



Funeral Planning Guide



Introduction

Our sincere condolences as you experience the loss of your loved one. Although these days may be very difficult, they can also be a source of healing for you and your family.

Please take this time to read through this booklet and make the selections that will assist us in preparing the funeral rites for your loved one.

How A Funeral Works

There are three “stations” to the funeral rites: **the wake, the liturgy, and the commendation at the cemetery.** The funeral rites can be a source of comfort and healing for those left behind. Participating in the planning process of a loved one’s funeral can make it a more personal and meaningful experience for those attending, as well as a loving tribute to the deceased. The following instructions are meant to assist you in preparing for the funeral planning meeting with a member of our Bereavement Team.

In addition, Fr. Ken is available to assist you in whatever way he can at this difficult time for your family and friends.

Rite of Christian Burial

The Wake

This is a time to receive family and friends who want to pay their respects.

The Funeral Liturgy

Below are some selections that will need to be made to prepare for the Liturgy. You may note your selections for readings, as well as provide other information which will aid in funeral planning on pages 7 & 8 of this packet.

Please see the “Plan a Funeral” section on the North Endicott Catholic website for Old Testament, New Testament, Gospel readings and music selections that are appropriate for us for a Funeral Mass.

Please select the Old, New, Testament and Gospel readings you would like to be used at the Mass.

Reading I: The first reading is from the Old Testament. Non-biblical texts may not replace scriptural readings at Mass. Please choose a family member or friend to proclaim the reading.

Responsorial Psalm: The Responsorial Psalm is sung by a cantor.

Reading II: The second reading comes from the New Testament. Non-biblical texts may not replace scriptural readings at Mass. Please choose a family member or friend to proclaim the reading.

Gospel: The Priest or Deacon will proclaim the Gospel.

Homily Preparation: To assist Fr. Ken as he prepares the homily for the funeral liturgy, please think of the highlights/key events of the deceased’s life. What were some of the passions of his/her life and why? What were some of his/her Christian virtues? What would be important for Father to know about your loved one as he prepares the homily? Please complete the Funeral Information Form on pages 9 & 10.

Presentation of the Gifts: The family may choose three people to present the offertory gifts to the altar. The family may also choose not to have an offertory procession.

Words of welcome and remembrance: The Catholic liturgy does NOT include eulogies. Eulogies may be offered at the funeral home, the cemetery or at the reception after the funeral. However, if the family desires, they may have one person come forward at the beginning of the liturgy to offer some remarks of remembrance, lasting no longer than 3 - 4 minutes. The remarks at the liturgy should be focused on the deceased's Christian virtues and not simply memories.

Special Music Request

Music appropriate for funeral Masses can be found under “Planning for a Funeral” on the North Endicott Catholic website. You may hear a song by clicking on its title. Please also select a Responsorial Song to be sung between the Old and New Testament readings at the Mass.

If there are particular hymns that the deceased would have preferred, or that the family would like to suggest, please let us know as soon as possible. If suitable these will be integrated into the liturgy as best possible. It is not possible to include “secular” or “pop” music. The Music Director will organize the music.

Other Important Information

Offering for Funeral: \$375.00

Programs

The Church provides a program which indicates the readings and the hymn numbers of the song selections for the liturgy. The back page of the program may be used by the family to communicate a special message, poem or thank you for those in attendance.

Visitation in Church

The family can receive visitation to the church an hour or two before the funeral Mass. Please discuss this when meeting with the Funeral Home.

Please feel free to contact the appropriate Parish Office with any other questions.

St. Ambrose – (607) 754-2330

St. Anthony’s – (607) 754-4333

St. Joseph’s - (607) 748-0442

FUNERAL LITURGY PLANNING

Funeral Mass For: _____

Date of Birth: _____ Date of Death: _____

Funeral Date: _____ Funeral Time: _____

Funeral Home: _____

Casket: Cremains: Neither:

Calling Hours Date: _____ Time: _____ Location: _____

If desired, who will give any Words of Welcome and Remembrance:

Names of those who will place the Pall on the Casket or Cremains:

(2 to 8 people can help with pall placement)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Gathering Song: _____
(In Music Section of Website)

Old Testament/First Reading Selection: _____

To be Proclaimed by: _____

Responsorial Psalm Selection: # _____ Title _____
(In Music Section of Website)

New Testament/Second Reading Selection: _____

To be Proclaimed by: _____

Gospel: _____ Proclaimed by Priest or Deacon

Universal Prayer: _____

If no one selected, it will be read by the Deacon or Priest

Names of those who will Present of the Gifts:

1. _____
2. _____
3. _____

Preparation Hymn: _____

Communion Hymn: _____

Communion Meditation Song: _____

Who will sign the Book of Life: _____

Final Commendation (Song of Farewell): Selected by the Music Ministry

People to be Pall Bearers:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 5. _____ | 6. _____ |

To be completed by the Parish Office and the Bereavement Team

Photo: Yes No

Luncheon: Yes No # of People: _____

Music Ministers: _____

of Easels for pictures _____ Table for flowers or picture Yes No

Burial: Yes No Location: _____

Number of programs required. _____

FUNERAL INFORMATION FOR THE PRIEST

Deceased person's name: _____

1. If you could describe your loved one in 5 words, what would they be?

1. _____
2. _____
3. _____
4. _____
5. _____

2. Tell me something funny/happy/inspirational/etc. Story about your loved one.

3. Describe a favorite memory you have with your loved one.

4. What were your loved one's three best qualities?

1. _____
2. _____
3. _____

5. Where did your loved one spend most of their time outside of home and work?

6. Of what was your loved one a firm believer? (Words of wisdom or a cause they were passionate about.)

7. What made your loved one so special to you and your family?

8. How did faith play a part in your loved one's life?

Please bring both the Funeral Information and the Funeral Liturgy Planning sheet to your meeting with the Bereavement Team.