

Families completing arrangements without a funeral director are **REQUIRED TO PRESENT IN PERSON OR FAX** all documents to the cemetery office **48 hours** before the committal service. Your committal service will not be scheduled unless this step is completed.

*On the date of the committal service family members may wish to review and prepare for the following items:*

#### **CHECK LIST FOR COMMITTAL SERVICE**

1. The cremated remains;
2. Payment method and all cemetery fees;
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 completing these arrangements for burial and their relationship to the deceased;
6. Priest Line Certificate (when required).

*Cremated remains should never be mailed to the cemetery office.*

**Additional concerns: Late fees** apply at the time of arrival at the cemetery office. Families should be prepared to pay in full these charges. Incidental fees (for example an opening affidavit fee when the original certificate is not presented) must also be paid in full at the cemetery office before the committal service. **Cancellation fees** apply for canceling a scheduled committal service.

#### **CATHOLIC CEMETERIES**

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

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

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

**[www.holyroodcemetery.org](http://www.holyroodcemetery.org)**

## *A Planning Guide To Bury or Inurn Cremated Remains*



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

*Updated September 2009*

## 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 long-ago individuals the importance of memorialization.

*View the urns offered by Catholic Cemeteries and their prices or learn about the Catholic Teaching on Cremation at [www.holyroodcemetery.org](http://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 graveside, 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 burial 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 a priest present for the committal service?
9. Determine payment of fees required for burial or inurnment?
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.