

## PROCEDURES FOR FUNERALS & BURIALS AT SAINT JOHN'S CEMETERY

### FUNERAL OF A PARISH MEMBER WITH A BURIAL PLOT IN ST. JOHN'S CEMETERY

Phone call comes in to the Pastoral Minister (Sue) from either the Funeral Home or the family member. Sue:

1. Completes the Funeral Sheet with information that is known
2. Contacts Fr. Dave for his availability; contacts Donna for parish calendar options and availability of Church, Gathering Space and Lower Church.
3. With the funeral home, sets the date and time of the funeral, visitation, funeral lunch, burial and the date/time of the meeting with the family.
4. Makes copies of the Funeral Sheet and circulates them to Joyce (Liturgy), Deb/Cathy/Linda (Cemetery), Donna (Membership updates and staff/school notification)
  - Sue arranges for the altar servers and notifies the funeral lunch coordinator
  - Joyce arranges for the lector, cantor and organist, notifies Sue (In Joyce's absence, Sue arranges for the Lector, cantor and organist; in Joyce and Sue's absence, Fr. Dave arranges for the Lector, cantor and organist.)
  - Donna notifies Maintenance, the School Office and staff members as to the deceased's name, date and time of the funeral. She prepares a Funeral compact disk (CD) for Fr. Dave's use. She also updates LOGOS, the white card, the bulletin, the Book of the Living, the Death Book, Cemetery Book and notifies the Ste. Anne's president (if the deceased was a member of Ste. Anne's). Upon completion of these tasks, she hands her completed sheet back to Sue.
  - Deb checks the Cemetery alpha and mapping books and card file, confirming the section, lot and grave site of the deceased. She then notifies John Parker of the deceased's name, burial site and the date and time of the burial. Her updated copy of the Funeral sheet is placed in Cathy's mailbox.
  - Cathy (Collova) retains this copy of the Funeral Sheet until she receives the payment for the burial (usually received at the time of the funeral/burial), the Clergy Record, the Burial Permit and, possibly, a payment for a monument/and installation. She records the information on Shelby and the Funeral sheet and gives the completed sheet to Linda (Cincotta).
  - Linda, upon receiving the completed sheet, the Clergy Card and Burial Permit from Cathy, updates the Cemetery's computer database, the alpha and mapping books and the Cemetery cards with the deceased's name, age, date of burial, date of death, Funeral Home and whether it was a casket/cremation burial. After these are completed, she hands this copy of the Funeral sheet back to Sue. The Clergy Card and the Burial Permit are stapled together and placed in the Permit Folder.
  - Sue updates her original Funeral planning sheet with the updated information from the sheet that was given to Deb/Cathy/Donna and the sheet that was given to Donna. The original, now completed, Funeral sheet is filed in the 3 Ring Funeral/Burial Binder.

### NON-PARISH MEMBER WITH A BURIAL PLOT (no funeral/service at St. John's)

*Where the situation is: the deceased has a burial plot in Saint John's Cemetery, but is not a current member of Saint John's Church of Little Canada*

- Funeral Home or John Parker notifies Deb/Cathy or Linda of the name of the deceased and the date/time of burial. **Please note:** Opening & closing payments are required to be paid at the time of burial (Funeral Home drops it off at parish office). Installation of markers/monuments cannot be made until payment is received by St. John's.
- Deb completes a Burial Sheet for a Non-Member from information she has received from either the Funeral Home or John Parker, checks the Cemetery alpha and mapping books and card file, confirming the section, lot and grave site of the deceased. She then re-notifies John Parker of the deceased's burial site and the date

and time of the burial. Her updated copy of the Funeral sheet is placed in Cathy's mailbox.

- Cathy (Collova) retains the copy of the Burial Sheet until she receives the payment for the burial, the Clergy Record the Burial Permit and, possibly, a payment for a monument/and installation. She records the information on Shelby and the Burial Sheet and gives the completed Sheet to Linda (Cincotta)
- Linda, upon receiving the completed sheet, the Clergy Card and Burial Permit from Cathy, updates the Cemetery's computer database, the alpha and mapping books and the Cemetery cards with the deceased's name, age, date of burial, date of death, Funeral Home and whether it was a casket/cremation burial. After these are completed, she hands this copy of the Burial sheet back to Sue. The Clergy Card and the Burial Permit are stapled together and placed in the Permit Folder.
- Sue files completed Ministry form in the 3 Ring Funeral/Burial Binder.

#### **PURCHASE OF A PLOT BY A PARISH MEMBER OR RELATIVE OF A PARISH MEMBER**

*Where the situation is: the parishioner or family member is alive and this is a **pre-need purchase** of a burial plot*

- John Parker is notified by the parishioner or family member of the parishioner and arranges for the purchase of the grave(s). He gives the sales certificate and the payment to Cathy if it is a pre-need purchase.
- Cathy makes a copy of the payment, makes the deposit and records the payment in Shelby. Cathy notifies Linda and Linda types up the deed and mails it off to the owner.
- Linda then proceeds to update the alpha and mapping books, the Cemetery cards and the Cemetery computer database with the owner's name/address and phone number, date of purchase, purchase amount, and number/locations of graves. It is helpful to add the spouse's name and/or the remainder person's name as of the date of entry.
- Linda files the paperwork and the copy of the deed in the appropriate deed file in the Cemetery firesafe

*Where the situation is: the parishioner or family member is deceased and needs a burial plot in Saint John's Cemetery as part of St. John's funeral and burial arrangements. [Funeral arrangements are made as noted above.]*

- John Parker is notified by the parishioner or family member of the parishioner and arranges for the purchase of the grave(s).
- John gives the payment and sales certificate to Cathy and Cathy makes a copy of the payment, makes the deposit and records the payment in Shelby. Cathy hands off the sales certificate and copy of payment to Linda.
- Linda types up a deed for the Remainder Person and sends the completed deed to the Spouse and/or Remainder Person.
- John gives the information to Deb so that she can complete the Funeral or Burial Sheet
- Deb completes the Funeral or Burial Sheet and hands it on to Cathy.
- Cathy (Collova) retains the copy of the Burial Sheet until she receives the payment for the burial, the Clergy Record the Burial Permit and, possibly, a payment for a monument/and installation. She records the information on Shelby and the Burial Sheet and gives the completed Sheet to Linda.
- Linda, upon receiving the completed sheet, the Clergy Card and Burial Permit from Cathy, updates the Cemetery's computer database, the alpha and mapping books and the Cemetery cards with the deceased's name, age, date of burial, date of death, Funeral Home and whether it was a casket/cremation burial. After these are completed, she hands this copy of the Funeral or Burial sheet back to Sue. Sue files completed Ministry form in the 3 Ring Funeral/Burial Binder.
- The Clergy Card and the Burial Permit are stapled together and placed in the Permit Folder.