

Death & Funeral



FIRST CONTACT:

1. Prior of Community contact Provincial Office (i.e. Provincial, Vice Prior Provincial, Secretary)

Obtain exact date and time of death

If time permits, check driver's license and contact Provincial office re Organ Donation

Obtain name, address, and phone of the Funeral Home to be used

2. Provincial Office notify Director at Carmelite Media

- a. Director would provide all the information for the obituary

- b. Obituary will be handled by Funeral Home

- c. Other information would be prepared by Carmelite Media Center including where and in what newspapers it would be listed

3. Provincial Office reviews and shares from deceased member's file any specific requests made by the deceased re:

Person to handle his personal belongings

Place of celebration and burial

Celebrant

Homilist

Music requests

People to be notified

4. Establish early who would be the main contact person in charge if different from the Prior.

5. Person who makes the funeral arrangements should consult with family members and consider their involvement in the planning. It should be made clear that the Carmelites are in charge and that the personal belongings must be handled by the Carmelite so designated.

Select a casket; bring a set of underwear; brown habit and white cloak; shoes to funeral home

Brown habits and white cloaks are available at the Provincial Office if needed.

6. Information needed by the Funeral Director:

- a. Wake: Date, Place, Time

- b. Mass of Resurrection: Date, Place, Time

- c. Interment: Date, Place, Time

This information needs to be communicated to Carmelite Media & Provincial Office

7. Request from Funeral Director 10 copies of Death Certificates.

These and all funeral bills need to be send to the Provincial Office.

Grave stone needs to be ordered by the person in charge when possible.

Anyone being buried at Mt. Olivet in Chicago, the grave stone is ordered by the Treasurer's Office.

8. Prayer cards are prepared by Carmelite Media. Estimate the number that will be needed at the wake. The provincial office always needs 300 memorial cards.
9. At the wake a book is provided for people to sign-in. Often a family member of the deceased Carmelite will respond to those in the book. If not, the provincial office will do this.
10. Donations and mass cards are to be given to the Provincial Office, who will acknowledge them with a thank you note.
11. If there are some refreshments provided during the wake or a luncheon for immediate family members and Carmelites, the Province will pay the expenses.
12. Provincial Secretary will advise the editor of the Ordo a.s.a.p.

After funeral details:

13. The Prior (or person designated) should forward these matters to the Provincial Office:

Vehicle (this will be discussed with Provincial Treasurer)

Social Security card and passport (s) and cash

Life insurance and/or other official papers

All credit cards

Bank book and statements

Cell phone

14. Medical equipment should be returned to Rental Place
15. Pertinent data should be recorded in the Provincial Office database and Carmelite Directory.
16. The Provincial Office will notify Curia in Rome. This is usually done by the official death notice.
17. Files in the active files in the Provincial Office will be removed to Provincial Archives