|  |  |
| --- | --- |
| 1. **Report the death** | At the Hospital |
| 1. **Cemetery Lot**   *Suggestion****:*** *[Saint-Hubert] Cimetière Régional Saint-Maxime Rue: boulevard Sir-Wilfrid-Laurier Ville: Longueil  Région : Montérégie Province, Pays : Québec, Canada* | * **Do you already have a Lot?** * If yes,   + please provide Cemetery name, and burial lot location (aisle, lot#): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   + Continue with Step 3. * If no, please contact Nadia Henein 514 831-7377 and/or Father Tadros (514) 238-4255 and please fill in the **Cemetery Lot purchase form** on [Page 2-3] and email to [funeral@virginmarymtl.org](mailto:funeral@virginmarymtl.org) * and then Continue with Step 3 |
|  |  |
| 1. **Inform Priest** | 1. **Contact**: Fr. Saraphim: (450) 672-0404 or Father Tadros El-Masry: (514) 238-4255 or Fr. Kyrillos Mourad: (438) 862-2279 2. Confirm **funeral date**  * Confirm **condolences date** * Provide **family member names** for telephone announcement and email/ church site announcements |
|  |  |
| 1. **Contact the Funeral Home** *Suggestion:* [Maison D'arche](https://www.dignitymemorial.com/funeral-homes/brossard-qc/la-maison-darche-services-funeraires/3133) because they have agreed to give our congregation a reduction. | * Confirm funeral date * Take an appointment for arrangements/payments * Select casket/flowers etc. |
|  |  |
| 1. **Fill in Church Registry form for deceased person** | * Please fill in the **Church Death Registry Form** ([link](http://virginmarymtl.org/wp-content/uploads/2023/11/VMCOC-Death-Church-Registry-20231124-Filler.pdf)) for the deceased person and email to [funeral@virginmarymtl.org](mailto:funeral@virginmarymtl.org) * Continue with Step 6 |
| 1. **Cemetery Arrangements** | * Provide lot# and digging date and time of burial to Cemetery |
| 1. **Prepare Eulogy for church** (Optional) | * For Church service |
| 1. **Prepare Clothing** | * Bring clothing to funeral home |
| 1. **Prepare an electronic picture** | * Bring electronic picture of the deceased to funeral home |
| 1. **Prepare framed picture** | * Framed picture of the deceased for Church service |
| 1. **Plan for refreshments** (Optional) | * Make necessary arrangements for Refreshments after funeral |
| 1. **Select monument** | * ex. <http://www.monumentsfuneraires.com/fr/index.php> |

**In case of a Death**

**Purchasing a Cemetery Lot**

Virgin Mary Coptic Orthodox Church has lots located at:

*Cimetière Régional Saint-Maxime  
Rue: boulevard Sir-Wilfrid-Laurier  
Ville: Longueil   
Région: Montérégie  
Province, Pays: Québec, Canada*

These are available for purchase from the church at a cost of **$1,850 per lot**. Each lot can hold two caskets, one on top of the other.

In the case of a burial, the cemetery will take care of preparations both before and after the burial at a cost of **\*$930**.

This will be paid directly to the cemetery.

\*Note: This is subject to excavation costs remaining the same. In other words, it could increase in the future.

To make a purchase:

1. Contact Nadia Henein at (514 831-7377)
2. Make payment in the form of cash, check in the name of “Virgin Mary Coptic Orthodox Church” or e-transfer
3. Complete attached form and submit at [**funeral@virginmarymtl.org**](mailto:funeral@virginmarymtl.org)
4. Once the form and payment have been received, you will get a contract for the purchased lot.

**Cemetery Lot Purchase Form**

Please fill in and email form to[**funeral@virginmarymtl.org**](mailto:funeral@virginmarymtl.org)Contact person: Nadia Henein

Name of Purchaser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) to appear on certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of lots required: \_\_\_\_\_\_

(Note: Each lot holds two caskets)

Form of payment: \_\_\_ E-transfer

\_\_\_ Check, (# and Date) \_\_\_\_\_\_\_\_\_\_

\_\_\_ Cash

Preferred language for Certificate: \_\_\_\_ English **\_\_\_\_** French