



L'ÉGLISE COPTE ORTHODOXE  
DE LA VIERGE MARIE

VIRGIN MARY  
COPTIC ORTHODOX CHURCH

## Overview of Steps - in case of a Death

1. Report the death	<ul style="list-style-type: none"> <li>○ At the Hospital</li> </ul>
2. Purchase lot from Graveyard	<ul style="list-style-type: none"> <li>○ <b>Contact:</b> Tante Rita Mikhail 514-676-6257 [Saint-Hubert] Cimetière Régional Saint-Maxime Rue : boulevard Sir-Wilfrid-Laurier Ville : Longueil Région : Montérégie Province, Pays : Québec, Canada</li> </ul>
3. Inform Priest	<ul style="list-style-type: none"> <li>○ <b>Contact:</b> Fr. Saraphim: (450) 672-0404 or Father Tadros El-Masry: (514) 238-4255 or Fr. Kyrillos Mourad: (438) 862-2279</li> <li>○ confirm funeral date</li> <li>○ confirm condolences date</li> <li>○ provide names of family members for telephone announcement and weekly announcement</li> </ul>
4. Contact the Funeral home ( suggestion: <a href="#">Maison D'arche</a> )	<ul style="list-style-type: none"> <li>○ confirm funeral date</li> <li>○ Take an appointment for arrangements/payments</li> <li>○ Mention that you are part of the Virgin Mary Coptic Orthodox Church profile</li> <li>○ select casket/flowers etc.</li> </ul>
5. Fill in Church Registry form for deceased person	<ul style="list-style-type: none"> <li>○ <b>Contact:</b> Tante Rita Mikhail 514-676-6257</li> <li>○ Church Registry Form is enclosed</li> </ul>
6. Graveyard Arrangements [Saint-Hubert] Cimetière Régional Saint-Maxime Rue : boulevard Sir-Wilfrid-Laurier Ville : Longueil Région : Montérégie Province, Pays : Québec, Canada	<ul style="list-style-type: none"> <li>○ <b>Contact:</b> Tante Rita Mikhail 514-676-6257</li> <li>○ Confirm lot# and digging date</li> </ul>
7. Prepare eulogy for church (optional)	<ul style="list-style-type: none"> <li>○ For Church service</li> </ul>
8. Prepare Clothing	<ul style="list-style-type: none"> <li>○ Bring clothing to funeral home</li> </ul>
9. Prepare an electronic picture	<ul style="list-style-type: none"> <li>○ Bring electronic picture of the deceased to funeral home</li> </ul>
10. Prepare framed picture	<ul style="list-style-type: none"> <li>○ Framed picture for Church service</li> </ul>
11. Plan for refreshments	<ul style="list-style-type: none"> <li>○ Refreshments after funeral</li> </ul>
12. Select monument	<ul style="list-style-type: none"> <li>○ ex. <a href="http://www.monumentsfuneraires.com/fr/index.php">http://www.monumentsfuneraires.com/fr/index.php</a></li> </ul>



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**Virgin Mary Coptic Orthodox Church  
2017 Death Registry  
Personal Information**

First Name:		Last Name:	
Address			
Social Insurance #			
Date of Birth			
Place of Birth			
Date of Death			
Place of Death			
Full Name of Father			
Full Name of Mother			
Status/ Spouse (if any)			

**Funeral Home Information**

Name:			
Address:			
Agent:		Tel	
Exposition (If any) :			

**Church Service**

Church Name			
Address			
Date of Service		Time:	

**Cemetery Information**

Cemetery Name:			
Address		Tel:	
Burial Witness #1		Relationship:	
Address		Tel:	
Burial Witness #2		Relationship:	
Address		Tel:	
Cemetery Excavation and Administration Fees Summer: 830\$ Weekdays (930\$ Saturday) Winter: 1130\$ Weekdays (1230\$ Saturday)		Paid?	



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**Burial Lot Information:**

Burial Lot Location	Rangée:	lot :
Lot price: 1250\$ CAN		Paid?
200\$ Maintenance Upgrade to 2109 payable to "Virgin Mary Coptic Orthodox Church"		Paid?
Other:		