

Funeral Planning Form

Staff member: _____

Date & time: _____

Information on the Deceased

Name (of deceased) _____

Address _____

Catholic yes no Baptized yes no Date of Birth: _____ Date of Death: _____

Spouse name: _____

Parish (name, city & state) _____ City _____ State _____

Name of Contact Person _____

Relationship to the Deceased _____

E-mail address _____

Phone # _____ Cell Phone # _____

Institutions and Facilities

Funeral Home: _____

Director _____ Phone # _____

Address (at least city & state) _____

E-mail address _____

In planning for Catholic funeral services, there are traditionally three services. Which services are being requested?

1. Visitation (Wake) and Prayer Service yes no if "yes" rosary other

2. Funeral Mass (or service) yes no In the Parish: yes no

3. Final Commendation (at cemetery/Columbarium) yes no In the Parish: yes no

4. Other (please be specific) _____

Requested Priest (if any) _____

The following information can only filled in by the responsible priest

Responsible Priest _____

Date & Time to Plan the Services, Readings & Music: _____

Date & Times for Visitation _____; Casket or Urn? _____

Location of Visitation, Name of Institution _____

Celebrant _____

rosary; prayer service; other _____

Date & Times for Funeral _____; Casket or Urn? _____

Location of Funeral, Name of Institution _____

Mass; service; Celebrant _____

Check the parish liturgy calendar and write in: a. the deceased last name; b. the time, c. the celebrant

Date & Times for Burial _____

Location of Burial, Name of Institution _____

Celebrant _____

Who is contacting musician(s) for funeral? _____

Have you explained to the family that the parish does not normally cover the cost of the musician(s)? yes or no

Which musician has been contacted? _____

Musician name: _____ Telephone Number: _____

Planning a Funeral Mass / Service

The following choices need to be made regarding a Catholic funeral

1. The Scripture Readings

Old Testament _____; Reader _____

Psalm* _____ [] sung, [] recited and by whom _____

New Testament _____; Reader _____

Gospel (to be read by priest or deacon) _____

Prayer of the Faithful / Petitions / Intercessions; Reader _____

2. Offertory procession? [] yes, [] no; if "yes" by whom _____

3. Service with musical accompaniment? [] yes, [] no; if "yes"*

*The Responsorial Psalm and Music are best planned in coordination with the church's music director or her designated substitute

Typical Choices

Prelude [] no; if "yes" [] instrumental, [] sung; choice _____

Entrance Music [] no; if "yes" [] instrumental, [] sung a capella; [] w/ accompaniment
choice _____

Responsorial Psalm [] read, [] sung a capella; [] w/ accompaniment; choice _____

Alleluia and Gospel Acclamation [] no; if "yes" [] sung a capella; [] w/ accompaniment
choice _____

Offertory Hymn [] no; if "yes" [] sung a capella; [] w/ accompaniment; choice _____

Mass Parts: Holy, Holy - [] recited, [] sung; Memorial Acclamation - [] recited, [] sung;

Great Amen - [] recited, [] sung; Our Father [] recited, [] Lamb of God - [] recited, [] sung

Communion Hymn [] no; if "yes" [] sung a capella; [] w/ accompaniment; choice _____

Eulogy (by whom) [] yes, [] no _____

Sung Commendation [] no; if "yes" [] sung a capella; [] w/ accompaniment; choice _____

Recessional Hymn [] no; if "yes" [] sung a capella; [] w/ accompaniment; choice _____



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For Office Staff

Name of deceased /Funeral for: _____

Date, Time and Place for: _____

1. Visitation Service _____ 2. Funeral _____

3. Burial _____

Contact Priest: _____

Suggested Readings for Catholic Funerals

The following are lists of Scriptures appropriate for use at Catholic Funeral Liturgies. One reading is chosen from each the Old Testament, the New Testament, and the Gospels.

- Other Scripture passages can be presented to the presider for approval.
- Non-Scripture readings cannot be read in place of these readings, but could be used in the worship aides or through some other means.

Old Testament

2 Mac. 12:43-46 "...he made atonement for the dead..."
Job 19:1,23-27 "...I know that my vindicator lives..."
Eccl. 3:1-8 "...A time to be born, a time to die..."
Eccl. 3:1-15 "...A time to be born, a time to die..."
Wis. 3:1-9 (Wis. 3:1-6, 9) "...The souls of the just are in the hand of God..."
Wis. 4:7-14 "The Righteous One, though he die early, shall be at rest..."
Sir. 2:1-11 "...in fire gold is tested....Compassionate is the Lord..."
Is. 25:6,7-9 "...he will destroy death forever..."
Is. 26:7-19 "...your dead shall live, their corpses shall rise..."
Is. 35:1-10 "...Here is your God, he comes with vindication..."
Is. 40:1-11 "...Here is your God, Here comes with power..."
Lam. 3:17-26 "...My portion is the Lord, says my soul..."
Ez. 37:12-14 "O my people, I will open your graves and have you rise..."
Dan. 12:1-3 "...the wise shall shine brightly..."
Mic. 7:7-9 "...though I sit in darkness, the Lord is my light..."

New Testament

Acts 10:34-43 (Acts 10:34-36, 42-43) "...Everyone who believes in him will receive forgiveness of sins"
Rom. 5:5-11 "...We were reconciled to God through the death of his Son..."
Rom. 5:17-21 "...through one righteous act acquittal and life came to all..."
Rom. 6:3-9 (Rom. 6:3-4,8-9) "...if we have died with Christ, we believe that we shall live with him..."
Rom. 8:1-11 "...There is no condemnation for those who are in Christ..."
Rom. 8:14-23 "...Those who are led by the Spirit of God are Children of God"
Rom. 8:31-35, 37-39 "...If God is for us, who can be against us?"
Rom. 14:7-9, 10-12 "...This is why Christ died and came to life"
1 Cor. 2:6-10 "...Eye has not seen, and ear has not heard..."
1 Cor. 15:12-20 "If there is no resurrection of the dead..."
1 Cor. 15:20-28 "In Adam all die, so too if Christ shall all be brought to life."
1 Cor. 15:51-57 "Death where is your victory?"
2 Cor. 4:14-5:1 "The one who raised the Lord Jesus will raise us..."
2 Cor. 5:1, 6-10 "We would rather leave the body and go home..."

Phil. 3:7-14 "...I run toward the prize to which God calls me..."
Phil. 3:20-21(1) "He will change our lowly body..."
1 Th. 4:13-18 "If we believe that Jesus died and rose..."
2 Tim. 2:8-13 "Remember Jesus Christ, raised from the dead..."
2 Tim. 4:1-2, 6-8 "I have competed well, I have finished the race..."
1 John 3:1-2 "Beloved, we are God's children now..."
1 John 3:14-16 "We know that we have passed from death to life..."
Rev. 14:13 "...Blessed are the dead who die in the Lord..."
Rev. 20:11-21:1 "...The sea gave up its dead; then Death and Hades..."
Rev. 21:1-5, 6-7 "...I also saw the holy city, a new Jerusalem..."

Gospel

Mt.5:1-12 "The Eight Beatitudes"
Mt. 11:25-30 "come to me . . . and I will give you rest."
Mt. 25:1-13 "Look. The bridegroom comes. Go out to meet him"
Mt. 25:31-46 "Come, you whom my Father has blessed"
Mark 15:33–16:6 (Mark 15:33-39) "Jesus gave a loud cry and breathed his last"
Luke 7:11-17 "Young man, I say to you, arise."
Luke 12:35-40 "Be prepared, for at an hour expect..."
Luke 23:33, 39-43 "Today you will be with me in paradise."
Luke 23:44-49 "Father into your hands I commend my spirit"
Luke 24:13-35 (Luke 24:13-16,28-35) "Was it not necessary that the Christ should suffer..."
John 5:24-29 "Whoever hears my word and believes has passed from..."
John 6:37-40 "All who believe in the Son will have eternal life..."
John 6:51-58 "All who eat this bread will live for ever..."
John 11:17-27 (John 11:21-27) "I am the resurrection and the life."
John 11:32-45 "Lazarus, come out."
John 12:23-28 (John 12:23-26) "If a grain of wheat falls on the ground and dies..."
John 14.1-6 "There are many rooms in my Father's house."
John 17.24-26 "Father, I want those you have given me to be with me..."
John 19:17-18, 25-39 "Jesus bowed his head and gave up his spirits."