

## Burial Register Entries

## Policy No. 821

**Policy Statement:** Complete information for each death, funeral service and burial is to be legibly entered in the hard bound Burial Register.

**Definitions:** **Funeral Mass** is a Mass in the presence of the body or cremated remains, a short time after death.

**Memorial Mass** is a Mass celebrated some-time after the burial has taken place.

**Graveside Service** is a prayer service at the gravesite at the time of interment of the remains or cremated remains.

**Burial/Interment** is placing a remains or cremated remains in a cemetery grounds or columbarium.

**Procedure:** Entries in the Burial Register must be **clearly printed** using a permanent black ink pen.

The information required as the columns generally appear (there may be some variation) in the hard bound Burial Register:

### **Information required for each column:**

#### **Column 1 NO. (Number)**

- List the entries chronologically:  
No. / Year ▶ 1/2010, 2/2010, 3/2010 ...

#### **Column 2 Name**

- Name of the person exactly as it appears on the Certificate of Death.
- Surname must be underlined ▶ Clarence Jones

#### **Column 3 Date of Death**

- Date of death as it appears on Certificate of Death  
▶ 21 January 2009

#### **Column 4 Age**

- Indicate age of the deceased ▶ **93**

#### **Column 5 Name of Witness (Spouse, Siblings, Children ...)**

- Name of spouse, siblings, children witnessing the funeral ▶ Jill Jones (spouse), Frank Jones (son).
- One or two names are sufficient as witnesses.



**Column 6 Clergy**

- Print the name of the clergy officiating. In most Burial Registers, there is a space provided for the signature of the clergy. However the clergy is not required to sign the burial record.

**Column 7 Sacrament**

- Date and reception of the “Sacrament of the Sick”
  - ▶ 20 January 2009 Sacrament of the Sick

**Column 8 Re-title Funeral Service**  
**~~Burial-Date~~ Funeral Service**

- Date and place of Funeral Mass/Graveside Service
  - ▶ 27 January 2009, St. Agnes, Edmonton (Funeral Mass)

**Column 9 Burial Date and Place**

- Date and place of Burial (Name & Location)
  - ▶ 27 January 2009, St. Anthony Cemetery, EdmontonIf the name and location of the cemetery or columbarium – for cremated remains – are unknown at the time of recording the burial/death, write “burial at a later date.”

**Column 10 Additional Information**

- Funeral Home
  - ▶ Connelly-McKinley Ltd., Edmonton
- Any information after a deceased person has been buried and who is may have been a parishioner could be recorded in this column.

***Also refer to Policy:***

No. 513 Order of Christian Funerals

