



ONTARIO PROVINCIAL COUNCIL

The Catholic Women's League of Canada

STEP BY STEP PROCESS FOR REPORTING DECEASED MEMBERS IN ONTARIO

PARISH FAITH CHAIRPERSON

Upon a member's death, the Parish Faith Chairperson reports the following information:

- Name of the deceased member
- Parish city or town
- Membership ID number (if known)
- Years of service

Reporting Methods:

- Membership Portal: Submit the information directly online
- Mail: Send a written notification to the National office.
- Each quarter, report the names of parish deceased members to the diocesan faith chairperson

DIOCESAN FAITH CHAIRPERSON

Quarterly Reporting:

- Collects a list of deceased members from Parish Faith Chairpersons four times per year
- Submits this list to the Provincial Keeper of the Book of Life

Annual Report:

- Receives an Excel spreadsheet from the Provincial office or, National office with a list of deceased members for the prior year
- Verifies the accuracy of the names and makes corrections as needed
- Submits the corrected spreadsheet to the National office and Provincial Keeper of the Book of Life by the specified deadline

KEEPER OF THE BOOK OF LIFE FOR THE PROVINCE:

- Receives lists of deceased members from Diocesan Faith Chairpersons four times each year
- Includes the names of deceased members in the Book of Life organized in alphabetical order by diocese

NATIONAL OFFICE:

- Receives reports from Parish Faith Chairpersons
- Compiles a master list of deceased members
- Provides annual reports and other relevant documents