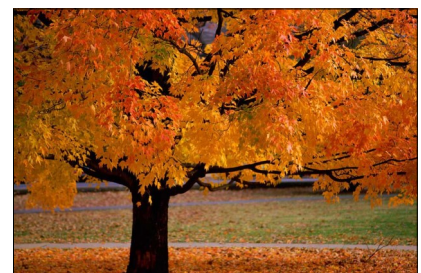
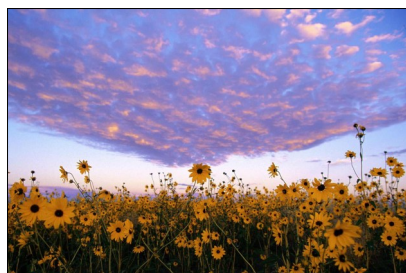
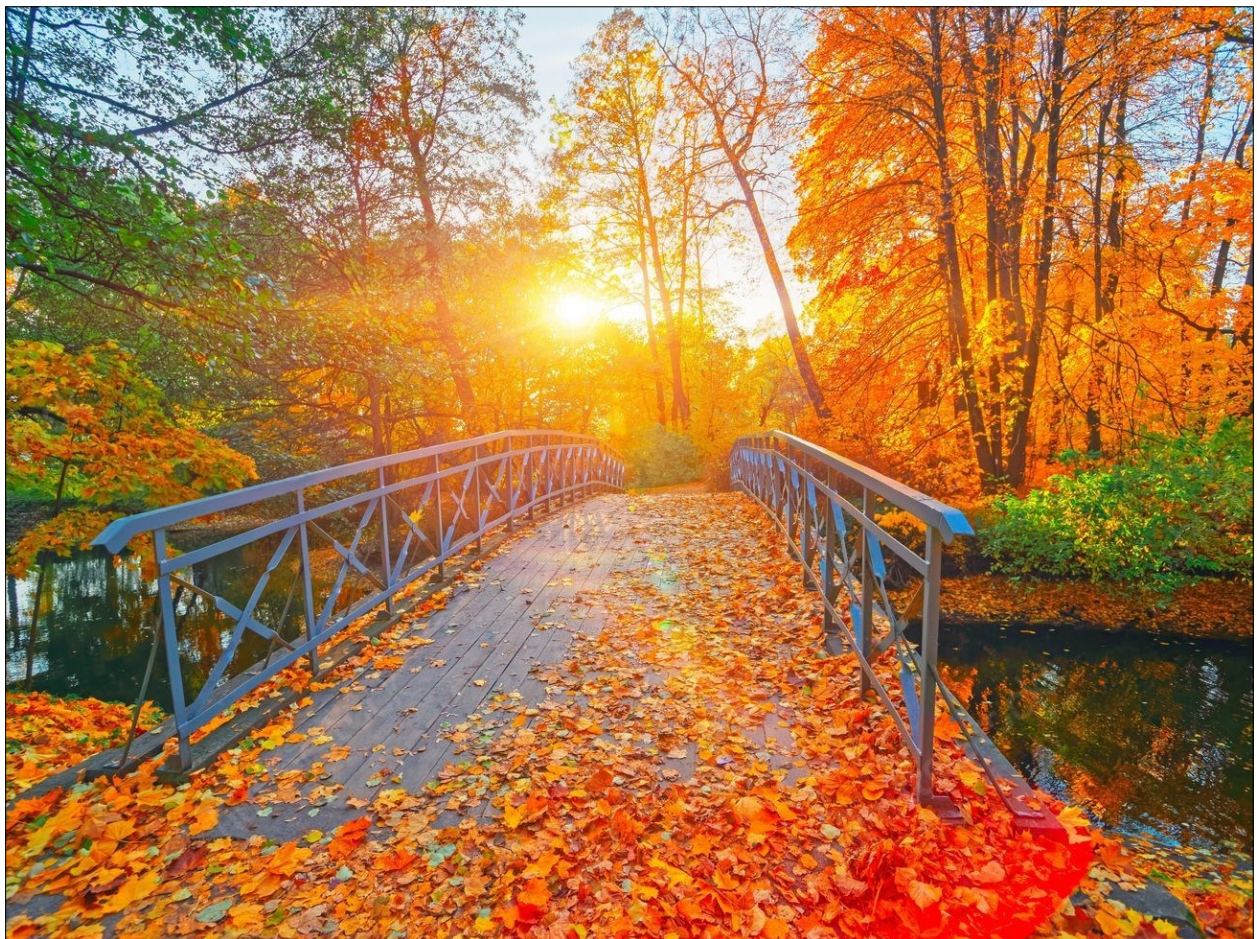




Important Information To Help Your Funeral Run Smoothly

Presented with the compliments of Rounce Funeral Services



1 INTRODUCTION

This guide book has been written and designed by our funeral professionals to provide you and your support network with all the necessary information about organising a funeral.

Please ensure that you read through this booklet thoroughly as it is an essential tool to guiding you through the process. It will inform you on what your responsibilities are, what to expect on the day of the funeral itself and how to achieve the funeral that you want.

Please encourage those who will be supporting you throughout this process to read through this booklet as well so they will have an idea about what needs to be done.

We aim to assist you to achieve an appropriate, dignified funeral with the peace of mind that your loved one had the best possible care and respect throughout.

One of the most important influences on how smoothly the process runs is your participation. Following this guide and the advice you are given by Rounce Funeral Services staff will help you in achieving all that you want for the funeral and your final goodbyes.

If you need clarification or have questions for which you are unable to find the answers in this book, please do not hesitate to ask a member of the team.

2 THE FIRST STAGES

WHEN SOMEONE DIES AT HOME OR IN A NURSING HOME

If your loved one died at home, the first contact should be made to their Doctor or the Doctor on call. In most cases they will issue a medical certificate of cause of death.

In the case of a nursing home, the staff will call the doctor on your behalf.

In some cases, if for example the death was sudden and unexpected, the Doctor will refer the deceased to the Coroner.

The only other call to make is to **Rounce Funeral Services** on **01903 692626**. We consider ourselves to be privileged to arrange the dignified funeral of your loved one.

WHEN SOMEONE DIES IN HOSPITAL

Tell the hospital bereavement team that Rounce Funeral Services are handling the funeral arrangements.

We will liaise with all officials on your behalf and attend to all legal formalities with the exception of registration which we cannot do.

The nursing staff will advise you on the collection of certificates and personal effects.

MAKING THE PHONE CALL TO ROUNCE

Whenever you need the services of a Funeral Director, Rounce Funeral Services are proud to offer you their help and support.

Peace of mind is only one phone call away with our 24 hour services.

By choosing Rounce Funeral Services, you are assured of a trusted and caring Funeral Director who is dedicated to serving the needs of you and your family.

WHAT HAPPENS NEXT?

We'll arrange to transfer your loved one into our care whether it be from hospital, nursing home, hospice, any other funeral directors (you are within your rights to change funeral director at any time) or a home address as soon as we possibly can.

We will give you a courtesy call to advise that your loved one is safe and sound in our care.

We will leave you for a day or two after the death to allow you a period of quiet reflection.

Then one of our dedicated team will contact you to arrange a time that is convenient to make the arrangements for the funeral over the telephone/ during a visit.

WHEN SOMEONE DIES SUDDENLY

It is in the general interest of the community that any sudden or unexplained death should be investigated. The cost of the Coroners service is met by the Local Authority.

If the death has been reported to the Coroner you cannot register it until the coroner's investigations are finished and this may delay having the funeral for a few days.

The most common reason for referral to the Coroner is that the patients' Doctor had not seen the deceased recently.

The Coroner may be able to ascertain that the death was from natural causes and that there is a Doctor who will certify the cause of death.

If this is not the case, the Coroner will arrange for an examination which, in most instances, shows that the death was from natural causes. They will then issue a medical certificate of death and forward it to the Registrar, thereby allowing you to register the death.

If the death is referred to the Coroner, Rounce will attend to all the necessary legalities and will keep you advised on a regular and ongoing basis.

3 CARE OF THE DECEASED

Many people want to be left 'as they are', undisturbed and left in the clothes or cotton sheet that they were clothed in when Rounce brought them into our care. This is perfectly acceptable if no one is visiting with an open coffin.

WASH AND PREPARATION FOR VISITING

A 'wash and preparation for visiting' is where our team wash the body and hair, men are shaved, nose hairs trimmed, nails trimmed, maybe a little makeup applied. This is not embalming; we never embalm; we are fundamentally opposed to embalming and this is one reason why we are recommended by the Natural Death Centre. A 'wash and preparation for visiting' is essential if you are visiting your loved one with an open coffin.

DRESSING AND CLOTHING

If you are delivering clothing, we can accept everything including shoes, socks, their favourite fragrance or preferred makeup with the exceptions detailed below. If your loved one has had a Post Mortem, then something with a high neck is more appropriate, especially if you will be coming to see them.

Clothing for cremation must not emit any toxic chemicals when cremated such as rubber, vinyl, latex, glass, batteries, pressurized cans, alcohol and porcelain.

Burial clothes for natural burial must be made of natural fibres, such as cotton, wool, and linen. They should not include artificial materials such as plastic, synthetic linings, buttons, or zips.

VISITING AND COSTS

If you are visiting your loved one in our Chapel of Rest, you will need to book an appointment in advance. This ensures that we do not have another chapel visit at the same time. There is a one-off charge for a wash and preparation for visiting and/or dressing your loved one. There is no charge for visiting your loved one, no matter how many times that you visit with either an open or a closed coffin.

4 REGISTERING THE DEATH

OBTAINING THE DOCUMENTS THAT ARE REQUIRED

Some deaths may need to be referred to the Coroner. If it isn't, the doctor who was attending the deceased will have to issue a medical certificate of death. The medical certificate will then be passed to the Medical Examiner for scrutiny along with the medical records. The medical examiner will offer the family the opportunity to ask questions or raise any concerns. Once all parties are satisfied with the cause of death the medical examiner will send the medical certificate to the registrar. The next of kin will also be notified and they will have 5 days to register the death.

The death certificates and documents will be issued to you at the time of registration. This takes place in the district where the death occurred, not where the Next of Kin lives.

However, you can contact any Registration Office in England and Wales to give details for the registration by declaration and these will be posted to the appropriate office.

This will result in a short delay in you receiving the necessary documents for the funeral, DSS and attending to the deceased's estate.

WHO CAN REGISTER THE DEATH?

One of the following has to make an appointment with the local registrar:

- A relative of the deceased.
- A person present at the death.
- The occupier of the house where the death took place.
- The person dealing with the funeral arrangements (not the Funeral Director).

INFORMATION NEEDED TO REGISTER A DEATH

You will be asked by the Registrar for the following information concerning the deceased:

- Date and place of death.
- Full names, including maiden name where appropriate.
- Date and place of birth.
- Occupation.
- Usual address.
- If they were a married/widowed woman, the full names and occupation of her husband/late husband will be required.
- If they were married, the date of birth of the spouse.
- If they were receiving any pensions or allowances from public funds.

It may be a good idea to look out some documentation if you are unsure of any of the above, such as a Birth or Marriage Certificate.

TELL US ONCE

Tell Us Once is a service that lets you report a death to most government organisations in one go.

This guide is also available in Easy Read format.

HOW TO USE TELL US ONCE

A registrar will explain the Tell Us Once service when you register the death. They will either:

- complete the Tell Us Once service with you.
- give you a unique reference number so you can use the service yourself

online or by phone.

The registrar will give you a number to call. This includes a video relay service for British Sign Language (BSL) users and Relay UK if you cannot hear or speak on the phone.

You must use the service within 28 days of getting your unique reference number.

If you cannot register the death because an inquest is underway, you can still ask a registrar for a unique reference number. You'll need to get an interim death certificate from the coroner holding the inquest first.

WHAT TO DO WITH THE CERTIFICATES

The Registrar will issue two certificates which can only be used for specific purposes:

- The green certificate allows the burial or cremation to go ahead. It will be emailed directly to Rounce from the Registrar.
- If the Coroner has held a post-mortem examination, the green certificate will be replaced by a yellow one and when this is sent directly to Rounce, it allows the funeral to go ahead even if investigations are on-going.
- The white certificate is the Death Certificate and is a copy of the entry made by the Registrar in the death register. This certificate is needed to deal with money or property left by the person who has died, including dealing with the will. You may need several copies of the certificate, for which there is currently a charge of £12.50 each.

WHERE CAN I REGISTER THE DEATH?

You may be able to register the death online by going to the county council's website where the death occurred. They should have an online booking system for Registration Services.

If you prefer not to use the online service, you may ring the telephone number

of the Registration Office closest to where the death occurred:

Worthing Registration Office

Worthing Library, Richmond Road, Worthing, BN11 1HD
Tel: 01243 642122

Bognor Regis Registration Office

Durban House, South Bersted Business Park, Durban Road, Bognor Regis
PO22 9RE
Tel: 01243 642122

Brighton & Hove Register Office

Town Hall, Bartholomew Square, Brighton, BN1 1JA
Tel: 01273 292016

Burgess Hill Registration Office

Burgess Hill Library, 15-19 The Martlets, Burgess Hill, RH15 9NN
Tel: 01243 642122

Crawley Registration Office

Crawley Library, Southgate Avenue, Crawley, RH10 6HG
Tel: 01243 642122

Chichester Registration Office

West Sussex Record Office, 3 Orchard Street, Chichester, PO19 1DD
Tel: 01243 642122

Eastbourne Registration Office

Town Hall, Grove Road, Eastbourne BN21 4UG
Tel: 0345 60 80 198

Haywards Heath Registration Office

Haywards Heath Library, 34 Boltro Road, Haywards Heath RH16 1BN
Tel: 01243 642122

Horsham Registration Office

Park House, North Street, Horsham RH12 9SB
Tel: 01243 642122

Lewes Registration Office

Southover Grange, Southover Road, Lewes BN7 1TP

Tel: 01273 475589

Littlehampton Registration Office

Littlehampton Library, Maltravers Road, Littlehampton, BN17 5NA

Tel: 01243 642122

Midhurst Registration Office

The Grange, Bepton Road, Midhurst GU29 9HD

Tel: 01243 642122

Shoreham-by-Sea Registration Office

Health Centre, Pond Road, Shoreham-by-Sea BN43 5US

Tel: 01243 642122

Storrington Registration Office

Storrington Library, Ryecroft Lane, Storrington RH20 4PA

Tel: 01243 642122

5 CHECKLIST FOLLOWING A DEATH

When someone dies there are many decisions and arrangements to make, all of which can be difficult in a time of grief. To help, we've put together this checklist to help guide you through the process.

WHAT TO DO IN THE FIRST FIVE DAYS FOLLOWING A DEATH

There are a few steps that need to be taken shortly after the death. In many cases the hospital or GP involved will help you with these early steps:

- notify the family GP
- register the death at a registration office
- find the will - the deceased person's solicitor may have a copy if you can't find one
- begin making funeral arrangements - you will need to check the will for any special requests
- if the person who has died was receiving any benefits or tax credits, complete the form given to you when you register the death and send to the local Job Centre Plus or Social Security office

WHO ELSE TO CONTACT

As well as informing people who are close to the person, in many cases you'll need to close down accounts, or cancel or change insurance details, subscriptions, agreements, payments or direct debits.

Overleaf there is a list to help you keep track.

- Accountant
- Banks and building societies
- Benefits agency
- Bereavement Register and Deceased Preference Service to remove the deceased's name from mailing lists and databases
- Building insurance (to ensure continuing insurance cover if a house or property is to be left empty)
- Car insurance (if you intend to drive a car owned by the deceased you must make sure you are insured)
- Child Benefit office
- Child's school or childcare provider
- Church / regular place of worship
- Clubs, trade unions, associations with seasonal membership for cancellation & refunds
- Council tax office
- Credit card providers/store cards
- Creditors - anyone to whom the deceased owed money
- Debtors - anyone who owed the deceased money
- Dentist
- Disabled Parking Permit
- DVLA, to return any driving licence, cancel car tax or return car registration documents/change ownership
- Employers
- Hire purchase or loan agreement companies
- Home help agency
- Hospital clinics (to cancel any outstanding appointments)
- Household insurance

- Income tax office
- Insurance companies - contents, car, travel, medical etc.
- Internet provider
- Landlord or local authority if they rented a property
- Library (to return books)
- Meals on wheels provider
- Mortgage provider
- Motoring breakdown policy provider
- National Insurance Contributions Office if they were self-employed
- National Savings and Investments
- NHS equipment (wheelchairs, crutches , hearing aids etc.)
- Passport Service, to return and cancel a passport
- Pension providers / life insurance companies
- Post Office to redirect mail
- Premium Bond Office
- Probate Office
- Professional bodies
- Private health care provider
- Relatives and friends
- Social groups to which the deceased belonged
- Solicitor
- TV licence
- Telephone provider (mobile and landline)
- Utility companies (gas, electricity, water)

6 MAKING THE ARRANGEMENTS FOR THE FUNERAL

WHO WILL MAKE THE ARRANGEMENTS?

The person who arranges the funeral must be able to make decisions regarding the funeral. This person will also be responsible for payment of the funeral.

Rounce can only take instruction from one person but we can carbon copy (cc) other contacts with all emails and documents to keep them advised.

CREMATION OR BURIAL?

The first decision you will have to make is whether it will be a cremation or burial. This is a very personal decision influenced by many factors including religion, a personal preference expressed when the person was alive, or contained within their last will and testament. Approximately 80% of the funerals Rounce conduct are cremations. A burial is more expensive due to the cost of a new grave, the digging or re-opening of the grave, and the removal of an old headstone or the cost of a new one.

SELECTING AN APPROPRIATE COFFIN

We include in our standard price list the provision of a standard sized light oak effect coffin called 'The Upton' (www.rounce.co.uk/coffins).

As far as coffins go, The Upton is a perfectly dignified coffin which is suitable for both cremation or burial and you certainly do not 'need' anything different.

However, if you wish to have a different coffin, we have a full range of coffins and caskets available to view online at www.rounce.co.uk/coffins, ranging from environmentally friendly cardboard, woollen and wicker coffins to veneered and solid hardwoods.

WORKING TOGETHER AS A TEAM WITH OUR DEADLINES

We want you to be proud of giving your loved one exactly the funeral that they wanted. We will take much of the weight from you at a difficult time. There are some things, however, that we are unable to do for you. This may be choosing the music and the photos, meeting the funeral officiant to agree on the 'Order of Service' and eulogy, or registering the death and making payment.

In order to manage the external deadlines from the various 3rd parties involved in a funeral, such as the Registrar, the Crematorium or Burial Ground, the printer or the florist, we will advise you of what you need to do and when you need to do them by.

Working together as a team and adhering to these deadlines will let us smooth the path and deal with every issue for you with the absolute minimum of fuss.

**Please observe any deadlines that we advise you of.
This is necessary in order to achieve the funeral that you want.
Anything delivered outside of these deadlines cannot be
guaranteed to be actioned no matter how hard we try.**

THE FUNERAL CEREMONY

Some people do not want a funeral ceremony, they just want to listen to a few pieces of music and then leave when they are ready.

However, most people do want a spoken funeral ceremony. In this case, your celebrant/minister/humanist/priest/Bishop/Elder will conduct the funeral ceremony on the day itself. If you haven't got anyone in mind to take the service, we can arrange one who we think is most suitable for you.

They should contact you and arrange a time to speak to you within a couple of days of making the arrangements with us. This phone call/meeting will cover what music/hymns you want played, any poems or prayers you want read and what you want said about the person who has died (the Eulogy).

From this conversation, the officiant will prepare an Order of Service which is needed to arrange the music and service sheets.

7 MUSIC FOR THE FUNERAL

MUSIC

Music is usually made up of 4 tracks or hymns, although you can have more if you don't mind reducing the amount of talking during the service or if you are willing to pay extra for a double time slot at the crematorium:

1. **ASSEMBLY MUSIC** when the mourners are entering the Chapel and getting seated and comfortable.
2. **ENTRY MUSIC** when the pallbearers carry your loved one into Chapel. (Usually the saddest piece of music. Faded out after your loved one has been carried in to Chapel. If you wish this music to be played for longer, please advise your officiant).
3. **HYMN / MUSIC of REFLECTION** (can be played with a **SLIDESHOW** of photos at most Crematoria).
4. **EXIT MUSIC** (usually the most upbeat piece of music. You can leave the Chapel at any point during this music. If you are approaching the coffin to either touch it or place a single flower stem on it, then this is usually the time to do this).

OBTAINING THE MUSIC

Most Crematoria provide a highly specialized music service as part of their service charge. This means that all you have to do is advise us of the track's title and artist and as long as it has been commercially issued, then it usually can be sourced.

If you are going into Church or a Cemetery Chapel, then you will need original or burnt CDs or an organist. These venues will need to test your CDs in advance to make sure they work.

Rounce can always source and play music tracks in a Chapel, Church or any other venue on a portable speaker for an extra fee.

8 VISUAL TRIBUTES

Visual Tributes offer something unique to each service and allow friends and family to present the life of the deceased back to the guests through emotive imagery and music. Demand for digital Visual Tributes within the chapel has grown quickly in recent years.

Whereas in the past families would often place a simple photo at the front of the chapel, more and more chapels now have large display screens to play family photos or videos.

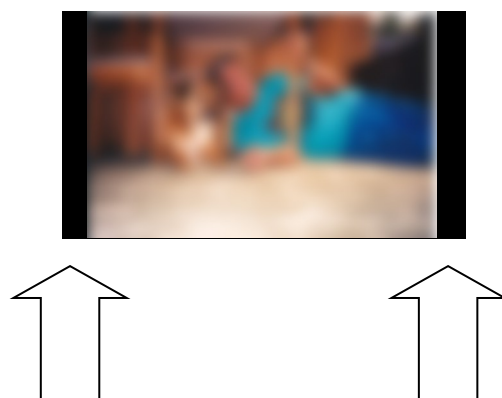
The tributes are often shown in the middle of the service, during a time of reflection. They can be very powerful and emotional, even for someone who did not know the deceased personally.

Families are also increasingly requesting DVD copies of the Visual Tribute after the service, so they can watch it again.

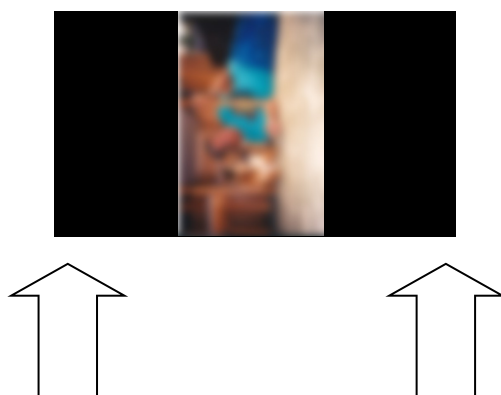
At most Crematoria you can have a photo on the TV screen for the whole of the funeral (**Hold photo**) and also a **Slideshow** of your photos during the Reflective piece of music.

It should be labelled **Hold Photo**. This can be in addition to the 25 photos that you can supply to us for the Slideshow.

A **landscape** format photo (when the image is wider than it is tall) is best for the Hold Photo because this minimizes the black spaces at the edges of the photograph:



You can have a **portrait** format photo (when the image is taller than it is wide) for a Hold Photo, but you will have bigger black space at the edges:



A **Slideshow** of up to your 25 photos can be played once during the whole of your chosen music track. They have a fade in/fade out of about 1 second per photo. You may choose to have multiple Slideshows during the funeral service to different music tracks, but you would need a double time slot to accommodate.

PHOTOS

If you are supplying Photos, we prefer them by Email (**rounce@outlook.com**) or Memory Stick.

Hard copy physical Photos are fine but please number them in the order that you want them to appear by writing their number on the back of each photo. Just bring them into us and we will scan them.

We can accept up to 25 photos for a Slideshow.

If you are supplying Photos electronically, then high resolution JPEGS are best (1mb+), ideally with 1920*1080 pixels (if you know Photoshop or Gimp).

Hotmail / Outlook has a 20mb limit for emails, so we are very used to accepting multiple emails with photos as attachments.

PHOTOS FOR SERVICE SHEETS / SLIDESHOW / HOLD

If you are having Service sheets, then you need to tell us which photo is the FRONT PHOTO on the service sheet (the iconic/best photo of your loved one), and which is the BACK PHOTO (maybe a photo of the whole family or one of your loved one when they were younger).

If you are happy to pay a bit extra, we can always put extra photos/slideshow photos inside the service sheet as a collage.

Please number the photos in the order in which you want them to appear, usually in age order.

Therefore your email or memory stick of photos should look something like this:

/Service sheets

1 FRONT.jpg
2.INSIDE.jpg
3.BACK.jpg

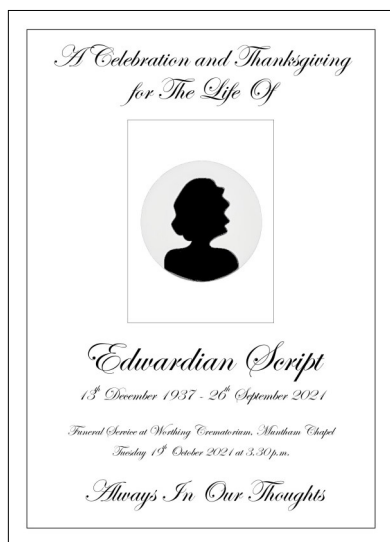
/Slideshow

1.jpg
2.jpg
3.jpg
4.jpg
5.jpg
6.jpg
7.jpg
8.jpg
9.jpg
10.jpg
11.jpg
12.jpg
13.jpg
14.jpg
15.jpg
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18.jpg
19.jpg
20.jpg
21.jpg
22.jpg
23.jpg
24.jpg
25.jpg
HOLD.jpg

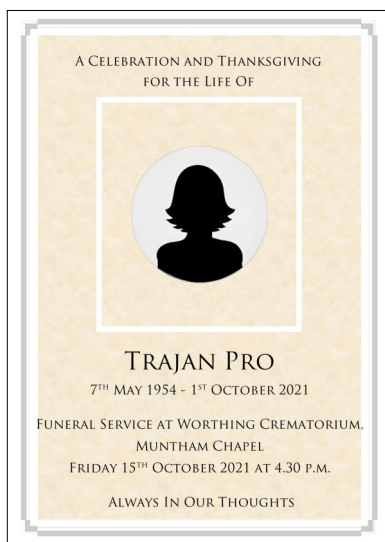
9 SERVICE SHEETS

STEP 1 - CHOOSE YOUR FONT FOR THE FRONT COVER

You can personalise the Font on the Service Sheets if you wish:



Edwardian Script



Trajan Pro
(All Capitals)



Arial

STEP 2 - CHOOSE YOUR TITLE FOR THE FRONT COVER

A Celebration and Thanksgiving for the Life of

A Celebration of the Life of

A Service of Love and Reflection to Celebrate the Life of

A Service to Celebrate the Life of

Celebration of Life and Farewell Ceremony for

In Celebration of a life well lived

In Loving Memory

In Sweet and Loving Memory of

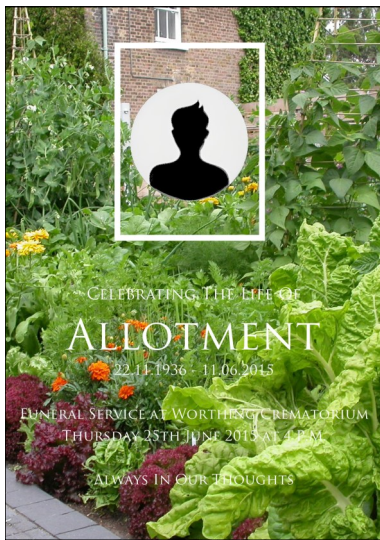
Requiem Mass and Thanksgiving for the Life of

Thanksgiving Service for the Life of

STEP 3 - CHOOSE YOUR COVER DESIGN

You can choose one of the following designs or choose your own high quality photo to use.

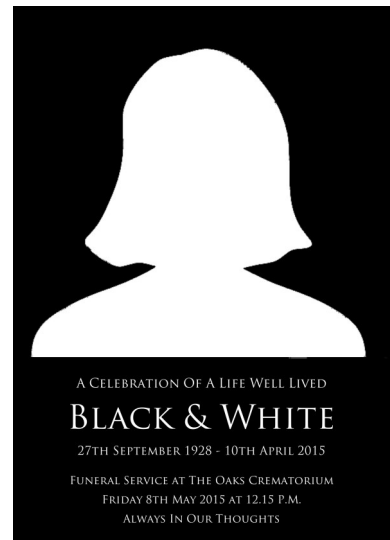
We have copies of the service sheets in our premises if you would like to see the finished article.



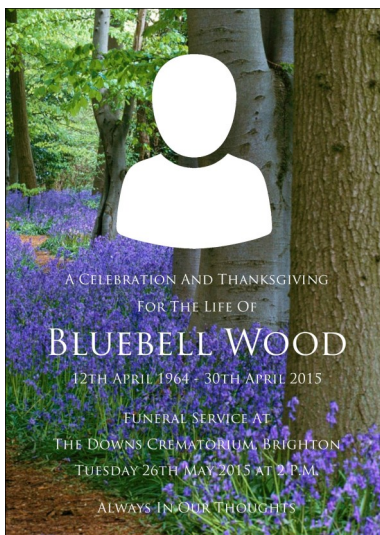
Allotment



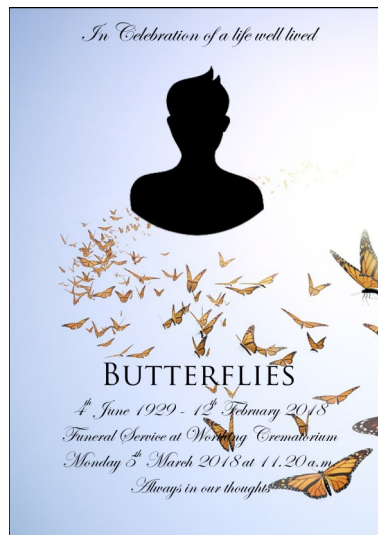
Bespoke



Black & white photo



Bluebell Wood



Butterflies



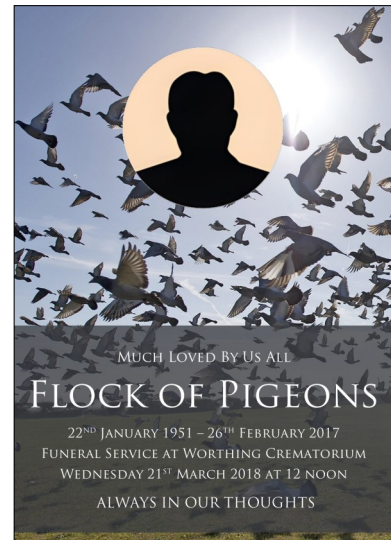
Cream



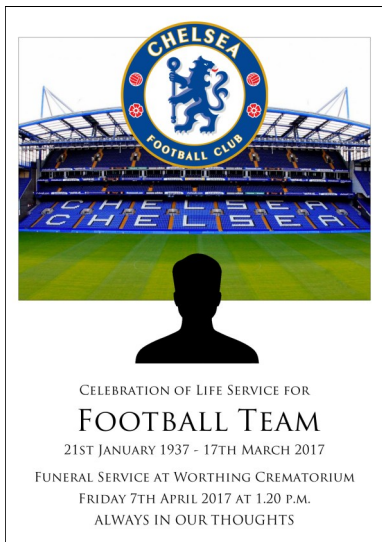
Daffodil



Dove



Flock of Pigeons



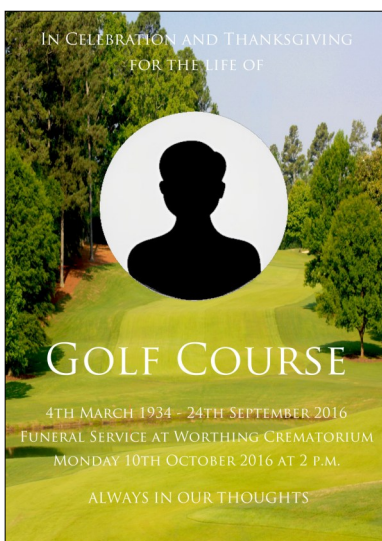
Football team



Full page photo sepia



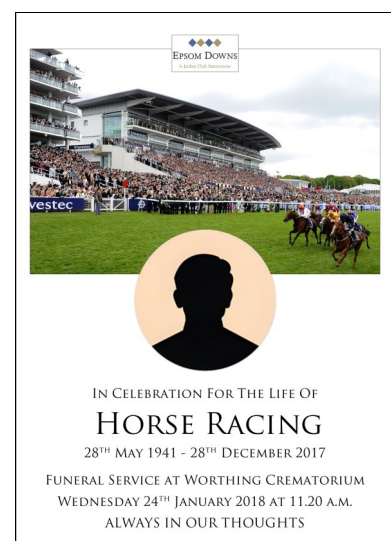
Green leaves



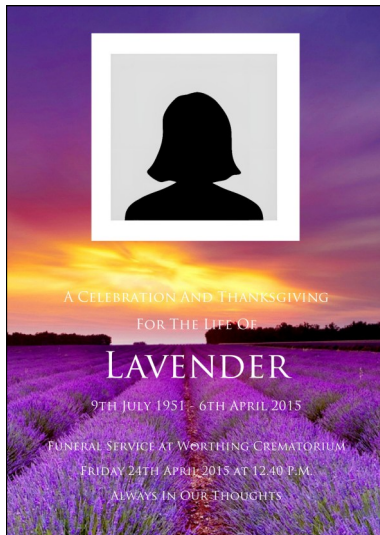
Golf Course



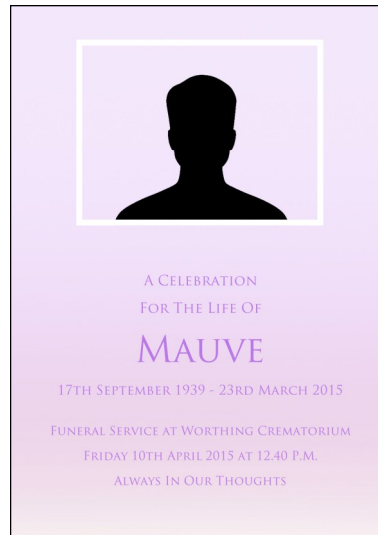
Horse Jumping



Horse racing



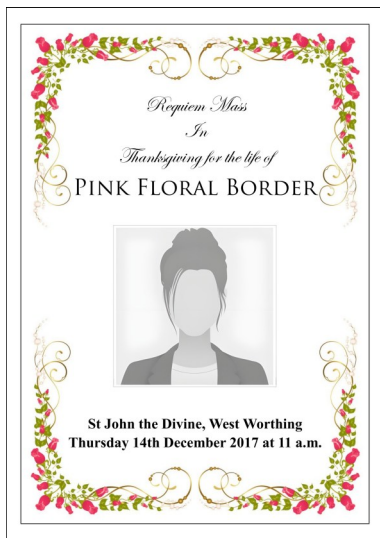
Lavender



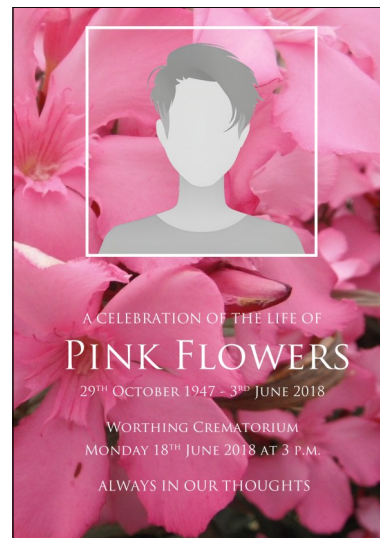
Mauve



Pastel Blue



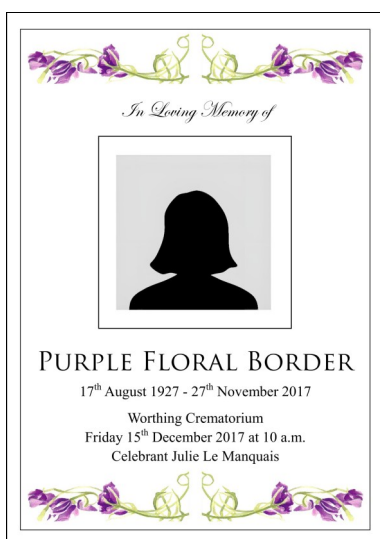
Pink floral border



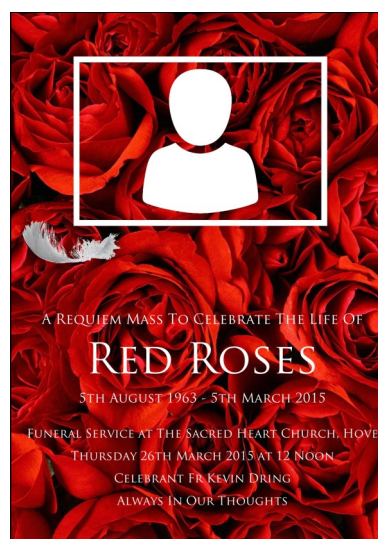
Pink flowers



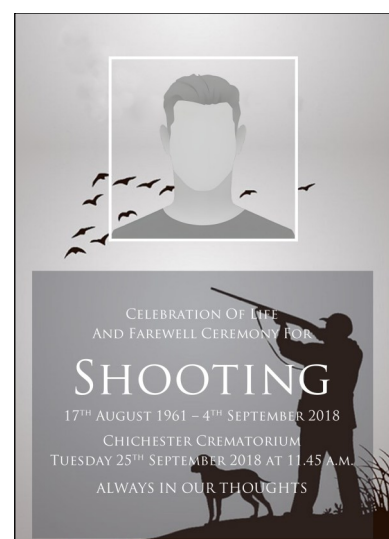
Pink roses



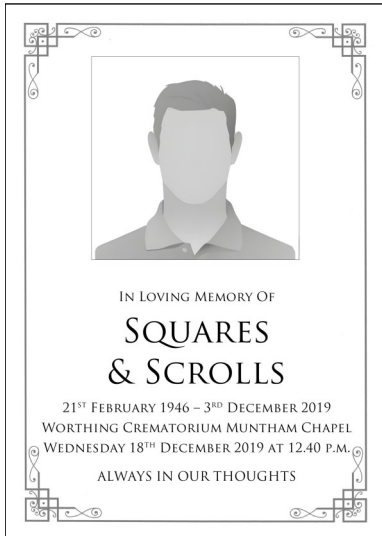
Purple floral border



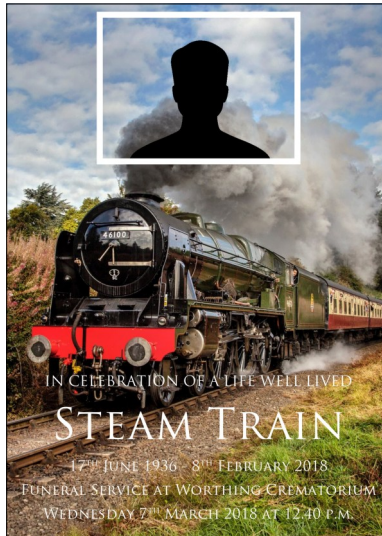
Red roses



Shooting



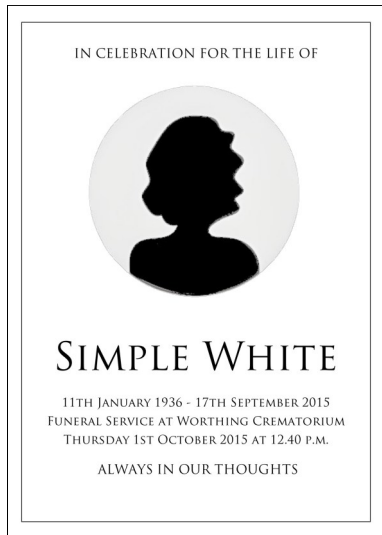
Squares & Scrolls



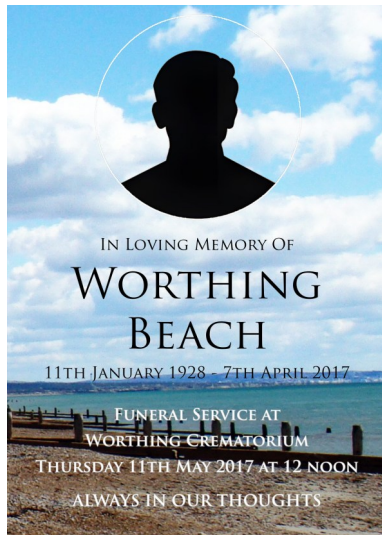
Steam Train



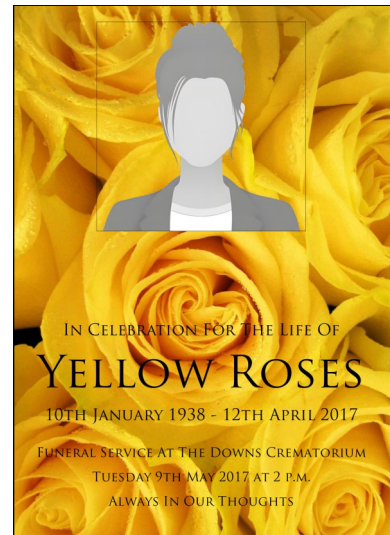
Sunset



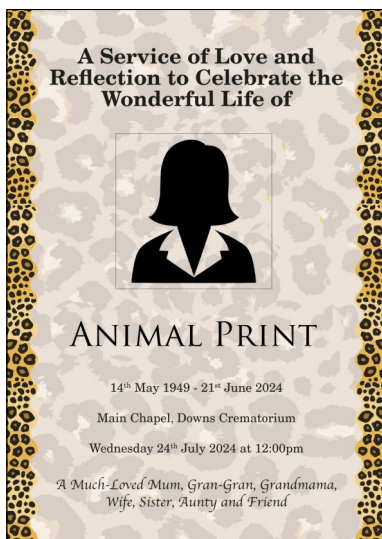
Simple White



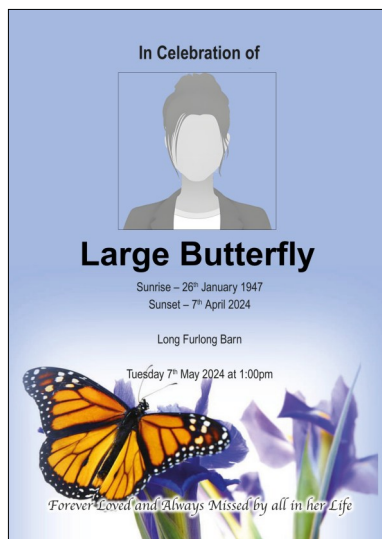
Worthing beach



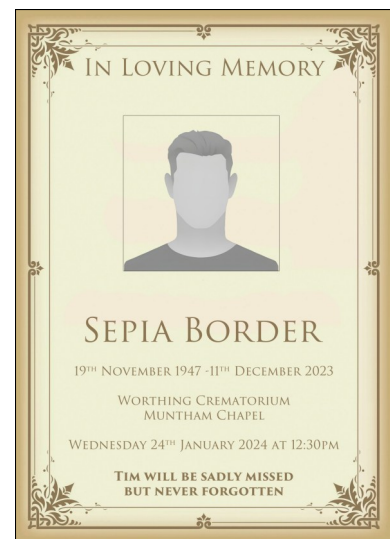
Yellow roses



Animal Print



Large Butterfly

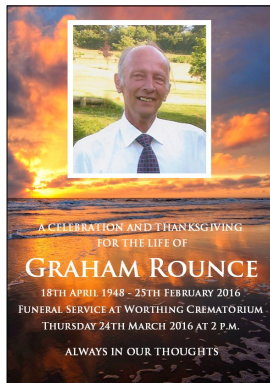


Sepia Border

SERVICE SHEETS - STEP 4

CHOOSE WHETHER TO HAVE A MONTAGE OF PHOTOS

A 4-page A5 (1 x A4 folded in half) will have space for 2 photos and will look something like this:



<p>Music to Enter Superfly Curtis Mayfield</p> <p>Introduction & Opening Words Ceremony led by Alan Stringer Funeral Celebrant</p> <p>Reading In Loving Memory of a Very Dear Friend Read by Danielle</p> <p>Your memories are treasured within my heart, Especially because you are no longer here. Memories of the good times we both shared, Remain forever dear.</p> <p>You were a wonderful friend, In more ways than one. You were truly one in a million. You made me laugh you, you made me smile, You gave me so much joy.</p> <p>I miss you so very dearly, It's a loss that's hard to bear.</p>	<p>Nothing makes it easier Knowing that you're no longer here.</p> <p>For all that you were, and for all that you did, You remain very special indeed. I'm grateful for the time we had together, I'll cherish my memories of you forever.</p> <p>Music Nothing Rhymed Gibert O'Sullivan</p> <p>Tribute</p> <p>A Moment for Reflection What's Going On Marvin Gaye</p> <p>Committal</p> <p>Closing Words</p> <p>Music for Leaving Movin' on Up Primal Scream</p>
---	--



An 8-page A5 (2 x A4 folded in half) will have space for a montage of your slideshow/additional photos and will look something like this:



<p>Music to Enter Superfly Curtis Mayfield</p> <p>Introduction & Opening Words Ceremony led by Alan Stringer Funeral Celebrant</p> <p>Reading In Loving Memory of a Very Dear Friend Read by Danielle</p> <p>Your memories are treasured within my heart, Especially because you are no longer here. Memories of the good times we both shared, Remain forever dear.</p> <p>You were a wonderful friend, In more ways than one. You were truly one in a million. You made me laugh you, you made me smile, You gave me so much joy.</p> <p>I miss you so very dearly, It's a loss that's hard to bear.</p>

<p>Nothing makes it easier Knowing that you're no longer here.</p> <p>For all that you were, and for all that you did, You remain very special indeed. I'm grateful for the time we had together, I'll cherish my memories of you forever.</p> <p>Music Nothing Rhymed Gibert O'Sullivan</p> <p>Tribute</p> <p>A Moment for Reflection What's Going On Marvin Gaye</p> <p>Committal</p> <p>Closing Words</p> <p>Music for Leaving Movin' on Up Primal Scream</p>
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Additional pages may be added for a larger order of service with hymn words and poems, more photos or larger photos.

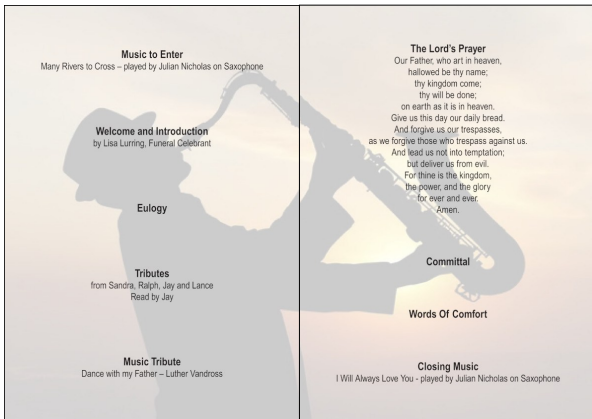
SERVICE SHEETS

STEP 5 - CHOOSE A WATERMARK

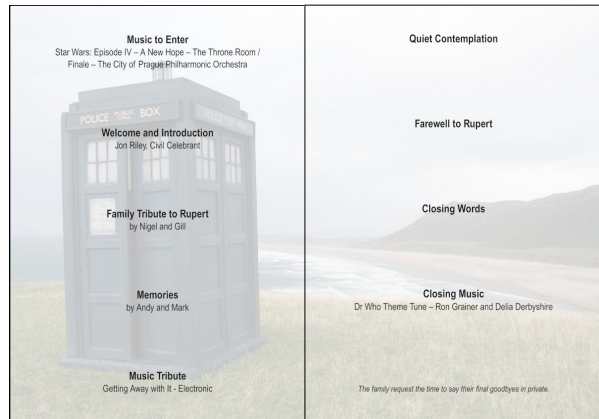
A watermark is a slightly faded image (like the examples below) which we are happy to place across the inside pages of the service sheet if you wish.

This can be a nice personal touch where the image reflects something of your loved ones' personality.

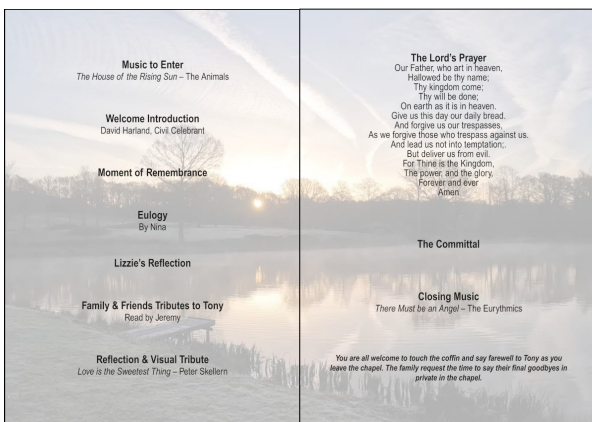
You can supply your own image or choose from one of our many examples that we can show you.



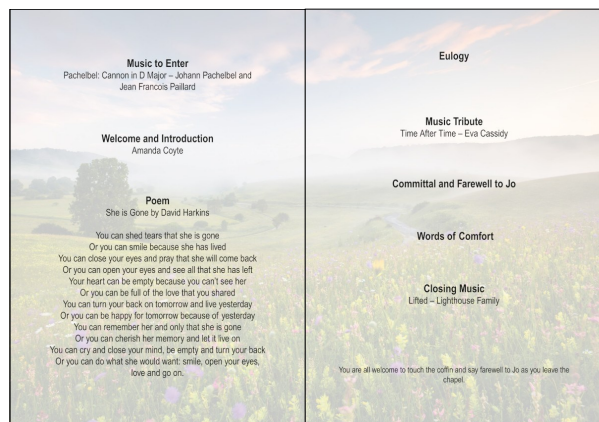
Saxophone



Dr Who Tardis



Lakeside Vista



Countryside View

SERVICE SHEETS

STEP 6 - FURTHER PERSONALISATION

NICKNAME / MONIKER

If your loved one is better known by another name, a shortened version of their name, or their middle name then please advise us and we can further personalise the service sheet if you wish.

REFRESHMENTS / WAKE

If you are having Refreshments/Wake after the service, please advise us of the address of the venue and we can put the location on the back of the service sheets for family and friends to enter into their Satnav/mobile for directions.

CHARITY DONATIONS

We can also advise mourners of your chosen Charity on the back of the service sheets, in an obituary in the paper, or over the phone if they ring us.

They can send us a cheque **made payable to the charity** and we will write back to them, thanking them for their kind donation and advising them that we will forward all donations at least 4/5 weeks after the funeral. This is usually the time it takes for all donations to come in.

We will also write to you to advise you of their name in order that you may write to them to thank them.

We can also arrange for a collection plate for charitable donations to be placed at the exit of the church or crematorium if you wish.

SERVICE SHEETS

STEP 7 - AGREE THE ORDER OF SERVICE, RECEIVE YOUR DRAFT COPY AND MAKE YOUR CHANGES

Your civil celebrant or spiritual/religious leader will agree the order of service for the funeral ceremony with you directly. They will then communicate this order with Rounce so that we can arrange the music and draft a copy of the service sheet for your approval.

The cost of the service sheets on the following page includes the ability for you to make up to 3 sets of changes to get the service sheet perfect for you.

This is OK for 90% of the service sheets that we produce but if you want to make further changes after this, it will incur an additional charge depending on how much work is required.

4 page service sheets are printed on 300gsm colour copy card and 8 page service sheets are printed on 300gsm colour copy card and 120gsm colour copy paper.

SERVICE SHEETS

STEP 8 - CHOOSE YOUR QUANTITY

The minimum charge is £117 for 10 x 4-page A5 (1xA4) service sheets. You are not restricted to the number of service sheets that are listed in the table below. For example you can choose to have 15 or 133 service sheets and we will work out the price for those according to the table pricing.

	4-Page A5 (1xA4)	8-Page A5 (2xA4)
	2 photos	Long ceremony script / montage / hymn words
10	£117	£216
20	£132	£230
30	£147	£240
40	£156	£252
50	£168	£263
60	£178	£276
70	£190	£287
80	£205	£303
90	£216	£317
100	£225	£330

10 FLORAL TRIBUTES

At a time of loss, flowers and elegant arrangements can add a delicate touch to an important time.

We recommend Greenfingers Florists who are a 35 year old family run business situated in the heart of Worthing and are dedicated in fulfilling our customer's requirements to the highest possible standard.

Head floral designer Rachel Matthews and her talented team of friendly trained florists are always available on the telephone and face-to-face to help and advise with your order.

When you and your family and friends visit Greenfingers, make sure that you say that Rounce Funeral Services has recommended them and you'll get well looked after (and you may get extra flowers in your orders!)

<https://www.greenfingersflorists.com/>

Greenfingers Florists

132 Montague Street

Worthing

West Sussex

BN11 3HG

T. 01903 214105

E. rachel@greenfingersflorists.com

If you are arranging your own Floral Tribute for the top of the coffin, please advise your florist to deliver them between 9 a.m. and 10 a.m. on the day of the funeral. If you are having the funeral early in the morning, the florist will need to deliver them to us the afternoon before the funeral, up to 3 p.m. Don't worry, we will keep the flowers chilled and watered overnight.

In order to prevent disturbing any arrangements that are being made in our arrangement room, please ask your florist to deliver your tribute around the back of our premises.

WHAT TO DO WITH FUNERAL FLOWERS AFTER A FUNERAL

Crematoria will only allow single-stemmed flowers to go through with your loved one during the cremation process.

Therefore after the funeral, you may have a large amount of funeral flowers that will not fit in your own home. If you don't want to let the flowers go to waste, there are several options open to you.

Before you part with the flowers, remove all the cards and notes so you know who to thank after the funeral.

Take home a floral arrangement

Too many flowers around the house can be overwhelming, but consider taking one or two bouquets home with you. Floral bouquets look beautiful placed around the home, adding colour and life. It's often a lovely way to remember the person, particularly if a floral arrangement incorporates their favourite flower. Funeral flowers are also a comforting reminder that people care, and that you are not alone in your grief.

Preserve the funeral flowers

If you wish to keep the flowers beyond a couple of weeks, you may wish to try pressing the flowers, and then creating a keepsake for you and other family members. Flower petals can be used to decorate bookmarks, picture frames, candles, jewellery boxes, and other trinkets.

Give away to family and friends

It is perfectly appropriate to ask family and friends to take home floral arrangements used in the funeral service. Approach the people closest to the deceased first, such as siblings, spouses or children of the deceased.

Leave funeral flowers on the grave

Permanent headstones are not placed straight away, so if you wanted to, you could leave flower arrangements on the grave after the funeral. Cut flowers will not stay in bloom for longer than a week, so you'll need to remove the flowers fairly soon after placing them. If you have a floral wreath spare, these still look good after the flowers have died. Before placing the arrangement, remove all paper, plastic and other items that could fly away to help keep the cemetery clean.

Donate the funeral flowers

You may wish for someone else to enjoy the flowers by donating the arrangements to a local retirement home. We have close relationships with some fantastic local nursing homes who would greatly appreciate floral tributes to brighten up their communal areas.

If you advise Rounce that you wish this to happen, we will call before donating the flowers, to check they accept floral donations. Some will not accept these due to pollen allergies.

Rounce will remove all cards and notes that identify what purpose the flowers were used for, as well as any arrangements suggestive of a funeral, such as a Gates of Heaven, anchor or cross.

11 ON THE DAY ITSELF

Not knowing what happens at a funeral can make attending or arranging a service especially daunting. This guide explains everything about what happens at a funeral service in the UK, from how long a funeral and funeral reception lasts to what to expect at a funeral procession.

This advice might also be helpful for someone who is afraid of going to a funeral or unsure whether they should bring children to the funeral.

What happens at a funeral service in the UK?

Funeral services honour the life of a person who has died according to their own funeral wishes, including their religion's beliefs on funerals and the preferences of their family.

After the funeral service they will be cremated or buried, in a cemetery or natural burial ground, depending on their beliefs and wishes.

Some people make decisions about their own funeral before they die, including the choice of music, readings and even the food at a reception, but usually most of these details are decided by their family in consultation with a funeral director.

What happens on the day of a funeral service?

A funeral is a unique tribute to the life of an individual, so each one will be different, but they generally consist of four stages:

1. funeral procession
2. funeral ceremony
3. cremation or burial
4. reception (wake)

Your funeral director will ensure that everything is taken care of in advance, so that on the day itself you can focus on mourning the death of your loved one with the support of family and friends.

The advice in this guide describes what happens at a Church of England funeral or secular funeral service. Information and guidance on funerals for other religions is available on request.

The funeral procession and arrival at the crematorium or church

Before the funeral your loved one will be carefully prepared by your funeral director and placed in their coffin. They might be kept in a chapel of rest or taken to your home so that you can have some final moments with them. You can also visit them in the chapel of rest.

On the day of the funeral, your funeral directors will place the coffin containing your loved one in a hearse and slowly drive them to the crematorium or church for the funeral. The hearse may be followed by a procession of other cars going to the funeral, lead by the close family of the person who has died or you can make your own way and meet us there.

Flowers from the closest family will be placed on the coffin in the hearse by your funeral director. They will also arrange floral tributes from other mourners in the crematorium or church.

Limousines

Chauffeured limousines for the leaders of the procession are available on request and seat a maximum of 6 people with the Funeral Director escorting you, or 7 people without the Funeral Director escorting you. We do not provide child booster seats. Face masks are only required to be worn by occupants of limousines during any declared pandemic.

Your funeral director will often lead the procession on foot for a short distance at the start and also on arrival at the crematorium or church.

All to arrive 15-20 minutes before the start of the funeral

Many mourners will not participate in the procession and should arrive at the venue at least 15-20 minutes before the start time of the funeral.

The procession will arrive at least 10 - 15 minutes before the funeral is due to begin in order that there is time for you to greet mourners attending the funeral. This also allows time for the funeral director to distribute any service sheets, bring into chapel any floral tributes if the venue will allow it, check the music and any visual tribute, and also meet the funeral officiant.

The funeral ceremony

What happens in a funeral service depends on whether your loved one is cremated or buried.

Cremation

Crematoriums can provide religious services, for all faiths, and secular ceremonies. Your funeral director can recommend one, but you can choose a crematorium yourself. You can also have your loved one cremated after a service in a church or other place of worship.

Most funeral ceremonies in a crematorium or church are 30-45 minutes, which includes arrival and departure, but longer times can be arranged. If you would like a longer funeral, you must advise us as soon as you can in order that we can book a double time slot.

Pallbearers / Family pallbearers

The coffin might be placed on the catafalque before the funeral or carried into the crematorium or church at the start by pallbearers. The pallbearers can be provided by your funeral director or you can ask people who were close to the person who has died to do it.

Family pallbearers will be trained how to safely carry a coffin with dignity at the back of the hearse, just before they carry in.

The funeral service

The funeral service is usually lead by a member of the clergy, a celebrant or a humanist, but anyone who was close to the person who died can do it.

A funeral service is very personal, but it will usually include a eulogy (life story), funeral hymns and readings, such as funeral poems.

Sometimes slideshows of pictures or videos can be screened.

Webcast / DVDs

Many crematoriums can now broadcast ceremonies to mourners outside the chapel and even webcast or record them for people who cannot attend it.

Catafalque curtains

Towards the end of the funeral service in a crematorium, the Next of Kin has the choice of whether the coffin is obscured by a curtain before they leave the Chapel.

If you wanted to touch the coffin or place a single stem flower on top of the coffin just before you leave, then the curtains must be left open.

The coffin is also cremated after you have left. You can collect the ashes of your loved one a few days after the funeral.

If your loved one is to be buried, the pallbearers will carry the coffin out of the funeral venue and return them to the hearse for a second procession to the burial site. If the site is associated with a church it might be very nearby, but some, such as a natural burial ground, can be much further away.

At the end of the funeral service there will be an opportunity to view the floral tributes and messages sent to the funeral in memory of your loved one.

Burial

After the funeral procession arrives at the burial ground the coffin will be carefully removed from the hearse and placed on planks above the grave whilst all of the mourners gather around it.

The funeral officiant will say a few words, and may lead a prayer if the funeral service is religious, before the coffin is gently lowered into the grave by the pallbearers. This stage of the funeral usually only lasts a few minutes.

Some burials will be preceded by a committal service, which is longer and more formal, but this is usually only for Catholic or Eastern Orthodox funerals.

The reception or wake

After a funeral many families choose to have a catered funeral reception so that mourners can gather together and reminisce on the life of their loved one. This is sometimes called a wake. People who were unable to attend the funeral service, especially younger children, might go to the reception instead.

The reception might happen immediately after the funeral, or a few hours later. It can be at your family home, or any venue that is available for catered receptions.

A reception usually lasts a few hours, and mourners will depart in their own time.

You might decide not to have a reception on the day of the funeral, and instead have a memorial service at a later date, such as the anniversary of their death. You can also invite people to a funeral service to scatter your loved one's ashes after you have collected them from the crematorium.

If you are unsure whether someone should go to a funeral, the reception might feel less daunting, but the tone of it will depend on the circumstances of the person's death. If the death was traumatic or premature, the reception might also be very emotional and distressing.

How long is a funeral?

Most funerals in the UK will last for about an hour. While some religions have funerals that can take days and some opt for a direct cremation with no service at all, the average for both a cremation and burial is around an hour long.

How long does a cremation take?

Crematoriums usually offer about 40-45 minutes for a funeral service. This includes five minutes either side for people to be seated, pay their respects to the person who has died and leave the chapel so further services can take place. Some offer longer service times and some shorter, and most crematoria will let you book an extra time slot for an extra charge.

How long does a burial last?

A funeral service with a burial will take around an hour. This could vary based on whether the burial is taking place where the funeral service is held, and what religious ceremonies, if any, are being included.

If you are having a traditional Christian burial, with the funeral service being held at a church and the burial taking place in its churchyard, then the total time taken will be comparatively low.

However, if you have a celebration of life in one location, followed by travel to a natural burial ground, and then on to a wake at another location, then more time will be needed.

Can I witness the Charging of a Coffin?

The 'charging' is when the coffin, with your loved one, is placed into the cremator. While this won't be right for everyone, some people find that witnessing the charging can be a powerful part of saying goodbye.

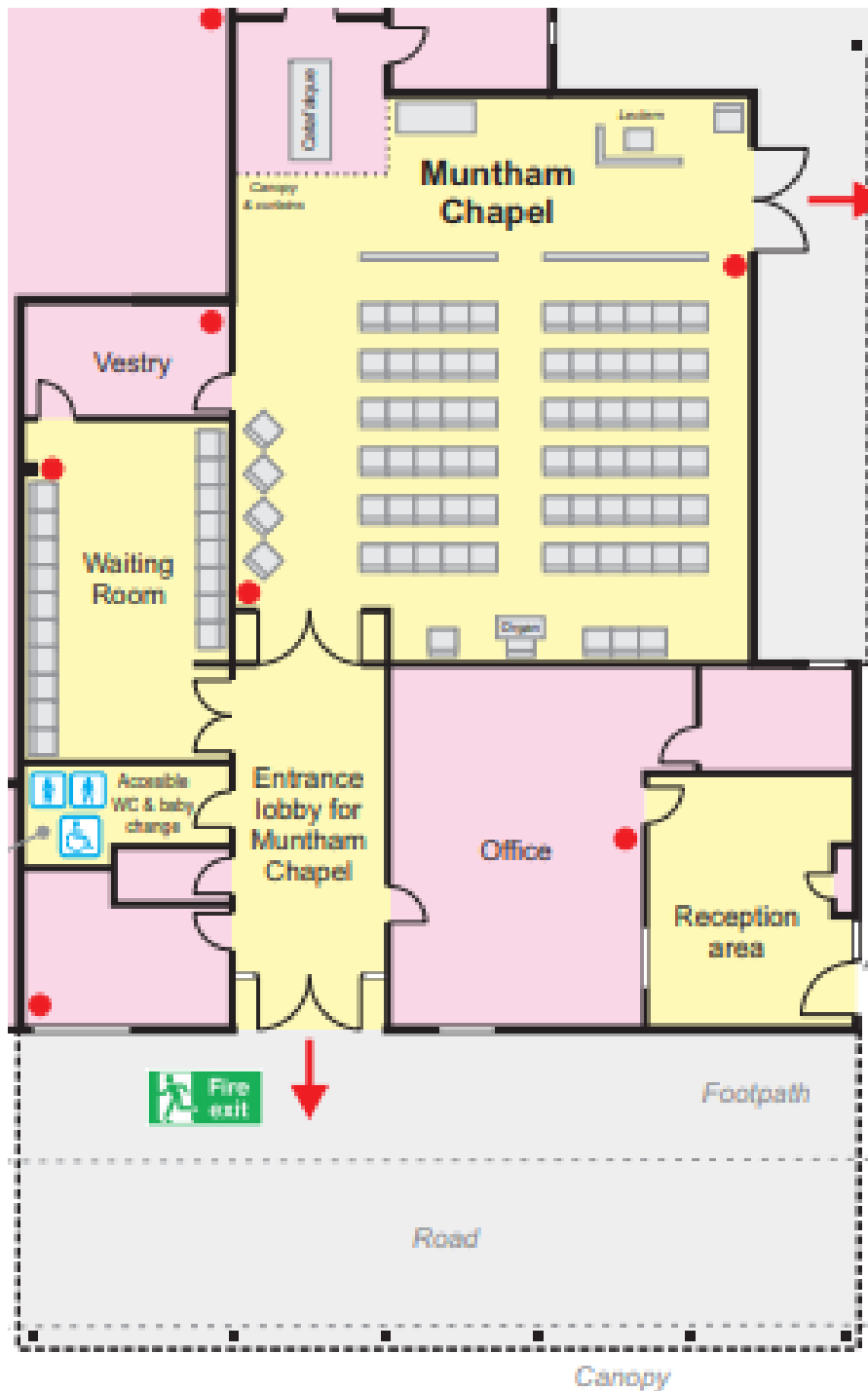
At some crematoria, you can witness the charging if you book a special slot ahead of time. This can be for a maximum of 4 people excluding the Funeral Director. For more details and the cost of this service, please speak to us.

WORTHING CREMATORIUM

MUNTHAM CHAPEL SEATING PLAN

Comfortable seating for 74 people

Standing space for an additional 40 people

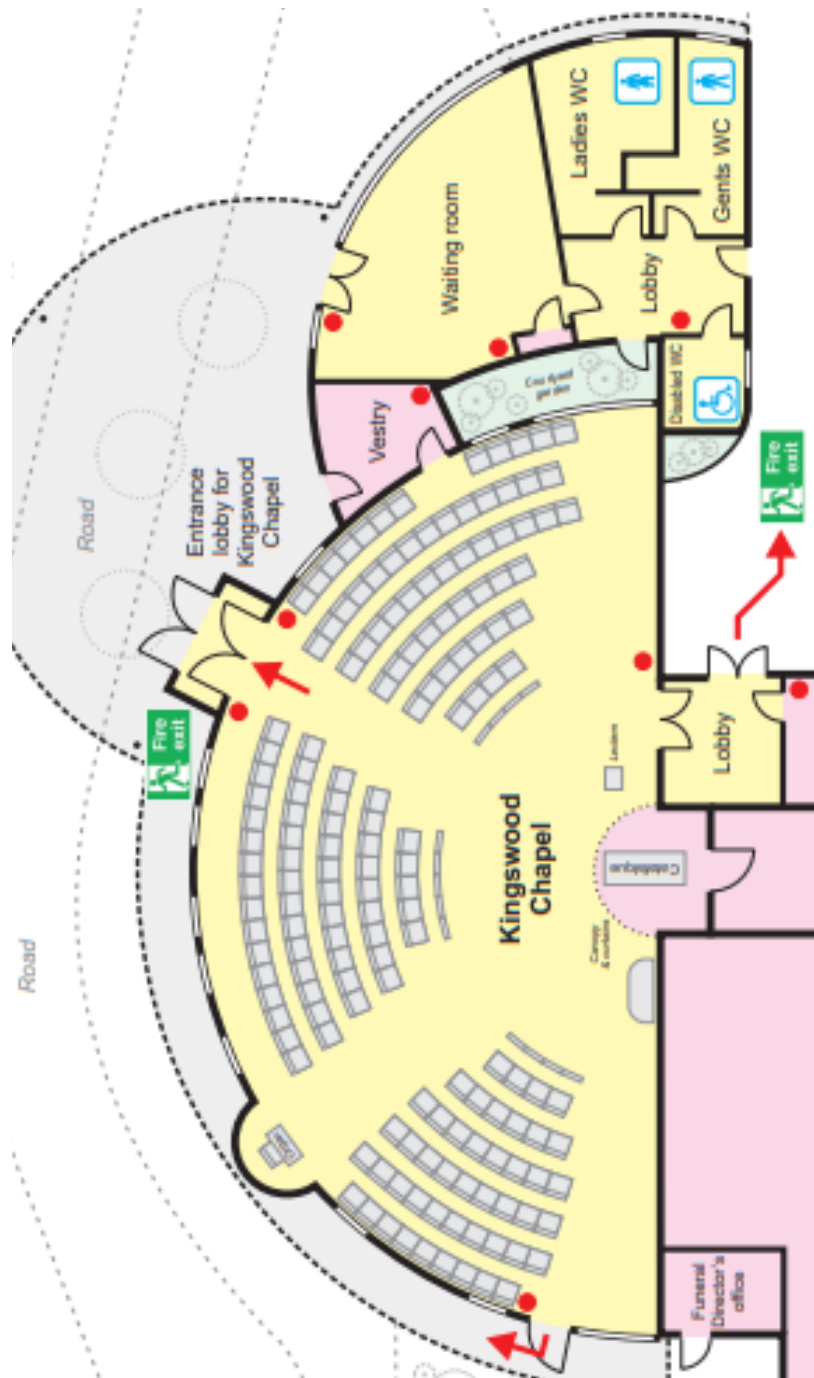


WORTHING CREMATORIUM

KINGSWOOD CHAPEL SEATING PLAN

Comfortable seating for 160 people

Standing space for an additional 60 people



13 AN OBITUARY


AN OBITUARY

An obituary can be placed in a local newspaper that reports the death of your loved one, typically with information about the upcoming funeral.

THE HERALD SERIES (Worthing Herald, Littlehampton Gazette and Shoreham Herald)

An obituary in the Herald Series without a photo costs approximately £150-£200 inc. VAT.

RAWLINGS

Pamela (Pam) Joan 


Died suddenly but peacefully in Worthing Hospital, after a short illness, on 30th October 2015, aged 96.

Dearly loved and much missed Mother of Angela, Bruce, Keith, Clive and the late Tony. Much loved Grandmother of eight and Great-Grandmother of fourteen.
May she rest in peace.

Special thanks to the doctors and nurses of the Emergency room & Clapham Ward and to the carers of Abbotswood, Rustington.

Funeral Service at Worthing Crematorium, Muntham Chapel on Wednesday 18th November at 11.20 a.m. No flowers please. Donations, if wished, in aid of Calibre Audio Library, to Rounce Funeral Services Ltd, 3 Half Moon Parade, Half Moon Lane, Worthing BN13 2EL. Telephone 01903 692626.

A longer obituary in the Herald with a photo costs approximately £200-375 inc. VAT.



WEIR

Esther Hanne

Passed away unexpectedly but peacefully at Worthing Hospital on 17 November 2015, aged 88, after a short illness.

Wife of the late Christopher Weir.
Dear friend to Roy. A much loved mother, grandmother, great grandmother and friend. She was a keen and adventurous bridge player. She made an amazing difference to so many people's lives and will be greatly missed by us all.

A celebration of her life will be held at Worthing Crematorium, Findon on Friday, 11th December at 1.40 pm followed by afternoon tea at Findon Manor Hotel, High Street, Findon, BN14 0TA.

Esther's special charity was World Vision and donations may be sent to
Rounce Funeral Services Ltd,
3 Half Moon Parade, Half Moon Lane,
WORTHING BN13 2EL.
Tel. 01903 692626.
Flowers are also welcome.

For **The Argus** which covers Brighton on a daily basis, an obituary without a photo costs approximately £150 inc. VAT.



DEADLINES FOR AN OBITUARY

In the **Worthing Herald** series which includes Shoreham to Littlehampton, our cut off time for the once a week Thursdays edition is 12 pm (noon) on Monday.

For **The Argus**, the cut off time for the following day is 9.30 am.

OBITUARY GUIDE

An obituary usually can be constructed from the phrases shown below.

SURNAME, Christian names

Died peacefully

Suddenly

Suddenly and cruelly taken from us

Peacefully

Passed away

Died

Suddenly at home

Passed away suddenly

Passed peacefully away

Very suddenly

Passed away peacefully

Suddenly but peacefully

In Worthing hospital etc.

On (date of death)

Aged (age of person in number of years)

Much loved

Dearly loved

Much missed

Very sadly missed

Beloved

Loving

Sadly missed

Greatly missed

Cherished

Missed

Dear

Husband, wife, son, daughter, grandchildren, aunt, friends etc.

Now at rest

Now at peace

May Rest in peace

He / she will be sadly missed by all family and everyone who knew him / her

Treasured memories

Now at peace after a long illness

May he / she rest in peace

Special thanks to

Funeral Service at (which crematorium) on (date) at (time)

Followed by (refreshments/wake) at (name of establishment and their address)

Family flowers only

No flowers please

Flowers welcome

All floral tributes and enquiries to

Donations if wished, made payable to (name of charity) can be sent c/o

Rounce Funeral Services Ltd,

3 Half Moon Parade, Half Moon Lane, Worthing,

West Sussex BN13 2EL.

Tel 01903 692626 / www.rounce.co.uk

14 DISCOUNTS - BLUE LIGHT

DO YOU HOLD A
BLUE LIGHT CARD?

Rounce Funeral Services, proudly supporting
The Blue Light Community with 5% OFF OUR FEES (not disbursements.)
Here for you, because you're here for all of us.

5% OFF
OUR FEES

Who qualifies for the 5% discount?

- 4x4 Response
- Ambulance Service
- Blood Bikes
- Border Force
- British Army
- Cave Rescue
- Community First Responders
- Fire Service
- Highways England Traffic Officer
- HM Armed Forces Veterans
- HM Coastguard
- HM Prison Service
- Immigration Enforcement
- Lowland Search and Rescue
- MoD Fire Service
- MoD Police
- Mountain Rescue
- NHS
- Police
- Red Cross
- Reserve Armed Forces
- RNLI
- Royal Air Force
- Royal Marines
- Royal Navy
- Search and Rescue
- Social Care Workers
- St Andrews Ambulance
- St John Ambulance
- UK Visas and Immigration

14 DISCOUNTS - ARMED FORCES

DO YOU HOLD A
DEFENCE DISCOUNT CARD?

Rounce Funeral Services, proudly supporting the
Armed Forces, Veterans and Armed Forces Community
with 5% OFF OUR FEES (not disbursements).

**5% OFF
OUR FEES**

DEFENCE Discount Service
www.defencediscountservice.co.uk
DEFENCE PRIVILEGE CARD
Supporting the Armed Forces Community

The advertisement features a red background with a white starburst containing the text '5% OFF OUR FEES'. To the right is a graphic of a 'DEFENCE Discount Service' card with logos for the Royal Navy, Royal Air Force, and Royal Marines. Further right is an illustration of six people in various military uniforms and a civilian, standing in front of a stylized Union Jack.

Who qualifies for the 5% discount?

- Serving Armed Forces
- Reserve Forces
- Spouses/Partners of serving personnel
- HM Armed Forces Veterans (ex serving)
- MoD Civil Servants
- Bereaved Family Members
- War/Service Widow(er)s
- Cadet Forces (over 16)
- NATO Personnel in the UK

How do I claim a 5% discount?

Just call us on 01903 692626 and quote your card number, service number or benefits reference or visit us in Worthing and bring your relevant card or paperwork.

14 DISCOUNTS: WELFARE BENEFITS

DO YOU HAVE ACCESS TO ANY OF THESE
WELFARE BENEFITS?

- Universal Credit
- Attendance Allowance
- Carer's Allowance
- PIP
- ESA
- DLA
- Housing Benefit
- Pension Credit
- Income Support

5% OFF OUR FEES

Rounce Funeral Services, proudly supporting anyone who is claiming at least one benefit with 5% OFF OUR FEES (not disbursements).

Who qualifies for the 5% discount?

Anyone claiming at least one of the following benefits:

- Universal Credit
- Personal Independence Payment (PIP)
- Housing Benefit
- Attendance Allowance
- Employment and Support Allowance (ESA)
- Pension Credit
- Carer's Allowance
- Disability Living Allowance (DLA)
- Income Support

14 DISCOUNTS

What are 'Our Fees' and 'Disbursements'?

'Our Fees' are those services that Rounce Funeral Services provide and therefore have control over. The average discount ranges between £75 - £90.

Our 5% discount will be applicable on services such as:

- Bringing your loved one into our care from a local hospital.
- Visiting your loved one in our Chapel of Rest.
- Looking after the deceased until the funeral.
- Personal interview to receive your instructions.
- Attendance of the Funeral Director.
- Provision of a Black hearse and four pallbearers to the crematorium, church or burial site.
- Professional services, including advice and time spent working with third parties.

Exclusions

- All Direct Cremation services.
- Urgent Collection if your loved one dies at home, in a care home or a hospice.
- Getting your loved one dressed in their own favourite clothes.
- The surcharge costs of any upgraded coffin or casket.
- Provision of any speciality hearse such as horse-drawn hearse or motorcycle hearse.
- Provision of any limousines and over and above four pallbearers to the crematorium, church or burial site.

'Disbursements' are fees that we pay out for third party goods or services, on behalf of the Client of which Rounce Funeral Services have no control over. Goods and services that are excluded from the discount may include:

Doctors fees; Local authority (cemetery or crematoria) fees; Slideshow to music and webcast fees; Church fees including the Vicar, Verger, Organist and Choir; Celebrant fees to conduct the funeral service; Newspaper announcements; Printing of service sheets; Floral tributes; Catering and Venue costs for the wake or refreshments.

15 MEET THE FAMILY

BECKY DOHERTY BSc (Hons)

Position: Funeral Director

Tenure: Over 4 Years (Since 2021)



Becky started with us over 4 years ago and in that time has developed her skills and progressed to be one of our main Funeral Directors. Her skills include compassion, empathy, attention to detail, and, most importantly, giving good hugs!

Becky has a busy family life but when time allows she finds joy in reading murder mysteries, cooking, socialising with family and friends, and building lasting connections.

Her guiding motto is to 'Make each day count'. Surviving cancer in 2023 highlighted the importance of living fully every day and ensuring loved ones know they are cherished.

CHRISTOPHER ROUNCE BA (Hons)

Position: Managing Director

Tenure: Over 20 Years (Since 2004)



Christopher has been a powerful driving force in blending the traditions of our company that he co-founded with his late father Graham Rounce, with the desire to develop and expand.

Described as empathetic, person-centred, calm, honest, trustworthy, and with a good sense of humour, Christopher's attention to detail ensures every aspect of the company is carried out with the utmost care and dedication.

JON ROUNCE

Position: Director

Tenure: Over 6 Years (Since 2019)



Meet Jon Rounce, our esteemed Director and Co-owner of the family firm. In his role, Jon takes on the significant responsibility of orchestrating funerals with families, ensuring each service is a personalised and respectful reflection of their loved ones.

One of Jon's distinctive qualities is his genuine interest in the personal stories of families. He finds particular joy in hearing the tales of the past, engaging with families on a deeper level, Jon adds a personal touch to the funeral arrangements by weaving in these unique and cherished narratives.

JAN ROUNCE

Position: Office Manager & Director

Tenure: Over 10 Years (Since 2015)



Jan brings with her a wealth of experience, expertise, and a personal touch that makes her an indispensable leader in our close-knit family.

As the Manager, she oversees every aspect of the business and everyone within it, ensuring that the team operates with the utmost professionalism, empathy, and efficiency. Her leadership has been instrumental in maintaining the high standards that Rounce Funeral Services is known for.

16 GET IN TOUCH

By email

rounce@outlook.com

By phone

01903 692626

Write to / Visit

Rounce Funeral Services,
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Half Moon Lane,
Worthing,
West Sussex
BN13 2EL

Opening hours

9 - 4 Monday - Friday
24 hrs for emergency only

17 FOLLOW US

Website

www.rounce.co.uk

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www.instagram.com/rouncefuneral/

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