



## **Parish Deceased Members Reporting Checklist**

- ✓ Report Deceased member on the national database portal.
- ✓ Email both the Diocesan and Provincial Spiritual Development/Faith Chairpersons.
- ✓ Enter the information of the deceased on the tracking form.
- ✓ Enter the name on the Parish Plaque or Book of Life.
- ✓ At the end of each quarter, ensure the list is sent to the Diocesan and Provincial level.