some plans in place can be very reassuring for our loved ones.

The following pages contain some information designed to help you understand a little more of the process of arranging the funeral service.

Choices to Consider when Planning a Funeral

Burial or Cremation

This will be one of the first questions that we will need to know as the doctor will need to complete different documentation for each. Often this is one of the hardest decisions for family members to make so knowing your wishes before hand will be of great value to them.

A burial will involve purchasing a plot in an officially designated cemetery (according to New Zealand law). You may have a family owned plot and this may be a second interment in which case we can look up the details of the existing plot and we will liaise with the authorities on your behalf in order to make all the arrangements. Unfortunately burial plots in the Kapiti region can not be pre purchased so this will need to be done at the time of the death.

A cremation requires, by law, additional paperwork which we will organise for you. We will also talk you through the various options available once the ashes are returned such as interment, scattering of the ashes or dividing them for family members to keep. If you have any thoughts regarding this it may be beneficial to also discuss these with family members. There is a space to record these wishes in the pages at the back of this booklet.

Where to hold the Service

Traditionally churches have always been a popular location for a funeral service especially if there has been a long affiliation with a certain church community. However there are also families without a church or religious connection who may want to look at other options which your funeral director will be able to discuss with you. In addition to our own facilities you may want to consider a sports club, an outdoor location or a service at home as alternative venues for the farewell. The location of the service can be tailored to meet the needs of each individual and depending on the amount of people who may wish to attend we will be able to guide you through the various options available on the Kapiti Coast.

Minister or Celebrant

It is often helpful to have someone who leads and officiates the service whether that be clergy or a celebrant, it is entirely up to the individual. At Waikanae Funeral Home we have a number of celebrants we can call on to find a suitable match for your family. The celebrant or minister will likely meet with your family separately to discuss your requirements and be there to advise on what should be included in the service to make it a special and personalised farewell.

Hearses

Waikanae Funeral Home are proud to be able to offer a choice of hearses for the final journey to the funeral venue and on to the cemetery or crematorium. Our favourite is a vintage 1927 Chrysler which has been lovingly restored and repowered to be fit for purpose for an honorary farewell.

Your funeral director will be able to show you the cars available to choose from.



Webcasting

We can offer a live stream of services held at Cedarwood for any friends or family members who are unable to attend the funeral which can be viewed online all over the world. If the service is held at another venue we can also arrange for a live stream and recording to be done by a media professional. As part of this service, the family will also be given a recorded copy of the funeral as a permanent keepsake of the day.

Music

Music can often be a powerful expression of emotion in a way that words can not. There are a number of ways to include music into the service as an act of remembrance from traditional hymns to the most current of mainstream hits. We can also arrange an organist, piper or singer if that fits your requirements. You may have a particular piece of music that is very special to you that your loved ones may not be aware of. Please ask your funeral director to explain the options available at your chosen location.

Photographic Presentations

A collection of photos along with a favourite piece of music can be a beautiful and powerful visual tribute at the service for a life well lived. Your experienced funeral director will be able to put together something in line with your specific requirements. The following may be required for a photo tribute:

- We recommend around 60 photos
- 1 to 2 songs

There is also still value in having physical photos in the lounge after the service, for example pinned to a corkboard. Having those photos placed around as people are chatting and reminiscing can evoke different memories for different people and lead to more stories being shared.

Service Sheets

An accompanying service sheet outlining the order of the funeral service can be a lovely lasting memorial. Our talented staff can produce beautiful, personalised service sheets which can include photographs and also words to any hymns, prayers or readings that may have been chosen and any other details specific to your requirements. The following may be required for the service sheets:

- A high quality photo for the front cover
- 1-4 photos for the back cover if desired
- The order of the service for the day (usually provided by the minister or celebrant)
- Names of people to be included e.g. readers, pallbearers etc.
- A style or theme for the service sheet e.g. a favourite colour, flower or hobby

Flowers & Symbols

Bouquets or arrangements for the casket are very popular and can be a wonderful expression of sympathy and affection. As a final farewell we can also arrange petals or rosemary to place on the casket at the end of the service. Using a carefully chosen symbol can also be a way of personalising the service and represent the life of the person you are honouring. Some examples of these are

- A country flag, which can be particularly significant for service people
- Candles which are a universally recognised symbol of hope
- Academic or community awards
- Sporting memorabilia such as a beloved rugby supporters shirt
- Arts, crafts and hobbies for example a cross stitch or hiking boots
- Golf Tees

Your funeral director will be able to talk you through the various options that are the most poignant for your family.



Catering

The cup of tea after the service can often be when family and friends feel the most support from each other as it is a more relaxed environment for them to share stories and memories. If you would like to have refreshments after the service Waikanae Funeral Home can arrange this for you. We have professional caterers on standby who can provide a delicious morning or afternoon tea and can of course accommodate any dietary requirements. They could even provide something special to evoke fond memories such as a favourite cake. Your funeral director can talk through the options with you.

Caskets and Urns

Here at Waikanae Funeral Home we have a dedicated display room with a wide selection of caskets and urns for you to choose from. Depending on budget and taste you can rest assured that we will have something to suit your needs. As part of our commitment to the environment, our range of caskets is manufactured from sustainable timber supplies.

There are various options of urns, jewellery and keepsakes depending on what your wishes are for the ashes once they are returned. One of our team can show you some options if you would like or you can leave this decision to your loved ones. They will be given all possible guidance when the time is right for them.

Memorial Books

A personalised book containing photographs, details of the service, obituary notes and any pages signed by people attending the funeral is another service that we can offer our families. These are a wonderful lasting tribute and can be tailored to include some of the details from the service such as readings or poems and any photographs that may have been used.

Memorialisation

If your wishes are to be buried or for your ashes to be interred, you might like to think about a memorial headstone or plaque. We have a wide range of options available and can arrange everything from production to installation.

Pre-arrangement details

The following pages can be used to record details which will be required when the time comes, along with the choices and details for the funeral service. Some of the information is required for Births, Deaths and Marriages when we register the death.

Once completed please tell a family member where this will be kept so that they can ensure your wishes are carried out. The details can either be stored safely with us or can be kept along with the will either with a solicitor or in a safe place at home.

Please do not hesitate to contact us if you require any further information or if you would like to meet with one of our experienced funeral directors to guide you through the form.

If there is information you are unsure of please mark N/R for not recorded.

**NB This information relates to the person whose funeral is being arranged*

Personal Details :

First Names

Surname

Residential Address

Date of
Birth

Place of
Birth

If you were not born in New Zealand what year did you arrive in NZ?

Are you descended from NZ Maori?

☐ Yes

☐ No

☐ Don't Know

Ethnic Group

Occupation

Father's full name

Father's Occupation

Mother's full name

Mother's Maiden Name

Mother's Occupation

Relationship status at present

☐ Married

☐ In a De Facto relationship

☐ Spouse/Partner deceased

☐ In a Civil Union

☐ Separated from De Facto partner

☐ Marriage/Civil Union Permanently
separated

☐ Marriage/Civil Union dissolved

☐ Never in a legal relationship

Most Recent Marriage/Union

Spouse/Partner full name

Date of Birth

Spouse/Partner maiden name

Your age at marriage

Place of marriage

Sex of spouse/partner

Previous marriage/union, please fill in the details below

Spouse/Partner full name

Date of Birth

Spouse/Partner maiden name

Your age at marriage

Place of marriage

Sex of spouse/partner

Children

Birth date of each daughter

Birth date of each Son

Notes

Funeral Details

Name and contact details of solicitor who holds my will

Name and contact details of my next of kin

☐ I wish to be buried

☐ I wish to be cremated

Ashes Instructions

Plot owned ☐ Yes ☐ No

Cemetery & Plot

Place of service

Religion

Clergy/Celebrant

Casket

Hymns

Readings

Music

Flowers

Donations

Newspaper notices

[illegible]

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Below is a helpful list of some organisations which may need to be notified following a death. It may be useful for your family to leave contact details of anything relevant to you for when the time comes.

Visit www.mytrove.co.nz where you can notify one or more organisations of a death in one go.