

FUNERAL LITURGY ARRANGEMENTS

Funeral Information and Checklist

Full Name of Deceased _____
Age _____ Date of Birth: _____ Date of Death: _____
Address: _____
Christ Church Newman Parishioner: _____
Contact Person: _____ Phone: _____
Relationship to deceased: _____ email: _____
Billing address: _____
Funeral Home: _____ Phone #: _____
Funeral Director: _____
Will the deceased be cremated or interred in a casket: _____

WAKE SERVICE

Location: _____ Date & Time: _____
Parish Prayers: _____ Time: _____
Prayer Leader: _____
Will the services of Funeral Directors be utilized at the Church for the:
wake ___ visitation ___ funeral ___ luncheon ___ (If not please see attached directions)

FUNERAL MASS

Location: _____ Date & Time: _____
Celebrant: _____
Visitation in Church: _____ Time: _____
Music Director: _____ Contacted: _____
Cantor: _____ Contacted: _____

BURIAL:

Location: _____ Date: _____

LUNCH

Location: _____ Time: _____

Est. number of attendees: _____ (See attached Luncheon instructions)

SPECIAL REQUESTS:

CHECKLIST FOR OFFICE USE:

- | | |
|--|---|
| <input type="checkbox"/> Contact Pastor and Director of Parish Life | <input type="checkbox"/> Notify Maintenance director |
| <input type="checkbox"/> Parish email sent | <input type="checkbox"/> Arrange for lobby furniture to be moved |
| <input type="checkbox"/> Request Parking permission for south side of 4 th street if needed (City of St. Cloud) | |
| <input type="checkbox"/> Signs for Barricades made | <input type="checkbox"/> Arrange for setup of Terrace |
| <input type="checkbox"/> Contact Permit holders | <input type="checkbox"/> Proclamation of Life |
| <input type="checkbox"/> Chapel calendar marked off | <input type="checkbox"/> Cost information discussed and given to family |
| <input type="checkbox"/> No Funeral Directors on site instructions | <input type="checkbox"/> Did contact return information sheet |
| <input type="checkbox"/> Luncheon information to family | <input type="checkbox"/> Contact Luncheon helpers |

FUNERAL LUNCHEON CHECKLIST

The offering for the church includes the use of the parish facility for the luncheon. The expense for the funeral lunch is the responsibility of the family. Help is provided to serve the lunch. The family of the deceased may deduct \$50.00 if the lunch is served at another location.

How many people do you expect to serve for lunch or dinner: _____

Who is the caterer? _____ Phone: _____

Catering options:

Coborns: 320-252-2141 (ask to be transferred to catering)

Shortstop 320-251-0716

Food Ecstasy 320-259-5613

If Funeral Home is not at the luncheon, who will be the Host? _____

What time will the food arrive: _____

Lunch time: (If burial is before lunch add ½ hour after Mass) _____

Who is providing beverages? Caterer _____ Newman _____

What beverages are being served: _____

Is the family taking home the leftover food? _____

Would you like the leftover food donated to Anna Marie's? _____

Contact Servers: 150 ++ guests 5-6 servers, 100+ guests 4-5 servers, fewer than 100 guests 3-4 servers

Checklist for Servers: **Number of servers:** _____ **Lead** _____

Arrival time: _____

Coffee: _____ **Juice:** _____ **Water:** _____

Number of tables set: _____ **Table cloths?** _____

Buffet style? _____ **Serve at Buffet or self-serve:** _____

Desserts need to be cut? _____ **Plated?** _____ **Server or self-serve?** _____

Pour water and coffee at tables during dessert

Bag food and deliver to family or Anna Marie's (phone # 320-253-6900)

Clean up

Thank you!!

In planning the funeral, the family needs to provide several pieces of information. This folder should help you in gathering that information. The folder includes choices of Scripture readings, intercessions and music.

The pastor, or another member of the pastoral staff, will meet with the family in order to finalize the funeral arrangements.

EUCCHARISTIC MINISTERS

- If either a family member or a friend of the family is a Eucharistic Minister and would like to assist with ministering communion, please let The priest know. In order to receive instructions, the Eucharist Minister should go to the sacristy to see The priest fifteen minutes before the liturgy begins. The Eucharistic Minister will need to come forward to stand at the altar during the Sign of Peace.

MUSIC

- Choose up to four pieces of music, plus a psalm text that the family would like to have used in the funeral liturgy. The director of music will arrange to have the music included in the liturgy.

FUNERAL PALL

- At the beginning of the liturgy, the family will be invited to help the priest lay the pall, a white cloth symbolizing your baptismal garment, over the coffin. If the family chooses not to participate in this, the priest and funeral director will place the pall over the coffin.

CRUCIFIX AND BIBLE

- If the family chooses to lay a crucifix or bible on the coffin, the person you have chosen to do this will follow immediately behind the coffin during the procession into the church. The priest will assist as needed in helping place the crucifix or bible on the coffin.

READINGS

- Choose one Old Testament Scripture Reading
- Choose one New Testament Scripture Reading
- Choose one set of Prayers of the Faithful (Intercessions)

There should be one or two lectors (readers) who can do the readings at the funeral liturgy. If you are unable to provide lectors, let The priest know and he will make arrangements for a lector. In deciding whom you wish to have help with the readings, recognize that they should be good readers. Lectors should stop by the sacristy fifteen minutes before the liturgy to meet with the priest.

Lectors should be seated in a pew near the front of the church and on the side of the church where the ambo (reader's stand) is located. Lectors should read from a folder, which will have the readings placed in the folder

and the folder will be on the ambo prior to the beginning of the service. After the opening prayer, when everyone is seated, both lectors are to come forward for the first reading. The one lector sits in a chair near the ambo while the other lector moves to the ambo. After the first reading, the first lector should sit in the chair by the ambo. A Psalm Response will be sung by the cantor and/or choir. After this is finished, the second reading takes place. After this reading, both lectors go back to their pew. Following the homily, the priest will indicate when the lector will need to come back to the ambo to read the Prayers of the Faithful.

PREPARATION OF GIFTS

Arrange to have two or three individuals bring up the bread and wine for the Presentation of Gifts following the Prayers of the Faithful.

PARISH FEES

· In most cases, these fees will be collected by the funeral home and distributed to the appropriate people.

	Parish Member or SCSU Student	When the deceased is not a parish member or SCSU student	When no funeral home services are used
Church Donation (includes Terrace use*) -Payable to: Newman Center (\$75 can be deducted if the Terrace is not used for the luncheon)	\$225	\$300	Additional \$200
Clergy -Payable to Presider	\$100	\$125	
Pastoral Associate -Payable to Individual	\$50	\$75	Double the stipend
Accompanist -Payable to Individual	\$100	\$100	
Cantor -Payable to Individual	\$75	\$75	
Wake Service (If at Newman the day before)	\$75		

THE ORDER OF CHRISTIAN FUNERALS

Planning The Funeral Liturgy

CHOOSING MINISTERS FOR THE FUNERAL LITURGY

Those who read or minister communion should be familiar with that ministry. Those who do so should arrange to come early to the church to make sure they know the procedures. If you cannot provide for these ministries among your family and friends, the parish will arrange for ministers to be present.

_____ CLOSING OF THE CASKET (if wake is in church)

If reviewal has taken place in the church, the casket is closed five minutes before Mass. Family members are encouraged to assist with this. We know it is difficult, but it is a way of coming to terms with loss.

Will assist with closing the casket _____

_____ PLACING OF THE FUNERAL PALL

If the body of the deceased is received into the church when coming from the funeral home, family members are encouraged to assist with the placing of the white pall, a symbol of our baptism, over the casket.

Funeral Pall is to be placed on the casket by _____

_____ PLACING OF THE CROSS (optional)

Family is encouraged to bring the family cross or crucifix from home. It will be placed on top of the casket at the beginning of the Mass. This is an optional rite.

Cross will be carried into church and placed by _____

_____ GREETERS

1. _____ 2. _____

_____ READINGS

First Selection (Old Testament) Number _____ Read by _____

Second Selection (New Testament) Number _____ Read by _____

Gospel (Selected by Presider) Number _____ Read by _____

Third Selection (Prayers of the Faithful) Letter _____ Read by _____

PRESIDER

EUCHARISTIC MINISTERS *(Should check into sacristy 20 minutes before Mass.)*

Bread _____ *(If wine)* Cup 1 _____ Cup 2 _____

GIFT BEARERS (2-4)

1. Bread _____ 2. Wine _____

3. Chalice _____ 4. Water _____

CANTORS/SONG LEADER *(hired through parish)*

Other musician(s)? _____

A parish organist and cantor will be provided. If you have another singer, please let us know.

SELECTIONS FOR MUSIC

Planning the Wake and Parish Prayers

PLACE OF REVIEWAL

Funeral Home _____ Church _____ *If in church, it must be cleared with the parish calendar.*

TIME OF REVIEWAL

If in the Funeral Home, the family will gather at _____; the public is welcome from _____

If in the church, the time for the reception of the body of the deceased will be _____

TIME OF PARISH PRAYERS

To Help the Presider Personalize the Funeral

NOTE: Tell the family that whatever they want kept confidential will be respected. This information will serve as a background for the priest and the parish prayer leader who will be conducting the liturgies.

Name of loved one: _____

Spouse's Name (if Married): _____

Children's Name(s): _____

Grandchildren: _____ Great Grandchildren: _____

1. Do you have some historical background of the deceased that you consider to be important to share with the priest and deacon who will conduct the wake and funeral?
2. What words best describe your loved one?
3. If you could name one value or lesson he/she most wanted to teach by his/her life, what would it be?
4. Was there any one accomplishment/achievement that would make his/her eyes light up when you mention it?
5. Did he/she ever put pictures or special mottos or sayings on the wall?
6. If only **one thing** was said about him/her in this service, what would it be?