

Completing arrangements without a funeral director: Families are **REQUIRED TO FAX OR PRESENT IN PERSON** all documents to the cemetery office 48 hours before the committal service. A committal service will not be scheduled unless this step is completed. **Families are encouraged to pay all cemetery fees 48 hours in advance** to avoid last minute confusion on the day of committal.

Additional concerns: Overtime charges may apply based on the time the funeral arrives at cemetery office. Incidental fees, e.g. affidavit processing, may also apply. Families should be prepared to pay these charges in full prior to inurnment. **Cancellation fees** will apply for cancelling a scheduled committal service.

On the date of the committal service, review and prepare for the following items:

**CHECK LIST FOR
COMMITTAL SERVICE**

1. The cremated remains.
2. Payment method for all cemetery fees (certified or bank check, Master, Visa, Discover or bank debit card accepted).
3. The original Cremation Certificate.
4. The original Cemetery Certificate (and/or required affidavit if instructed).
5. A notarized letter from the current holder or next of kin who is completing these arrangements for inurnment and their relationship to the deceased.
6. Priest Line Certificate (when required).

CATHOLIC CEMETERIES
Diocese of Rockville Centre

Cemetery of the Holy Rood
111 Old Country Road - PO Box 182
Westbury NY 11590-0182
Phone: 516-334-7990
Fax: 516-333-2837

Holy Sepulchre Cemetery
3442 Route 112, Coram NY 11727
Phone: 631-732-3460
Fax: 631-732-3476

Queen of All Saints Cemetery
115 Wheeler Road, Central Islip NY 11722
Phone: 631-234-8297
Fax: 631-234-8632

Queen of Peace Cemetery
Old Westbury NY
(under development)

Managed Services for Parish Cemeteries:

St. Boniface Cemetery, Elmont
St. Francis de Sales Cemetery, Patchogue
St. John of God Cemetery, Central Islip
St. John the Evangelist Cemetery, Riverhead
St. Patrick Cemetery, Brookville

For additional information, visit our website:
www.holyroodcemetery.org

Updated March 2017

*A Planning Guide
for Inurnment of
Cremated Remains*



***Catholic Cemeteries
Diocese of Rockville
Centre***

Cremation is Not the End It is Preparation for Memorialization

Each year on Memorial Day in the United States and Remembrance Day in Canada, thousands of individuals travel to local cemeteries and memorial parks to pay their respects to departed family members and friends. This once-a-year event, originally established to honor our war dead, signals the time for taking plants to gravesites, placing flowers in vases, and meditating in churches and chapels.

Visits to final resting places, however, are not limited to just this one day. Throughout the year people remember those who are no longer with them by going to the areas where special memorials have been established.

Remembering those who have died is not a modern-day phenomenon. Thousands of years ago when the funeral pyre and the "sacred flame" were used, survivors fashioned beautiful urns to hold the cherished remains from what they termed the "purifying fire."

Today, cremation has advanced from the crude funeral pyre to modern scientific methods. It is only in the handling of those "cherished remains" that we link up with the past.

We recognize, as did those individuals long ago, the importance of memorialization.

Cremated remains should never be mailed to the cemetery office.

View the urns offered by Catholic Cemeteries and their prices or learn about the Catholic Teaching on Cremation at www.holyroodcemetery.org

Cremation Committal Services when arranged by families

Catholic Cemeteries encourages cremation burial to follow the same process as a funeral with a casket. Use of a funeral director's services, funeral mass at the parish, and a blessing at the grave-side, crypt or cremation niche is recommended and encouraged.

However, cremation affords families the occasion to handle burial arrangements without the assistance of a funeral director. For these arrangements, the following procedures and guidelines are recommended for your review.

Before purchasing a cremation urn, families should review the cemetery's rules and regulations regarding the appropriateness of the container and the maximum permitted urn size for the intended burial space.

For **inurnment in a cremation niche**, review the regulations for your niche type which are specified in the printed rules signed at the time of purchase. Glass front cremation niches have additional restrictions concerning the overall characteristics of urn type, composition, inscription and epitaphs on the urn to be displayed.

For **inurnment in a cemetery plot**, confirm cemetery requirements prior to purchasing an urn. All urns are placed in a vault prior to burial and the **maximum urn size should not exceed 12.5" Long x 6" High x 7.5" Wide**.

Families should appoint one member as a spokesperson to set up a 20-30 minute telephone call to the cemetery office (generally one week before the intended burial date).

Before contacting the cemetery office, family members may wish to locate and review the following:

1. Home parish/ funeral liturgy information;
2. Cemetery certificate;
3. Cremation certificate;
4. Notarized statement of relationship;
5. Urn type selected, its size, and review the restrictions for the burial space.
6. **Additional concerns:** Select an acceptable inurnment date for both family and cemetery schedule. Is the selected time a recommended burial time for the cemetery or will it warrant additional overtime charges?
7. Will this service be conducted in the cemetery chapel and conclude there? Or will the service take place next to the burial site? (Families may choose one, but not both places).
8. Do you wish to have clergy present for the committal service?
9. Determine amount and method for payment of required inurnment fees.
10. Since people may arrive separately rather than in a traditional funeral procession, it is recommended that all attendees be informed of the exact service location and gathering time. It is not recommended to just arrive at the cemetery or ask family members to call the cemetery office for this information.