



St Patrick's Parish, Kilmore

Funeral Policy and Interment Guidelines of St. Patrick's Parish, Kilmore

(Effective Date: 1st August, 2025)

INTRODUCTION

Although St. Patrick's Catholic Cemetery is situated on privately owned land, interments are **not restricted exclusively** to Catholic parishioners of Kilmore, nor is Catholic faith a prerequisite for burial. However, it is essential that the deceased have a demonstrable connection to the Parish—such as having grown up in the community, having lived in the area, or being related by marriage or family ties to current or former parish members.

Individuals with such a connection may **purchase a Right of Interment** in St. Patrick's Catholic Cemetery, either **in advance ('pre-need')** or **at the time of death ('at-need')**. Burial sections available include the **Memorial, Lawn, and Ashes** areas.

1. PURCHASE OF BURIAL RIGHTS

1.1 Pre-Need Arrangements

Those wishing to purchase a burial plot in advance must **schedule an appointment with the parish secretary**. This appointment ensures that all necessary documentation is completed correctly and in a timely manner, at a mutually convenient time.

1.2 At-Time-of-Need Arrangements

For immediate (at-need) arrangements, families may liaise directly with the **Parish Office** or through their **chosen Funeral Director**. The funeral director will assume responsibility for:

- Coordinating with the Parish to confirm a suitable date and time for the funeral
- Discussing with the Parish Office the availability of the **Parish Priest**, the **church**, and the **gravedigger**.
- Ensuring all **legal and health & safety requirements** for the interment are met

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Kilmore – St Patrick
Broadford – Our Lady Help of Christians
Wallan – Our Lady of the Way
Wandong – St Michael

2. INTERMENT REGULATIONS

St. Patrick's Catholic Cemetery, Kilmore, is a **private cemetery**. Therefore, the following procedures must be strictly followed:

- **Permission to Inter** must be formally requested by the **Priest** from the Department of Health before any interment can occur.
- Funeral directors must allow a **minimum of five (5) working days** between the submission of all required documents and the planned funeral date.
- **Official approval from the Department of Health** is mandatory before any interment; it is unlawful to proceed without it.

Once approval has been granted and the funeral date is confirmed, the **parish secretary** will notify the gravedigger.

***Please note:** If the interment takes place at a cemetery other than the one associated with the parish, the Parish Office is responsible only for coordinating the church-related ceremonies. Arrangements for the interment at the external cemetery must be made directly with the funeral directors.*

3. PLANNING THE FUNERAL LITURGY

As soon as possible, the bereaved family should arrange a meeting with the **Parish Priest**, or, if applicable, with a **visiting Celebrant** (e.g., a family-appointed priest). The priest will:

- Offer pastoral support to the family
- Outline the liturgical options available:
 - **Requiem Mass** (in the church)
 - **Prayer Service** (in the church)
 - **Graveside Service** (at the cemetery)

During the planning session, the priest will assist the family with the following elements of the funeral liturgy:

3.1 Scripture Readings

- Typically include: First Reading, Responsorial Psalm, Gospel Acclamation, and Gospel
- The family is encouraged to select readings from an approved list, which the priest will provide or review with them

3.2 Sacred Music and Hymns

- Hymns may include: Entrance, Offertory, Communion, and Recessional

- All music must reflect the sacred nature of the liturgy and be **approved by the Parish Priest**
- Only sacred hymns or classical instrumental pieces are permitted within the church; secular music is not appropriate for the funeral liturgy
- The family must advise whether they plan to use **live or recorded music**

3.3 Additional Elements

- **Eulogy:** The Parish Priest will offer guidance to the family in preparing and delivering the eulogy. The eulogy should be respectful, concise, and reflective of the Christian hope in eternal life.
- **Photo Presentation:** A brief visual tribute may be included prior to or after the liturgy, depending on the Church's facilities and schedule. The presentation may include **one or two songs**, with a **total duration of no more than 5–6 minutes**. While secular music is generally not permitted during the liturgy itself, it **may be allowed** during a photo presentation **with prior approval from the Parish Priest**.
- **Prayers of the Faithful (Intercessions):** These may be prepared by the family in consultation with the priest. The prayers should follow the structure of Catholic liturgy and express the needs of the Church, the world, the deceased, and the grieving.
- **Memorial Booklet:** Once the liturgy details have been finalised with the priest, the funeral director may assist the family in producing a memorial booklet. This may include readings, hymns, prayers, and other elements agreed upon with the Parish.

4. FUNERAL FEES

The standard funeral fees are as follows:

- **Church Fee:** \$200
- **Priest Fee:**
 - \$300 for the funeral service (Requiem Mass or Prayer Service) held in the church
 - \$150 for a graveside service (if requested)
 - The Priest Fee is set and reviewed by the Committee of the Priests Remuneration Fund of the Archdiocese of Melbourne.
 - If the family provides their own priest, the Priest Fee should be arranged and paid directly to that priest.

All fees and payment arrangements must be discussed in advance with the Parish Office.

5. ADDITIONAL CONSIDERATIONS

- **Viewing of the Body:** Viewing **inside the church** is **not permitted**
- **Recitation of the Rosary:** May be included, subject to the discretion of the Parish Priest
- **Dress Code:** While there is no formal dress code, the Parish respectfully requests that all attendees **dress modestly and appropriately**, in keeping with the sacred nature of the funeral
- **Photography and Video:**
 - Professional photography and video recording are permitted, provided they **do not distract** from the liturgy or disturb the Celebrant, family, or congregation
 - The photographer or videographer must consult with the **Celebrant prior to the ceremony** to understand appropriate conduct and limitations

CONTACT INFORMATION

For all funeral-related enquiries or to schedule appointments, please contact:

St. Patrick's Catholic Parish Office – Kilmore

Phone: (03) 5782 1084

Email: kilmore@cam.org.au

Office Hours: Monday, Wednesday, and Friday — 9:30 AM to 4:30 PM

This *Funeral Policy and Interment Guidelines* is effective as of 1st August, 2025.

Thank you for your attention to this policy. May God bless and comfort you and your family.

Yours faithfully in Christ,

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