

About Funerals



Harbour City

... FUNERAL HOME ...

*Caring professional service
when you need it most ...*



*Harbour City Funeral Home is a
locally owned funeral home.
The shareholders and directors all live in
Hutt Valley and Wellington.*



INC. HUTT VALLEY FUNERAL SERVICES

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Welcome

I trust this booklet will assist you and your family whether you are in the pre-planning stages or whether you are presently involved in arranging a funeral.

As funerals can be a stressful time, it is understandable that we can sometimes forget information that the funeral director has offered. It is our sincere hope that this booklet will fill in some of the gaps and provide you with helpful information.

If you have any further questions please feel free to make contact with us. Contact details can be found on the back of this book.

Simon Manning



Danny Langstraat, Geoff Botherway, Brad McAneney and Simon Manning.

Introducing . . .

Harbour City Funeral Home

Simon Manning commenced in business under the name Harbour City Funeral Home on 1 August 1989. His parents helped him to get started (just like parents do) and worked with him for the first 18 months of the funeral home's operation.

Before starting his own business Simon managed E. Morris Junior funeral directors in Kent Terrace, Wellington. When the owners of E. Morris Junior merged with another funeral home, he felt that it was time to do his own thing.



Harbour City Funeral Home quickly became known for thinking outside the square, providing service based on what the client wanted rather than what tradition dictated. We are proud to be one of the most innovative funeral companies in New Zealand.

Since its inception Harbour City Funeral Home has worked to demystify funerals and place as much information as possible into the public arena to ensure the public can make informed choices. This approach puts the power and control of funerals in the hands of the families that we serve.

The demystifying process took a major step forward when Harbour City Funeral Home became New Zealand's first funeral home to hold Open Days. On an Open Day members of the public are invited to come in and look behind the closed doors, and ask any questions about death and funerals that they want to. It is another way of assuring the public that when you are dealing with Harbour City Funeral Home, you are dealing with a company that is happy to explain what it does and that puts the people it serves first.

Harbour City Funeral Home seminars are well known in the community. No subjects are taboo. Many difficult topics – including the cost of funerals, eco funerals, embalming and babies' funerals – have been the focus of seminars in the past. We are committed to continuing to conduct such seminars as part of our education programme.

Another innovation for which Harbour City Funeral Home was responsible is the re-introduction of Saturday funerals to Wellington. This measure has broadened the choice for families as to when to hold the funeral.

The ownership structure of this company is innovative too. The shareholders are four of the staff: Simon, Danny, Brad and Geoff all work in the business, thus ensuring you have the best possible service when you need it. A truly locally owned funeral home!



Burial or Cremation?

During your first contact with Harbour City Funeral Home, our funeral director will ask you whether the person who has died wished to be buried or cremated. The choice – burial or cremation – determines which kind of medical certificate we are legally required to obtain.

Burial

Our local cemeteries offer the choice of Upright Headstone or Plaque sections. You may find it useful to visit the cemetery to be sure about which style you would prefer. Some cemeteries will allow you to choose a plot when visiting.

Another matter for consideration is whether other family members may wish to be buried in the same plot in the future. Some cemeteries will allow three people to be buried in the same plot, so you may wish to decide on single, double or triple depth as part of the funeral arrangements.

(Please see page 37 on Eco Burials.)



Cremation

In New Zealand, cremation is now a widely accepted alternative to burial. There are a number of crematoriums in the Wellington region. Each crematorium has different levels of facilities and costs vary; we are careful to keep you fully informed of what the standards of each crematorium are.

You may have seen the wording, ‘followed by private cremation’ in funeral notices. This refers to the time when the hearse moves off from the funeral service accompanied by either no one, or family members only. The choice of whether you wish to travel to the crematorium is always up to you.

Where Will the Service Be?



Where the funeral service is held is an important aspect of funeral planning.

If a person is a member of a religious denomination, often the service will be held in their local church. Alternatively you may choose to use one of our funeral home chapels, or a crematorium chapel. Harbour City, Karori and Whenua Tapu crematoriums all have chapels attached.

When arranging a large funeral, families sometimes choose another venue appropriate to the large number of people likely to attend. Some examples are Old St Paul's Wellington, the Wesley Centre Upper Hutt, and the Silverstream Retreat Centre.

A funeral service can also be held in the family home or any other setting that has significance for the person who has died and their family.

A catering lounge for a 'cup of tea' is seen as an important feature when selecting a venue. Our funeral director will be happy to discuss suitable options for you to consider.

Our Chapels

Lower Hutt:

665 High Street (opposite Lower Hutt Hospital)



Our High Street Chapel in Lower Hutt seats 100 and has an overflow area that holds a further 75 people. Catering facilities and a small outdoor garden area make a relaxing place to talk to family and friends after the funeral service. We have on-site car parking for 18 vehicles. Two-hour parking is also available in Boulcott Street.

Web streaming is available, allowing family in other parts of the country or overseas to view the funeral while it is in progress.

Upper Hutt:

Cnr Ward Street
& Fergusson Drive

Our Fergusson Drive Chapel in Upper Hutt provides a lovely environment for medium-sized services. It has car parking facilities for up to 40 cars. A catering lounge is also attached.



Wellington:

Cnr Cockburn Street, Kilbirnie

Our Wellington funeral home has two chapels in the eastern suburbs. The Cockburn Street Chapel (formerly the Lyall Bay Union Church)



has seating for 150. This facility has recently been upgraded to incorporate an on-site car park.

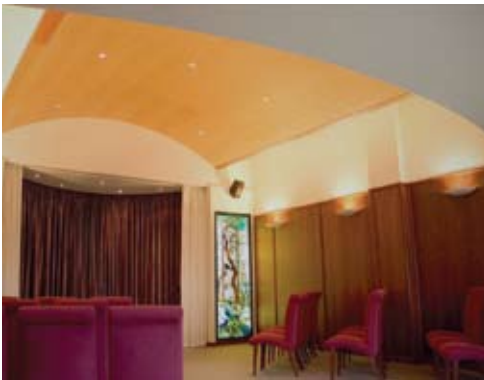
Live and on-demand web streaming is available, allowing family who are unable to attend to view the funeral on the day it is held or at their convenience.

Wellington:

Harbour City Funeral Home

Crematorium Chapel, 56 Onepu Road, Kilbirnie

Our Harbour City Funeral Home Crematorium Chapel in the eastern suburbs is beautifully designed with stained glass windows depicting New Zealand nature scenes. Located in the building of the Harbour City Funeral Home, it can be used for both burial and cremation services. The chapel seats 20 people and is suitable for small family services.



Our Vehicles

Harbour City Funeral Home offers a modern fleet of three matching white, purpose-built hearses as part of our service provision for client families.

In addition to our specialty hearses, we offer the choice of luxury sedans. Each sedan may carry up to four passengers.

We are able to provide door-to-door transport for families and friends on the day of the funeral. This service allows people to travel together or in family groups without the additional stress of having to drive themselves or find adequate parking.

Other options available to you ...

In addition to the modern hearses, we have several other options for you to choose from, including a vintage hearse (the first to be available for funerals in our region).

Dotty

Dotty is a 1936 Packard Hearse, which was restored in the mid 1970s. Purchased in Texas, USA she is often chosen by families as she has the 'wow' factor. Dotty is named after Simon's mother who shares the same year of birth.





Don

In 2009 we commissioned the refurbishment of a 1989 Rolls Royce Silver Spirit hearse.

It began its life as one of the final limousines built in Crewe, England. After being transported to Hong Kong it was converted to a hearse later in life. Now fully restored to its original condition, it is a lovely choice for a traditional-style funeral.



Family hearse

Some families may wish to transport the deceased back to the town of burial themselves. We have a hearse available for hire that is suitable for this purpose.



The Funeral Service

The funeral director's most important role is to make all the relevant arrangements prior to conducting the funeral on the day.

The funeral director works with the minister or celebrant to ensure that any of the family's special requests (e.g. regarding music, flowers, photos, candles) have been met by the time of the funeral service.

The funeral director will discuss with family members about whether they would like an audiovisual presentation. The funeral director will also arrange for the collection of photos and the music to be used.

The minister or celebrant is ultimately responsible for what happens in the funeral ceremony itself. This usually involves working with family members to:

- plan the format of the funeral service;
- decide who will deliver the eulogy – family member(s) or a close personal friend;
- select music, reading or poetry during the service;
- decide on the use of other symbols such as candles, flowers and photos as required;
- discuss whether printed service sheets are required; and
- schedule the audiovisual presentation (if any) in the service.



Funeral Timing

When to hold the funeral is entirely up to you. Some people believe three days after death is the correct timing; however, in law there is no set time. Given the many matters to consider in arranging a modern funeral, it is not uncommon for a funeral to be held five to seven days after death. If necessary it can be held still later to allow people coming from overseas to attend.

We can assure you it is far better *not* to rush the planning of a funeral. Allowing more time helps you to make clearer decisions. When people are rushed they may forget or overlook matters, leading to regrets afterwards.



Clergy or Celebrant?

If you are a member of a religious denomination, your priest or minister is likely be the obvious person to conduct the funeral service. You may wish to inform the priest or minister that a death has occurred. The funeral director usually makes contact with them to confirm the date and time of the funeral.

Funeral celebrants (male and female) are also available to conduct funeral services. Celebrants can provide a service that is appropriate to the needs and cultural beliefs of the family. The funeral director has a list of celebrants from which the family may choose. We are willing to recommend someone we feel is suitable for your circumstances if required.

If you are wishing to use a celebrant, you may find it helpful to meet with them before the person has died, if possible. In this way the celebrant has an opportunity to gain a better understanding of the person's preferences in regard to the funeral service.



Symbols, Music and Flowers

Using carefully chosen symbols in a funeral service can enhance the significant aspects of a person's life, and help create a very personal atmosphere for the service. Photos and flowers add to the ambience as well.

Symbols

You may wish to consider the following as possible symbols to include in the funeral service.

- Candles are generally recognised as a universal symbol of love, light and hope. Candle lighting during the service is always a poignant ritual.
- A flag draped over a coffin, the playing of the Last Post, and the red poppies used in the RSA tribute speak to us of a person's contribution to his or her country.
- Another flag symbolic of the deceased's country of birth may also be another option.
- Academic, sporting or community achievement awards tell us of other achievements in a person's life.
- Art, craft, other artefacts and hobbies show additional dimensions of the person whose life is being honoured.



Music

Music speaks to our hearts – especially in a funeral service. The music selected and the way it is used usually set the emotional tone of the service.

Music can be played from a CD or iPod you supply, or by engaging musicians to play an instrument such as the organ, guitar, keyboard, bagpipes or bugle.

Choirs, singers and soloists can also be arranged for a service if you wish.



Flowers

You can usually choose a favourite flower or combination of flowers and colours for a casket spray. Single flowers, or a bunch of flowers tied with ribbon are other options.

Some people have used baskets of vegetables, sports equipment and other goods to personalise the floral tribute.

Although the tradition has been for friends to send flowers, some families prefer to invite them to make a donation to a particular charity or community service in memory of the person who has died. If you choose this option we will ensure that a box for donations is available at the service and that the money collected is delivered to the organisation after the funeral.



Catering

Offering refreshments after a funeral is regarded as an important aspect of the funeral service. This is a time for meeting up with family members, sharing stories and recalling in greater detail the life of the deceased person. Sometimes this is the only opportunity for a family reunion.

Our facilities are equipped for this purpose and catering can also be provided at other venues. You may wish to talk to our caterer about the style of food to be provided. Some church groups also offer to cater for funerals; where they do, we are happy to assist in any way.

Please note that alcohol is not permitted on any of our premises.



Caskets or Coffins?

What's the difference? *Coffin* is the term that has traditionally been used in England and refers to a shaped casket that is wider at the shoulders and more pointed at the feet. A *casket* is an oblong (rectangle) shape and commonly seen in the United States of America.



In New Zealand we use casket to describe both shapes as it is seen as a more modern and less oppressive word.



Children's caskets are either oblong or shaped. They may be supplied as natural radiata pine or painted in the traditional white; however we can arrange for them to be painted in any colour you wish.

We provide a variety of caskets including solid timber, particleboard/ MDF, cardboard and bamboo. We also stock metal and wooden American-style caskets. The finish of the caskets can be: solid mahogany or rimu, mahogany or rimu vinyl veneers, white painted, or painted in any colour you choose. There is also a range of caskets available with vinyl transfers that you may choose if they reflect the personality of the person who has died, or we can arrange for a vinyl transfer to be created from your personal artwork.

Visit our website to view some of the options:
www.harbourcityfunerals.co.nz or www.ecofunerals.co.nz

Eco Caskets

The untreated radiata pine caskets come from a renewable resource that supports our local economy. The caskets are sourced from Rob and Elizabeth Green, who grow and mill the timber on their own land in Manawatu and produce the caskets on site. No chemicals have been used on their property.

This pine casket is available in three styles: a shaped style and two rectangular options. There are rope handles for carrying the casket. The lining is made of untreated calico and is simple in appearance.

A children's oblong casket is also available.



Some modern-style caskets have also been produced based on eco friendly principles. The adult casket is available in radiata pine and bamboo; the children's style comes in bamboo only at this stage.



Urns

Following a cremation, the cremated remains (commonly referred to as ashes) are returned to the funeral home in a plastic container. This container is then placed into an appropriately coloured cardboard box. This box is suitable for storage if you are choosing to scatter the ashes at a later date.



If you wish to keep the cremated remains at home or if you wish to bury them, you may choose to have them placed in a more attractive and decorative urn.

Our options for urns are similar to the casket range. An urn can be made of solid wood or particleboard/MDF, painted the same colour as the casket, or given a vinyl veneer transfer to match the casket, or may be resin, slate, or metal based. You can also choose to supply your own container into which we will transfer the ashes.



Newspaper Notices

We will assist you to write a notice for the newspaper if you would like us to. Below is an example of what you may wish to consider.



Smith, Robert Henry (Rob) Regt No 7564,
Sgt, 2nd NZEF – on 1 January 2009

Peacefully at home, aged 87 years.

Dearlly loved husband of ...

Loved and respected father and father-in-law of ...

Much loved grandfather of ...

Loved brother and brother-in-law of ...

Loved by his nieces and nephews.

In lieu of flowers, donations to ABC charity, PO Box 12-345, Wellington would be appreciated. *(If you would like people to send flowers, do not include the statement about donations.)*

Special thanks to the hospice staff who cared for Rob over the past months. Your support has been greatly appreciated. *(You may wish to thank specific people who have been outstanding in their help to you and your family.)*

Messages to the Smith family may be left in Rob's tribute book at www.tributes.co.nz or posted c/- PO Box 44-176, Lower Hutt 5040. *(We recommend for security reasons that residential addresses do not appear in the newspaper. Instead you can use our PO Box number and we will forward mail to you as it arrives.)*

Rob's funeral service will be held at the Harbour City Funeral Home Chapel, 665 High Street, Lower Hutt on Friday 9 January 2009 at 11:00am and will be followed by a private cremation.



Preparation of the Deceased

(Embalming)

The care and respect that Harbour City Funeral Home gives to a deceased person begins from the time they are transferred from the place of death to our funeral home. All our transfer staff are fully trained in conducting the transfer



in a dignified and caring manner whether the place of death is in a private home, hospital or more public place.

This standard of care continues right through the entire process of the funeral preparations.

When you advise us of the death we will ask you whether we are able to carry out our normal preparations. At this stage we are seeking your verbal approval for us to begin embalming.

We have qualified embalmers on staff who take care of the preparation of the deceased. At all times every deceased person is handled as if family members are present: with full dignity and care. We attach a great deal of significance to the preparation for a viewing; the dressing and grooming of the deceased person is an important part of this process.

The end result of mortuary care is that the deceased person is presented in a safe, clean and hygienic way.

Eco-embalming

As part of our care and respect for a deceased person, we offer you the choice of no embalming. Alternatively we have developed various options to allow for 'light embalming', which limits the amount of chemicals used in the embalming process. We use New Zealand-made Eco products for washing the person who has died.



Our staff will be pleased to talk about the full range of options available and the consequences of any choices for the funeral that you are organising. For more information on eco funerals, see www.ecofunerals.co.nz or request a brochure at our office.

Clothing and Dressing

Before you spend time with the person who has died, we will ask you to bring in the clothing you would like them to be dressed in. When deciding on the clothing to be worn, remember to include all undergarments.

We will normally dress the person and place them in the casket. On some occasions, in accordance with cultural considerations or personal wishes, the family may choose to either dress the person who has died or assist us in this process.



Spending Time with the Person Who Has Died

Some people find it helpful to spend time with the person who has died before the funeral. This special time is an opportunity to say goodbye.

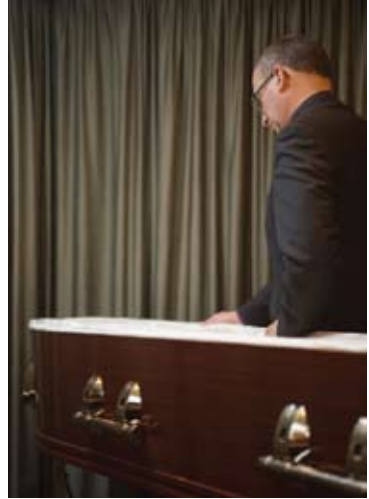
A viewing can assist in the grieving process as it allows people to begin to accept the reality of the death of the person. It can be a time to place mementos such as cards, letters, small gifts, photos, flowers and other significant objects in the casket with the person.

Some families choose to take the person home or to another venue, and they will spend some days with the person who has died. We are happy to make the arrangements that fit with your wishes and that are at a time suitable to all family members.

Children benefit from being included in the preparations for a funeral. Viewing the body of someone they love can be a positive experience as it allows them to say goodbye and helps them to accept the reality and finality of death.

Historically children were not involved in the funeral process. Today most experts would agree that children should have the same opportunity to view the deceased person and to attend the funeral if they so wish.

Viewing at our funeral home may be done between the hours of 8:30am and 5:00pm, Monday to Friday. You may also view outside of business hours by appointment.



Pall Bearers



If you are using pall bearers, it is best that you approach these people prior to the funeral service. Many friends will be honoured to assist you by helping carry the casket at the funeral. Asking for this kind of assistance may also be a useful way to incorporate service clubs that the person was a member of, or to involve cousins, nephews and nieces.

The usual way to carry the casket in New Zealand is at 'arms length'.

The method of carrying it up on the shoulder, although common in some other countries, tends to be reserved for full military or VIP funerals. However, there is no reason why it cannot be done in this way if that is what the family chooses.

Regardless of which method is used, it is preferable for six people to be available as pall bearers.

Family Transport

In most circumstances families use their own vehicles to get to the funeral service. However we can arrange to hire suitable cars, or even buses if required.



Ex Service Personnel

The local RSA is happy to attend and conduct an RSA tribute for any service person who has died. We will play the Last Post and Reveille if you would like these traditions to be part of the ceremony.

A flag may be draped over the casket and medals may be displayed on a cushion. In addition, poppies can be supplied to those wishing to come forward and place them on top of the casket during this ceremony.

Service personnel are entitled to be buried in a subsidised plot in most cemeteries. The plaque or headstone on these graves is also subsidised by the New Zealand Government.

If you do not know the service details of the person who has died, we are able to obtain these details from Personnel Archives at the Department of Veterans Affairs on behalf of the family.



Orders of Service

(Service Sheets) and Thank You Cards

Orders of service may be printed for handing out at the funeral service. These sheets may include a photo (black and white or colour) of the person who has died. We need details of what is required at least 24 hours before the funeral service.

Bereavement or thank you cards may feature the photo from the order of service and can be printed for you to send out after the funeral. These cards can be a nice way of acknowledging the support of family and friends following a death.



Recording the Funeral Service

Harbour City Funeral Home can arrange to have an audio, video or DVD recording of the service at your request.

Audio Visual Tributes

Our creative staff can put together an audiovisual display of photos selected by the family. This display can be a powerful way to personalise a funeral service.

All you need to do is select 30–70 photos and pass them on to your funeral director 48 hours before the service, and we will do the rest. You may provide the photos as scanned images (jpeg) on a disk or flash drive.

You may also select one or more pieces of music to accompany the data presentation.



Memorial Book

If you would like to know who has attended the funeral you may find it useful to have a memorial book for people to sign. We do our best to ensure that everyone signs the book as they arrive for the funeral service or before they leave.

You are of course welcome to provide your own book for this purpose.



Online Tributes

You may also choose to create an online tribute book where friends and family may leave comments or messages at any time. For more on the Tributes website www.tributes.co.nz see the Helpful Websites section on page 41.

Bereavement Support

We offer a bereavement support service. Our co-ordinator will write to you following the funeral service outlining what it involves.

The service is designed to provide you with assistance should you feel you need this following a death. Our bereavement co-ordinator will provide a safe environment to discuss any aspects that may be causing you concern.

This service is open to any members of the family who may benefit from the support service. Using it is entirely optional.



Christmas Memorial Service

Each year in December we invite family and friends to attend a special Christmas Service of Remembrance at Old St Paul's in Thorndon. We provide a free bus from Upper Hutt and Lower Hutt to make it easier for people to travel in.

We find that the Christmas Memorial Service helps people gather strength from others and we receive many favourable comments from families who attend.



Bus Service to Makara Cemetery

In 1992 we started the first private bus service to Makara Cemetery. This service operates on the third Wednesday of each month. Feel free to make contact with our office to arrange for a timetable to be posted out to you.

Death Certificate

On the day of the funeral Harbour City Funeral Home electronically registers the death of the person who has died. Following this online registration, Births, Deaths and Marriages processes it and posts out the death certificate to us, usually within five working days. We forward the death certificate directly to you or to the solicitor who is dealing with the estate.

We can also provide you with JP-certified copies of this certificate. These copies are helpful when dealing with organisations that require proof following a death in the family.

We are legally required to include certain information when registering a death. We obtain this information from you while making the funeral arrangements with you. It is important that this information is accurate as far as possible. We give you a copy of the information we have gathered so that you can proofread it before we register the death.

If the death has been referred to the Coroner, you will notice the words 'subject to coroner's findings' in the cause of death section. This means that the official cause of death was not available at the time we registered the death. It is possible to update the death certificate once the Coroner has concluded his or her enquiries and ascertained the cause of death.



Payment

The funeral account is posted out generally within 10 days of the person's death. It is sent to the person who authorised the funeral or to the solicitor handling the estate. The original death certificate is included with the account.

The funeral account is due for full payment six weeks from the date of death. The funeral account is made up of our fees, the casket, and any other charges that we have paid out on your behalf.

Although an account service fee is included, it is waived if the account is paid in full on or before the due date.

It is our expectation that the funeral account will be paid on time. If payment is a problem, please let us know as soon as possible so that we can suggest ways to help.

If required, extended credit may sometimes be arranged. However, you need to discuss this option with the funeral director while arranging the funeral as you need to fill in credit application forms prior to the funeral service.

An estimate of the cost of the funeral will be left with you after you have made the funeral arrangements with the funeral director.

We accept payment by cash, cheque, direct credit, Eftpos or credit card.



Financial Assistance

The two most common grants available to families are the Work and Income funeral grant and the Accident Compensation Corporation (ACC) funeral grant.



We can assist you in applying for either of these grants where appropriate.



Compassionate Airfares

Some airlines operating in New Zealand offer compassionate airfares to immediate family members travelling to a funeral. You should check with the airline you are travelling on whether the ticket you are travelling on is able to be discounted in this way.

If a discount is possible, we will provide you with the form that needs to be completed and returned to the airline, along with a supporting letter from our company.

To write our supporting letter we need the following:

- the full name of the person on the ticket
- the traveller's relationship to the person who has died.

Probate

Probate (a term coming from a Latin word meaning 'proof') is the procedure by which the courts recognise a will as authentic.

The executors of the will must obtain probate from the court so that they have authority to deal with the deceased's assets (and liabilities) and to enable distribution of the estate in accordance with the will.

The Registrar of the High Court carries out probate after receiving an application from the executors. This task involves establishing that it was in fact the testator (the maker of the will) who died, that the will was properly signed and attested, and that executors have been appointed.

For advice on estate matters we would recommend that you contact your solicitor or an organisation such as the Public Trust.



Headstones and Plaques

We have catalogues for headstones and plaques that show you the different options available. When you are ready to talk about choosing one, you can make contact with us and we will be happy to discuss options and arrange for a quote for you to consider. We also have examples of the various granite options that are available.

If the headstone or plaque requires a second inscription, it can be included on the funeral account.



Eco Burials

Natural burial at Makara Cemetery: the best option for the environment

If you want to make the best choice for the environment, consider the option of a natural burial at the Makara Cemetery. This option is open to anyone; you don't need to be a ratepayer in Wellington. In contrast to other cemeteries, there are no additional charges for those living outside the Wellington district.

The concept

The unique sense of place of Makara Cemetery has been achieved through a clear guiding concept: the central idea is that everything about the cemetery is as 'natural' as possible. In essence, we will not introduce anything to the cemetery that would interfere with or pollute environmental processes.

For example, to help natural processes, plots are dug only into the active soil layer, the deceased are not embalmed and they are buried in caskets of untreated, sustainable wood. Plots are filled with aerobic, organically active soil, and overplanted with a tree native to the area. The whole cemetery is gradually restored to native bush.



All of the body nutrients and matter will be gradually absorbed by the surrounding soil and plants. It is intended that the cemetery will become a permanent bush park – a living memorial to those buried there, a home for native flora and fauna, and a beautiful place for family and friends to visit.



Key features of a natural burial

No embalming: Bodies buried on this site must not be embalmed. The purpose of this requirement is to speed up the natural processes of returning the body and its nutrients to the soil, and to reduce the amount of artificial materials we introduce to the soil.

Burial in the upper soil layers: Bodies will be buried within the active soil layer or as close to it as possible. Depth will vary according to the soil conditions. Plots will be partly refilled with compost to help enrich the soil.

Trees: A native tree will be planted at the head or base of the plot. You can choose it from a dozen nursery plants. These trees are the basic building blocks of a native habitat restoration programme.

Over time, other trees will be planted over and around the plot. To improve survival, the Wellington City Council will not plant trees for plots in summer.

Caskets: You must use a casket approved by Natural Burials. These caskets will be made from sustainably grown and harvested woods, with no chemicals or artificial compounds used in the treatment of the wood or the manufacture of the casket or its accessories.

Plot markers: A non-treated wooden post is sunk into the ground at the head or foot of the plot. You or your family can include on the post cap and sides a poker-burnt engraved inscription of your choice. The marker is designed not to be permanent. However, the plot and details of the person buried there are marked and drawn on a map held by the council.

Maori Funerals

Eddie Kaumoana of Te Mangungu Marae in Naenae is Harbour City Funeral Home's funeral consultant and Kaumatua. He makes himself available to us and to Maori families who seek assurance that their culture will be respected. Eddie has been working in this area for 41 years, and he is well known in our local community.



We work with Eddie to ensure that the funeral experience is as positive as possible for everyone within the Maori culture. Our funeral directors have learnt and understand that the Maori culture requires the deceased person not to be left alone, where possible. Out of respect for this requirement we always endeavour to provide a prompt service so that the deceased is returned home or to their local marae as soon as possible.

The option of the family dressing the deceased is always available. We consider it a privilege to be able to assist families with this task when requested to do so.

Our company has a hearse available for hire to families wishing to transport the deceased to another town for burial.

Cultural Awareness

The Wellington and Hutt Valley region is home to many different cultures and religions. We have established strong relationships over many years with a wide range of community groups, so you can be assured that we will do everything we can to accommodate your own community practices and protocols.

Given that many of these community groups are small, we have often become good friends as well as the trusted funeral directors within them.

Membership of Professional Organisations



Caring Funeral Professionals

Funeral Directors Association of New Zealand (FDANZ)

FDANZ, established in 1937, is the largest national association of funeral directors in New Zealand. FDANZ represents the majority of New Zealand funeral directors, who together are responsible for arranging and directing over 80% of all funerals in the country. With FDANZ members you can be assured of receiving expert advice from an authority in the field – from someone whose understanding of the costs, processes and necessary care has been gained from industry experience. Members are subject to a strict Code of Conduct, underpinned by the Code of Ethics to which FDANZ subscribes. Their adherence to these codes gives you both peace of mind and quality assurance.

funeral-link

Funeral-Link New Zealand

Funeral-Link was set up following the arrival of an international chain of funeral homes, which started to purchase family owned businesses. To be a member of Funeral-Link you must be both New Zealand owned and a member of the Funeral Directors Association of New Zealand. If a company is a member of Funeral-Link, you know that you are dealing with a locally owned funeral home. Funeral-Link offers its members the assurance that they have a safe place to share ideas for the benefit of each of the participating funeral homes.

Helpful Websites

www.harbourcityfunerals.co.nz

The Harbour City Funeral Home website covers all aspects of funerals in the Hutt Valley and Wellington regions. It provides a comprehensive overview of funerals in our region.

The website has links to all of our local cemeteries. In some cases you can search cemetery records online.

In many respects the website is an electronic version of this book, although it provides more detailed information on funerals. This site would be helpful if you were planning a funeral in advance.



www.tributes.co.nz

All our funeral notices are placed on the Tributes website at no charge to our families.

Placing the funeral notice on the internet allows it to be read at any time. Features can include a map to the service venue, an ability to order flowers online or details of which organisation donations can be sent to.



Family and friends from anywhere in the world can read and place messages in the tribute book – there is no cost to leave or read comments and no restriction to the amount of words that can be placed. Tribute pages and tribute books may be printed at any time.

Another feature of the website is that the family can add a personal history about the person who has died. This is a good location to include eulogies read out at the funeral service.

Additional features with a minimal cost are:

- placing photographs in a special online photo album; and
- uploading a photo presentation (photographs set to music) if it featured in the funeral service, so that is available for viewing at any time by friends around New Zealand or overseas who were unable to attend the service.

The website is safe and secure – all comments, photographs, photo presentations and personal histories are checked by the funeral director or the tributes administrator before being uploaded to the website.

The tribute page stays active for 13 months. After that time you can choose to renew your registration annually at a minimal cost. Even if you do not renew the tribute, the funeral notice will stay on the site indefinitely at no cost to you so that future generations will be able to view notices from the past.

www.catholicfunerals.co.nz

For those of the Catholic faith, we have designed the Catholic Funerals website with the support of the Archdiocese of Wellington. This website allows you to plan a Funeral Mass; it provides you with all of the approved Bible readings, as well as many hymns.

The website also sets out the Catholic Church's approved policies in relation to funerals within the Church.

As well as creating an electronic plan for a Funeral Mass with the 'Funeral Mass Planner Guide', you can save your plan to your computer, or email it to family, friends or the priest who is participating in the funeral.



The Pre-paid Funerals website is designed to give you information about pre-arranged and pre-paid funerals in New Zealand.

For a long time many of us haven't liked to think about funerals. Yet today more and more people are changing this way of thinking and finding that it makes a lot of sense to pre-arrange their funeral and/or join a pre-payment plan.

Throughout our lives we plan for almost every financial eventuality we may face. Pre-arranging and/or pre-paying for our funeral makes sense as a way to help relieve your family of emotional and financial worries when the time comes. The Funeral Directors Association of New Zealand recommends and endorses this pre-paid funeral plan.



The Eco Funerals website responds to the growing awareness of our impact on the environment, including the way we leave this world. Some people want to personalise their funerals while considering how their choices affect the environment. This website explains the eco-friendly funeral options available to you, and helps you to make well-informed choices.



Eco Funerals recognises that our own funeral marks the end of our call on the earth's resources and, just as in life, involves a number of choices that can impact, to a greater or lesser degree, on the environment. These choices include whether or not to embalm, the type of casket to use, and burial or cremation.

With the arrival of international ownership of a number of New Zealand funeral companies, Funeral-Link New Zealand was set up to assist New Zealand-owned funeral directors. It provides a central reference point for information relating to funerals and offers assistance when a bereavement occurs. You can be assured that all of the companies listed on this site are 100% New Zealand owned.



We believe that it is important to deal with locally owned funeral companies. When you are working with a member of Funeral-Link anywhere in New Zealand, as identified on this website, you have the assurance that you are dealing with local people who care about their communities.

Personal Profile Record



Surname:

First names:

Residential address:

Date of Birth:

Place of Birth:

Full name of father:

Father's occupation:

Full name of mother:

Mother's occupation:

Mother's maiden name:

To whom married/civil union:

Town/city of marriage

Your age at marriage

To whom married/civil union:

Town/city of marriage

Your age at marriage

continued ...

To whom married/civil union: _____

_____ Town/city of marriage	_____ Your age at marriage
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Names and ages of your children

_____	_____
_____	_____
_____	_____
_____	_____

Funeral directions:

☐ I wish to be buried. ☐ I wish to be cremated.

Venue of service:

Celebrant/minister: _____

Hymns/readings/music/donations:

Name of solicitor who holds my will:

Funeral Service Details



Service to be held at:

Date: _____

Time: _____

Followed by:

Venue: _____

Officiant: _____

Telephone: _____

Casket: _____

Viewing at: _____

Flowers: _____

Things to follow up:

☐ Clothes _____

☐ Photos for service sheet/thank you cards _____

☐ Photos for DVD tribute _____

☐ Select music or hymns _____

☐ Meet with celebrant/minister _____

☐ Prepare eulogy or tribute _____

☐ Select cemetery plot _____

Notes

