**DECEASED DETAILS ADVICE FORM**

Call the Parish on 93705035 to check for bookings for funeral date, Complete the below Asap and email to St Monica’s Church as an attachment. Email: [mooneeponds@cam.org.au](mailto:mooneeponds@cam.org.au)

|  |
| --- |
| Full Name of Deceased: |
| Residence: |
| Marital Status: Age: |
| Date of Birth: Date of Death: |
| Family Contact: Phone number: |
| Relationship to Deceased person: |
| Family contact’s mailing address: |
| Family contact email address: |
| Funeral Date: |
| Time of Funeral: |
| Mass or Prayers: |
| Singer / Musician: Phone number: |
| Committal time & Place: |
| Celebrant Name : |
| If not from St Monica’s please supply celebrant Contact PH |
| Celebrant email : |
| Use of Audio Visual( Church Double Sided Screens & Laptop) required: Y or N |
| Funeral Director: Phone number: |
|  |

 **PARISH OFFICE CHECKLIST FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
|  | Booking form received into Parish Office – acknowledge receipt to the sender and check with priest on availability before confirming to funeral director |
|  | Place booking into I calendar for the church and copy the booking to all office staff as invitees . copy this form into the booking date on I calendar |
|  | If celebrant is from another parish – email them this form as well via invitees in I calendar |
|  | Print out a copy of this booking and put it into Father Tony’s/Fr. Andrew’s intray |
|  | Add the recently deceased name into the next bulletin notes in I calendar |
|  | File in Funerals Booked File |
|  | Check form details for any additional information which may require bookings or follow up |
|  | 8 weeks on move into the bereavement folder recently deceased file for follow up |
|  | Invited to next bereavement mass |
|  | Bereavement card sent within 4-8 weeks |
|  | Name of Bereavement Volunteer: |
|  | Notes: |