



# Funeral Planning Guide for Families

Please complete as possible before your meeting with a Pastoral Associate

Name of Deceased: \_\_\_\_\_

*(as it should appear on the program)*

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Would you like a picture on the program?                      Yes                      No

*(digital copies of pictures are need at least one full business day before the funeral)*

Name of Family Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Holy Spirit Parishioner?    Y    N

Funeral Home: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Funeral Director: \_\_\_\_\_

Preferred Funeral Date and Time: \_\_\_\_\_

Preferred Funeral Presider (Name of Priest): \_\_\_\_\_

Will the deceased be cremated?                      Yes                      No                      No Remains Present

*(Catholics are required to bury or intern in columbarium cremated remains in their entirety)*

Date and Time of Visitation: \_\_\_\_\_

Location & Address of Visitation: \_\_\_\_\_

*(Visitations may take place at the parish up to two hours before the Funeral)*

Would you like a prayer service visitation (e.g. rosary, vigil service, etc.)?                      Yes                      No

For parish visitations, do you plan to have a slideshow or other audio/visual?                      Yes                      No

*(Slideshows, etc. are needed at least one full business day before the visitation and should advance and loop on their own)*



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Date and Time of Burial: \_\_\_\_\_

Location & Address of Burial: \_\_\_\_\_

## Music for Mass

*(All music for Mass must be sung or played live and must follow the universal norms for sacred music within the liturgy. If you have question about particular music, our staff is happy to assist you)*

Opening Hymn: \_\_\_\_\_

Psalm: \_\_\_\_\_

Offertory Hymn: \_\_\_\_\_

Communion Hymn: \_\_\_\_\_

Closing Hymn: \_\_\_\_\_

## Readings for Mass

*(Readings for Mass are selected from Sacred Scripture. If there is a reading you would like to include from outside of the suggestions, please bring it to the attention of the Pastoral Associates)*

1<sup>st</sup> Reading (Old Testament, C1-C7\*): \_\_\_\_\_

*\*During the Easter Season, New Testament readings (C8-C11) should be used*

2<sup>nd</sup> Reading (New Testament, E1-E15\*): \_\_\_\_\_

*\*Readings from the gospels may only be used for the Gospel Proclamation*

Gospel (G1-G19): \_\_\_\_\_

Petitions (H1-H9): \_\_\_\_\_

## Liturgical Ministers for Mass

Readers (3): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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Gift Bearers (1-3): \_\_\_\_\_

Extraordinary Ministers of Communion (*must be trained and serving at their parish*)

\_\_\_\_\_  
\_\_\_\_\_

Optional Remembrance (Eulogy) at the parish?      Yes      No

Note: Remembrance text should not exceed **3 minutes** in length; the printed text should not exceed **1 printed page double-spaced**. The remembrance should help those who did not know your loved one appreciate their best qualities and how one might honor your loved one's memory by following their example

Would you like to Livestream or record the Funeral Mass?      Yes      No

*(Livestream or recording must be requested at last two full business days in advance)*

Would you like to parish to provide a Bereavement Lunch following the Funeral Mass?

Yes      No

How many guests are expected (*maximum seating 175*)? \_\_\_\_\_

Will lunch take place before or after the burial?      Before      After