



• 63A Chartwell Drive • Singapore 558758 • Tel 6280 6076

Priest / Celebrant			
Date of Funeral Mass		Time (Mass/Service)	
Place of Wake		Date of Death	
Place of Cremation/Burial		Time (Cremation)	

Guidelines for Funeral Arrangement

- ♦ The funeral mass is a celebration of the Holy Eucharist and should be observed with reverence
- ♦ Priority will be given to parishioners. A parishioner is defined by any one of the following:
 - Whose address is within the Parish's Boundary
 - Serves in a ministry in the parish
 - Who attends Mass in the parish weekly
- ♦ Please provide a photocopy each of the deceased's death and baptism certificate

PARTICULARS OF DECEASED (All fields are mandatory)

Name of Deceased			Male / Female
Address (as in NRIC)			
1st Contact (Name)			
Relationship to Deceased		Contact No.	
2nd Contact (Name)			
Relationship to Deceased		Contact No.	

OTHER SERVICES

Do you need a choir at the funeral mass?	Yes / No
Do you need altar servers?	Yes / No
Do you need our prayer group at the wake?	Yes / No
If yes, please state the dates (dd/mm) Prayers usually start at 8.30pm and the prayer group (St Pio) will contact you to finalise the prayers at the wake	_____ to _____

IMPORTANT PDPA NOTICE

The Church of St Francis Xavier ("the Church") safeguards all personal data collected through any ministry, parish, commission, or activity, in accordance with the Singapore Data Protection Act 2012 ("PDPA").

In compliance with the PDPA and by signing this form, I agree and consent to the collection, receipt, processing, disclosure, storage and use of all my personal data and all such data submitted to the Church for the purpose of processing and administration of the abovementioned.

I certify that the above information is true and to the best of my knowledge. I acknowledge and agree to abide by the guidelines and PDPA notice.

Name & Signature

Date

FOR OFFICE USE ONLY (Please check ✓ the relevant boxes)

	Notify Prayer Group Chat	Person Informed:	
	Notify Altar Servers	Person informed:	
	Notify Choir	Person informed:	
Received From:		Amount	\$
Receipt No.:		Cash / Cheque / Paynow (delete accordingly)	
Date:		Attended by:	

If via PayNow, please take a screen print of the successful transaction and email to:
secretariat@sfxchurch.sg.

Entity: Church of St Francis Xavier

UEN: **T08CC4033J**

All modes of payment will be issued with a receipt.

DOCUMENTS RECEIVED

	Deceased's Death Certificate
	Deceased's Baptism Certificate