



## St. John's Archdiocese Inc.

### CEMETERY OPERATIONS PRIVATE COMMITTALS

20 March 2021

---

Families can arrange private committals of cremated remains without the services of a funeral director. The following are the instructions to follow:

1. Contact the cemetery operations office to obtain general information, schedule a date and time for the committal and request the necessary forms. Cemetery office contacts are: Cell: 682 - 6307 or 691 - 6620 or [cemetery@rcsj.org](mailto:cemetery@rcsj.org).
2. Complete the 'Committal Request Form' providing all the pertinent information necessary for the cemetery staff to confirm the committal, locate the plot; complete the burial records and process payments for cemetery services.
3. The committal request form must be accompanied by a burial permit and/or a cremation certificate. Originals of these documents will be copied and returned to the family.
4. The committal request form must be signed by a family member granting permission for the Archdiocese to open the plot or niche for the committal.
5. Return the committal request form, cremation certificate/burial permit for processing to the cemetery operations office Email address stated above.
6. Committals can be made to existing or new ground plots or to a niche in the columbaria at Holy Sepulchre or Mt. Carmel cemetery.
7. For committals in the older cemeteries, the family will be required to meet cemetery staff at the plot to provide specific instructions on where the urn is to be placed.
8. For committals to a ground plot a wood liner is required to protect and contain the urn. This can be purchased from the Archdiocese or the family can provide their own.
9. For committals to a niche in the columbarium, urns must be constructed of 'non-biodegradable' material. Companion urns must have ashes in both compartments before they can be placed in the niche.
10. Cemetery staff will open and prepare the plot/niche for the committal and close the plot/niche afterwards. Families are not permitted to open and close plots.
11. All committals are subject to the cemetery regulations, provincial legislation and canon law of the Roman Catholic Church.
12. A member of the clergy is required at the committal, the family would arrange this themselves. Stipends to clergy are paid by the family direct to Clergy
13. All cemetery fees must be paid before the committal is made.
14. Fees are paid once the committal forms are completed and all pertinent information is provided. Fees can be paid by credit card, bank draft or cash. To arrange payment, contact the cemetery operations office.
15. For families bringing or sending urns from out of province they are reminded to secure all necessary documents to satisfy airport and border securities.

---

Tel. 709-726-3660 Fax 709-726-8021 200 Military Road, P.O. Box 1363 St. John's, NL A1C 5N5

[www.rcsj.org](http://www.rcsj.org)

Vox Clamantis in Deserto

"A Voice Crying in the Wilderness"