

Funeral Planning Guide



I am the resurrection and the life; whoever believes in me, even if he dies, will live, and everyone who lives and believes in me will never die. John 11:25-26

6. Worksheets

f. People to Notify

Name _____ Phone: _____

Home Address: _____

Email: _____

Name _____ Phone: _____

Home Address: _____

Email: _____

Name _____ Phone: _____

Home Address: _____

Email: _____

Name _____ Phone: _____

Home Address: _____

Email: _____

St. Ignatius Catholic Church has prepared this document to assist you in planning a Catholic Funeral. Included in this booklet:

1. Recommended practices from the “Order of Christian Funerals” page 2
2. Principal Parts of a Christian Funeral page 3
3. Catholic Funeral Services Concerns page 5
4. Survivor’s Action Checklist page 7
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 - b. Family Information
 - c. Eulogy Information
 - d. Program Information
 - e. People to Notify

In addition to this planning guide, when you meet with the Priest you will be given “Through Death to Life”, a book with specific information about readings, psalms, petitions and other resources.

Pastor: Very Rev. Stephen E Martin
3704 Springhill Avenue
Mobile, AL 36608

Phone: 251-342-9221

Website: www.stignatiusmobile.org

6. Worksheets

f. People to Notify

Name _____ Phone: _____

Home Address: _____

Email: _____

Name _____ Phone: _____

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Name _____ Phone: _____

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I. Recommended Practices:

From the Order of Christian Funerals approved by the National Conference of Catholic Bishops and confirmed by the Apostolic See.

411 The Christian faithful are unequivocally confronted by the mystery of life and death when they are faced with the presence of the body of one who has died. Moreover, the body which lies in death naturally recalls the personal story of faith, the loving family bonds, the friendships, and the words and acts of kindness of the deceased person. Indeed, the human body is inextricably associated with the human person, which acts and is experienced by others through that body. It is the body whose hands clothed the poor and embraced the sorrowing.

412 The body of a deceased Catholic Christian is also the body once washed in baptism, anointed with the oil of salvation, and fed with the Bread of Life. Thus, the Church's reverence for the sacredness of the human body grows out of a reverence and concern for both natural and supernatural for the human person. The body of the deceased brings forcefully to mind the Church's conviction that the human body is in Christ a temple of the Holy Spirit and is destined for future glory at the resurrection of the dead. The conviction in faith finds its expression in a sustained and insistent prayer that commends the deceased person to God's merciful care so that his or her place in the communion of the just may be assured. A further expression is the care traditionally taken to prepare the bodies of the deceased for a burial that benefits their dignity, in expectation of their final resurrection in the Lord.

413 Although cremation is now permitted by the Church, it does not enjoy the same value as burial of the body. The Church clearly prefers and urges that the body of the deceased be present for the funeral rites, since the presence of the human body better expresses the values which the Church affirms in those rites.

2. Principal Parts of a Christian Funeral

The Order of Christian Funerals has three principal parts: the *Vigil for the Deceased*; the *Funeral Mass or the Funeral Liturgy outside Mass*; the *Rite of Committal*.

I. VIGIL FOR THE DECEASED

INTRODUCTORY RITES

- Greeting
- Opening Song
- Invitation to Prayer
- Opening Prayer

LITURGY OF THE WORD

- Scripture Readings with Responsorial Psalm
- Homily

PRAYER OF INTERCESSION

- Litany
- The Lord's Prayer
- Concluding Prayer (A family member or friend may speak in remembrance of the deceased.)

CONCLUDING RITE

- Blessing
- Song and/or a few minutes of silent prayer

Personal Prayer

Prelude

Processional

First Reading

Psalm

Second Reading

Gospel

Offertory

Communion

Recessional

Song Choice

Song Choice

Title : verse

Title : verse

Title : verse

Song Choice

Song Choice

Song Choice

3. Catholic Funeral Services Concerns:

Choose Funeral Services Options:

- Funeral Mass and Rite of Committal offered at grave.
- Funeral Liturgy (not a Mass) at funeral home with Rite of Committal offered at grave.
- Vigil Prayer Service at the funeral home

Church Service: Location: _____

Date: _____ Time: _____

Graveside Services: Location: _____

Date: _____ Time: _____

Funeral Home Service: Location: _____

Date: _____ Time: _____

Visitation: Location: _____

Date: _____ Time: _____

St. Ignatius has 2 locations available for visitation; the Marian Center (for larger numbers of guests) or the Farwell Room (for more intimate visitations).

Individuals to Involve in the Funeral Service:

Priests: _____

Deacons: _____

Pall Bearers (optional)

1: _____ 4: _____

2: _____ 5: _____

3: _____ 6: _____

6. Worksheets

c.. Obituary Information

Include remarks concerning family members, Church, professional accomplishments, civic/community involvement, membership in organizations, etc.

6. Worksheets

b. Family Information

Name: _____

Address: _____

DOB: _____ Date of passing: _____

Place of Birth: _____ Relationship _____

Name: _____

Address: _____

DOB: _____ Date of passing: _____

Place of Birth: _____ Relationship _____

Name: _____

Address: _____

DOB: _____ Date of passing: _____

Place of Birth: _____ Relationship _____

Name: _____

Address: _____

DOB: _____ Date of passing: _____

Place of Birth: _____ Relationship _____

Name: _____

Address: _____

DOB: _____ Date of passing: _____

Place of Birth: _____ Relationship _____

Name: _____

Address: _____

DOB: _____ Date of passing: _____

Place of Birth: _____ Relationship _____

Altar Servers: _____
(4 needed for Funeral Mass)

Readers (2 are recommended, must be Catholic): _____

Offertory Gifts: (Optional) _____

Petitions: (Optional) _____

Vocalist _____

Organist: _____

Fraternal or military organizations: _____

Other Funeral Service Concerns _____

Songs(no secular music please): Entrance: _____

Offertory: _____ Communion: _____

Reflection: _____ Recessional: _____

Readings: Ist: _____ Responsorial _____

2nd _____ Gospel _____

Donations: (not required)

Offering \$ _____

Stipend for Priest celebrating Mass \$ _____

Other participants may include Deacons, vocalist, organist, Altar

Servers,

Memorial Gifts (to offer in lieu of flowers)

Name of Charity: _____

*Gifts may also be made to **St. Ignatius Memorial Fund**

4. Survivors Action Items

A) Secure information required for death certificate or burial permit

- Name, home address and telephone number
- How long in state
- Name of business, address and telephone number
- Occupation and title
- Social Security Number
- War Veteran Serial number
- Birth Date
- Birth Place
- U.S. Citizen
- Father's name
- Father's Date and Place of Birth
- Mother's maiden name
- Mother's Date and Place of Birth
- Religious name (if any)
- Location of death
- Date of Death

B) Items to Decide and Arrange Within a Few Hours

- Contact Church
- Identify and contact Clergy to assist with funeral services
- Arrange time for funeral and other religious services
- Contact close family and friends (p.)
- Contact Funeral Director after plans are established with Church
- Establish plans with Funeral Director
- Order Death Certificates (10 suggested) with Funeral Director
- Prepare/provide information for newspaper (see worksheet p.)
- Contact Cemetery to plan details for burial
- Confirm or obtain burial location at Cemetery

Mother's Maiden Name: _____

Birthplace: _____

Birthdate: _____

Father's Name: _____

Birthplace: _____

Birthdate: _____

Other notes:

* This information is required for the preparation of a death certificate. The funeral director will record this information and provide copies.

6. Worksheets

a. Personal Information of Deceased

Name: _____

Spouse's Name: _____

Please Circle one: Living Deceased Divorced

Address: _____

SS#: _____

Birthdate: _____ Birth place: _____

Citizen of: _____ Naturalization # _____

Occupation/Title: _____ Years Employed: _____

Business: _____

If veteran, what war? _____ War serial # _____

Dates of service: _____

Service branch: _____

Year residence established in this state: _____

In this community: _____

Marital Status Married Divorced Widower Single

Organization: _____

Office Held: _____ Years _____

Organization: _____

Office Held: _____ Years _____

Organization: _____

Office Held: _____ Years _____

Survivors Action Items continued

C) Notify the Following once details for funeral are complete

- Identify and get hotel information before calling out of town guests
- Relatives
- Friends
- Employer and co-workers of deceased
- Employers of relatives who will miss work
- Religious, fraternal, civic, veterans organizations, unions
- Attorney, Accountant or Executor of Estate
- Insurance Agents (Life & Health & Accident)
- Newspapers in towns where announcement should printed

D) Things to be done during the next 24 hours

- Identify and contact pall bearers
- Arrange for flowers from family
- Discuss plans for flowers with funeral home: Will they relocate flowers from Church and Visitation? If flowers will remain at St. Ignatius following service, ask a friend or family member to pick up flowers by the end of the day. Flowers may also be donated to St. Ignatius.
- Arrange for friend or family member to identify arrangements and keep cards for Thank You notes.
- Provide information for eulogy (see worksheet p.)
- Choose music for funeral (p.)
- Choose and drop off clothing for deceased
- Determine transportation for family and guests
- Contact Funeral Director with family transportation needs
- Determine number of guest books and request from Funeral home
- Confirm or choose memorial marker for grave
- Order Holy Cards
- Prepare and print program

