



# **PREPARING FOR A CATHOLIC FUNERAL**

## **Planning Checklist**



**CATHOLIC CEMETERIES OF LONG ISLAND**

*Serving the Catholic community across Long Island since 1856*

# *When Death is Imminent or Has Occurred*

## IMMEDIATELY

- Notify close family and friends.
- Find the last will and testament, if applicable.
- Look for a planning type document or letter where the deceased identified his/her wishes.
- Look for cemetery paperwork (deed) if burial space was previously purchased. If cemetery space is needed, contact **Catholic Cemeteries of Long Island** to discuss available options.
- Look for pre-paid funeral arrangement documents.
- Call funeral home and schedule a meeting to complete funeral arrangements.
- Determine how funeral services will be paid for if no pre-paid arrangements were made.
- Notify employer – determine any employment benefits such as pension and retirement plans, and any insurance coverage through the company (e.g. life, medical, accidental death and dismemberment, etc.).
- Arrange care for any dependents or pets. If children are school-age, notify the school and their teachers.
- Secure major property. If deceased lived alone, secure home and any vehicles. Locate any other valuables such as jewelry and cash and secure them in a safe place.

## WITHIN A FEW DAYS

- If a burial space is needed, contact **Catholic Cemeteries of Long Island** to schedule an appointment to review available options and purchase the desired space.
- Meet with funeral home to arrange funeral services. Funeral home will order death certificates, contact social security, and contact cemetery to schedule the committal service.
- Find and secure for future handling any important documents such as life insurance policies, stock certificates, real estate deeds, bank statements, brokerage statements.
- Write obituary – The funeral home will assist you with an outline or template. Include any organizations for preference of donations in lieu of flowers.
- If deceased was a veteran or the spouse of a veteran, determine if there are any veterans' benefits.
- Meet with parish staff and/or pastor to arrange the funeral Mass. Decide on readings and hymns for the Mass.
- Choose funeral participants: pallbearers, who will deliver eulogy, do readings, sing, etc.

## WITHIN A FEW DAYS (CONTINUED)

- Set the funeral schedule – decide dates and time of vigil, funeral Mass, committal service.
- Determine if you will have a luncheon or gathering after the committal service. Decide on an at-home gathering or select and reserve a venue.
- Contact any life insurance companies to start their claims process.
- Secure post office mail, and if appropriate, have mail forwarded to executor's address.
- Perform more thorough check of the deceased's home, if the person lived alone. Look for anything that needs regular care. Toss any food that will expire, water plants.
- Notify and determine when appropriate to cancel any applicable insurance such as health insurance, vehicle insurance, and home owner's insurance. Note: Cancellation of any insurance of assets should not be done until the assets have been sold or transferred. If deceased was on Medicare, the Social Security office will inform them of the death, but if your loved one had Medicare Prescription Drug Coverage (Part D), a Medicare Advantage plan and/or a Medigap policy, you will need to contact each to cancel.

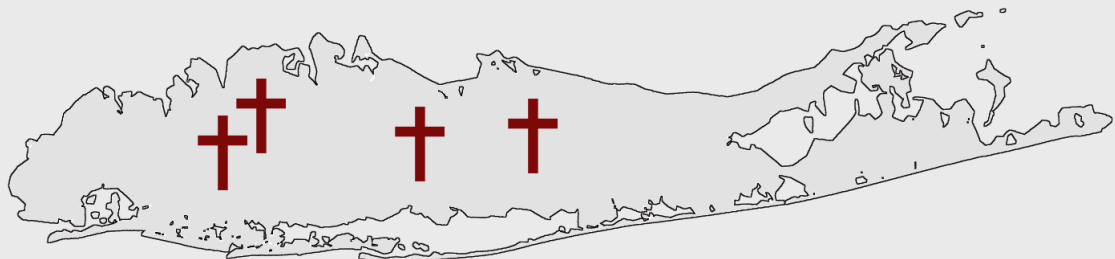
## WITHIN A COUPLE OF WEEKS

- The named executor should start the probate process for the will.
- Follow up with social security to make sure no additional information is needed, and whether or not any payments need to be returned or if any one-time death benefits apply.
- Identify any bills that need to be paid.
- Determine any auto-pay bills occurring and decide what to do accordingly.
- Contact deceased's tax accountant to determine if any adjustments are needed for tax planning.
- Send out thank you notes for funeral services and gifts.
- Close any credit card accounts.
- Determine which social media accounts need to be closed.
- Access deceased's email account, review existing and incoming emails, determine any actions needed.
- Cancel the person's driver's license.
- Cancel any subscriptions and memberships that are no longer needed.
- Notify local election office of the death.
- Contact the three credit bureaus to prevent any identify theft.

# CEMETERY INFORMATION

**Catholic Cemeteries of Long Island** operates four beautiful cemeteries, conveniently located across Long Island. Our cemeteries feature a variety of burial space options to best meet your family's needs:

- **Graves** for traditional in-ground burials. Standard graves can accommodate up to 3 caskets and 3 urns, with larger family grave options also available.
- **Crypts** for above-ground entombment in our community mausoleums. Crypts are available in both indoor and garden settings.
- **Cremation Niches** in community mausoleums with either stone or glass fronts. Niches are also available in standalone columbaria.



## CEMETERY OF THE HOLY ROD

111 Old Country Road  
Westbury NY 11590  
(516) 334-7990

## QUEEN OF ALL SAINTS CEMETERY

115 Wheeler Road  
Central Islip NY 11722  
(631) 234-8297

## QUEEN OF PEACE CEMETERY

321 Jericho Turnpike  
Old Westbury NY 11568  
(516) 434-2439

## HOLY SEPULCHRE CEMETERY

3442 Route 112  
Coram NY 11727  
(631) 732-3460