**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

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| 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: |
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  **PARISH OFFICE CHECKLIST FOR OFFICE USE ONLY**

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|  | 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:  |