|  |  |
| --- | --- |
| 1. **Report the death**
 | At the Hospital |
| 1. **Cemetery Lot**

*Suggestion****:*** *[Saint-Hubert] Cimetière Régional Saint-MaximeRue: boulevard Sir-Wilfrid-LaurierVille: Longueil Région : MontérégieProvince, 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
* 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. Ref. [Price List in French](http://virginmarymtl.org/wp-content/uploads/2024/04/Entente-nouvelle-version_FRANCAIS.docx) and

[Price List in English](http://virginmarymtl.org/wp-content/uploads/2024/04/Entente-nouvelle-version_ANGLAIS-1.docx) | * 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
* 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 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**
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**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