



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)

1st Reading (Old Testament, C1-C7*): _____

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

2nd 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