

## NATIONAL PROCEDURE FOR REPORTING DECEASED MEMBERS

Procedure for notifying national office about deceased members:

Parish councils are to report deceased members using the online method or by submitting the Form for Reporting Deceased Members to national office.

The vice-president is responsible for maintaining memberships which includes the reporting of deceased members to national office. She may assign the responsibility for maintaining memberships lists to any member. The vice-president at the parish level must promptly notify the parish, diocesan and provincial chairpersons of faith when she is notified about a deceased member so that the Book of Life at their level is kept up to date.

Even if a member was not a paid-up member at the time of death, the parish council should report to national office the member's name and date she was deceased so that her name can be included in the national Book of Life.

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If a member's death was not reported to national office in the year she died, her council may submit her name and date of death using the Form for Reporting Deceased Members. Councils should check the previous reporting year only, but not check back any further. In the year the report is made, the national Book of Life would then show the member's name with the year of her death appearing in parenthesis.

Four times a year, national office requires the diocesan/provincial chairpersons of faith to verify and approve its spreadsheet of deceased members as reported by parish councils to the office. The chairperson must review the names and note members to be added or deleted in the case of death. This task should be completed promptly by reply email.

## BOOK OF LIFE PROTOCOL

Councils on all levels should prepare a Book of Life to record the names of deceased members. The chairperson of faith is responsible for maintaining the council's Book of Life that should include the names of deceased members listed by year.

The Book of Life is used at diocesan, provincial and national conventions or meetings of members, special Eucharistic celebrations or prayer services as a symbol of those faithful deceased members. During the opening ceremonies at conventions or annual meetings of members, the Book of Life can be placed on a stand or small table designated by the liturgy committee in the church sanctuary prior to the opening celebration.

The published national Book of Life contains the names of individuals as approved by diocesan/provincial chairpersons of faith. In each reporting year, national office circulates to parish/diocesan/provincial presidents a copy of the national Book of Life which contains names of all deceased members listed by province and categorized by diocese.