

## Instructions for Requesting Congratulation Certificates and Obituary Announcements

Congratulation certificates and obituary announcement letters are an important part of the pastoral ministry of the Bishop and the parish.

- Please *print* and double check your forms for *completeness* and *accuracy*
- Requests may be sent by regular mail, fax or e-mail to the Diocese of Fargo, Attn: Suzanne Nelson
- Discard any previous versions of these forms/instructions.
- Fillable forms can be found on the Diocesan website under the Bishop's office.

### Certificate of Congratulations

- Requests accepted for milestone Anniversaries; 25th, 40th, 50th, 60th & up. Birthdays; 50, 60, 75, 80, 90 and up. Sacramental celebrations, i.e.: marriages, baptism, confirmation and First Eucharist.
- Please provide recipient's complete mailing address, as this will appear on the letter from the Bishop. The certificate accompanies the letter.
- Contact name: Who should we contact if there are questions on this request?
- All certificates will be mailed to the parish to distribute.

### Obituary Announcements

- Required information: name of deceased, date of death, cause, age and children.
- If all the information is not provided a condolence letter **will not** be mailed.
- The Diocese is **not** responsible for getting information from the funeral homes.
- This letter is signed by the Bishop.
- Any letters returned because of an incorrect address, will not be mailed again.

Helpful tips to personalize the letter:

- **Cause of death:** This information helps to select an appropriate verse for the letter.
  - *Example:* cancer, verse may be on suffering, etc.
- **Person(s) to whom condolences will be sent:** A single letter is mailed, usually to the spouse.
  - *Example:* Deceased is *Edith Smith*, spouse is *Earl Smith*. The letter is addressed to *Earl*. If there are children or extended family, the letter may be addressed to *Earl Smith and Family*.
- **Relationships:** The condolences may include: On the death of *your wife, mother, mother-in-law and grandmother*.
- If the spouse is deceased and the letter is being addressed to a son or daughter, and that person is married, please include the name of the spouse so, they may be included in the salutation.
  - *Example: Edith Smith's son and daughter-in-law - John and Mary Smith (and Families).*
- Please provide the COMPLETE mailing address of the recipient.
- It is EXTREMELY helpful if a copy of the obituary from the paper or a prayer card from the funeral home accompanies the request form.

### Use of this Information:

- All obituary names are entered into a database, which are printed in the November issue of *New Earth*
- Names received are passed along for modification of the New Earth/God's Gift database.

**THANK YOU** for taking the time to complete the forms. This assists the Bishop in ministering to the people of the Diocese in a personal way.