

# FUNERAL GUIDELINES AND PLANNING GUIDE



Saint Mary's Visitation Parish

Elm Grove, WI

2018





Losing a loved one is one of the most difficult moments we will experience over the course of our earthly lives. During this time of sadness and grief the Church mourns with you and prays for the person who has died, trusting in the promise of her Lord and Master, that all who have died with Christ will live with Him.

This funeral planning guide has been designed to assist families in preparing for the funeral rituals of the Church. Please take a few moments to review this guide and then to begin to fill in some of the choices and selections which will assist in preparing for the funeral.

O God, in whose presence the dead are alive  
and in whom Your saints rejoice full of happiness,  
grant our supplication, that Your servant,  
for whom the fleeting light of this world shines no more,  
may enjoy the comfort of Your light for all eternity.

Amen.

(From the Roman Missal)

## The Funeral Home

St. Mary's recommends using a funeral home in the process of preparing for a funeral. The trained staff of a funeral home facilitates communication between the family and the parish and provides much needed services and direction in the midst of a difficult time.

## Scheduling the Funeral

St. Mary's will work with the funeral home and the family to find a time for the Funeral Mass. Please note that while St. Mary's hopes to provide for the desired times we cannot always accommodate them due to the schedules of the parish and our staff. Generally morning funerals are preferred.

## The Visitation

Visitations are traditionally held prior to the celebration of a funeral Mass, either immediately preceding it or on the evening beforehand at the funeral home. Visitations at St. Mary's may be held in the church or in the Parish Atrium, with preference given to the Parish Atrium.

## The Cemetery Committal

It is appropriate, but not necessary, for a priest or deacon to accompany the family to the cemetery for a committal service. Due to factors sometimes out of its control, St. Mary's cannot always provide a priest or deacon for these prayers. According to the ritual itself, however, these prayers may be led by a lay person in the absence of a priest or deacon.

## The Priest

Funeral Masses at St. Mary's are generally celebrated by our assigned parish priest(s) or by one of our usual assisting priests. Priests who are close family members or family friends can request permission to celebrate the funeral Mass from the parish pastor / administrator. A priest from outside the Archdiocese must provide a Letter of Suitability from his superior and is expected to follow the General Instruction of the Roman Missal, the Order of Christian Funerals as well as the guidelines listed in this booklet.

## Preparation Meeting

Generally a representative or two of the family will meet with either the priest or a member of the Parish Staff to do immediate planning for the funeral, including finalizing readings, music and getting an overview of the life of the deceased. Please bring a completed Funeral Planning Guide with you to the meeting.

## Remarks of Remembrance

Remarks of Remembrance, sometimes known as a eulogy, are best given during the visitation or at a gathering after the funeral. Remarks of Remembrance are done in the Atrium prior to the beginning of Mass. Please inform the Funeral Director how long you anticipate them lasting so he can begin them. St. Mary's will provide a microphone and stand to facilitate the Remarks of Remembrance. Please keep in mind that the Funeral Mass must start at the given time due to the scheduling of the church – please take this into account when making decisions on Remarks of Remembrance.

## Music

St. Mary's will provide a pianist / organist as well as a cantor for the celebration of the funeral Mass. If there is the desire for an instrumentalist (e.g. cello, violin, etc.), this will be coordinated through the Director of Music. Unfortunately, outside musicians and cantors cannot take the place of the parish musicians.

Music for the funeral Mass is chosen in dialogue between the family of the deceased, the priest and the Director of Music. Only liturgical music is to be used at the funeral Mass. Secular music can be used at the visitation or at the cemetery committal or a reception following the funeral services.

If a family member or friend would like to sing or play an instrument, we suggest it be done during the Remarks of Remembrance in the Atrium prior to the beginning of Mass.

## Order of Worship

Orders of Worship are prepared by the parish for use at the Funeral Mass. If something more elaborate is desired, we suggest producing a Memory Booklet containing photos and memories which can be produced by the family or funeral home and given out at the Visitation as a reminder of the deceased.

## St. Mary's Visitation Parish Cemetery

St. Mary's has a cemetery, located two blocks away on Watertown Plank Road. Plots and graves are eligible to be purchased by parish members. Unfortunately we are not able to sell plots or graves to non-parish members. If you would like further information, please contact the parish offices at 262.782.4575.

## Funeral Fees (as of 2018)

Stipend: \$50.00 (Made Payable to St. Mary's)

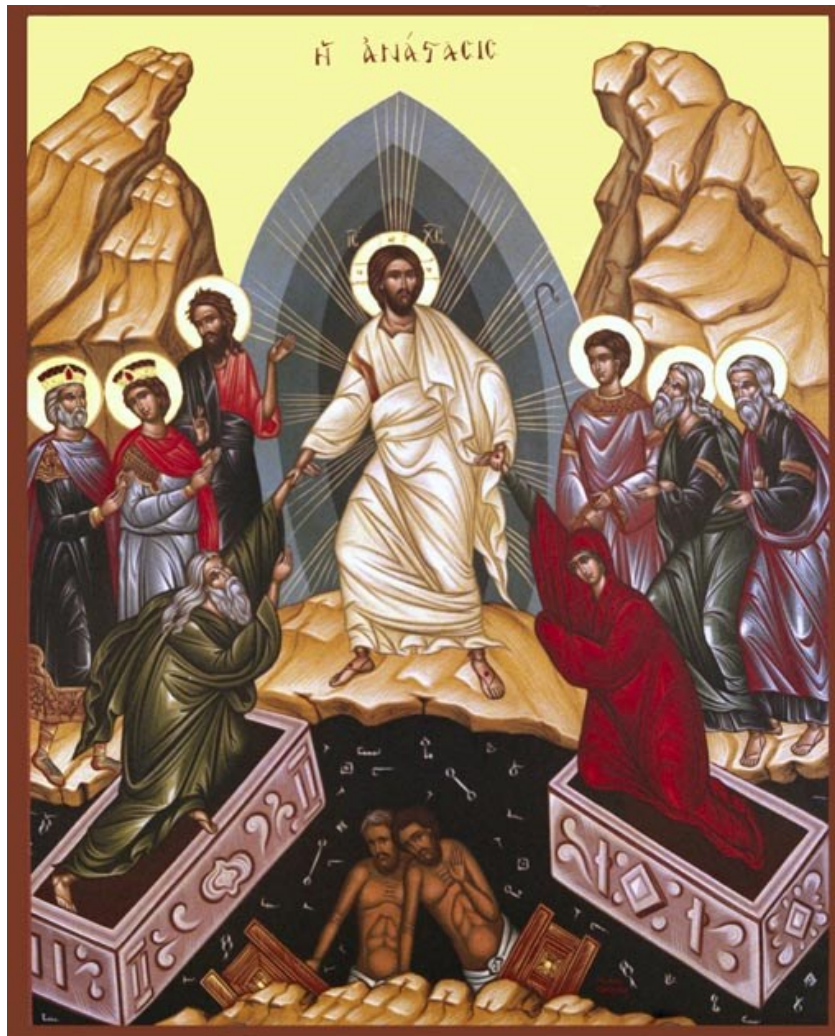
Organist: \$150.00 (Made Payable to Organist)

Cantor: \$125.00 (Made Payable to Cantor)

Visitation (if at the parish): \$200.00 (Made Payable to St. Mary's)

Priest: An Honorarium of \$100.00 - \$250.00 is traditional (Made Payable to Priest)





Eternal rest grant unto them, O Lord:  
and let perpetual light shine upon them.

A hymn, O God, becometh Thee in Sion,  
and a vow shall be paid to Thee in Jerusalem:  
O Lord, hear my prayer; all flesh shall come unto Thee.

Eternal rest grant unto them, O Lord:  
and let perpetual light shine upon them.

4 Esdras 2:34-35

Psalm 64:2-3

# FUNERAL PLANNING GUIDE

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(Name of the Deceased)

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(Date of Birth)

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(Date of Death)

\_\_\_\_\_ at \_\_\_\_\_  
(Date and Time of Funeral)

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

Director: \_\_\_\_\_

Family Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Visitation at: \_\_\_\_\_

On: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

# Hymnody

Please list some of your favorite hymns here:

# Readings

Possible reading selections can be found at the St. Mary's website, [www.stmaryeg.org/funerals](http://www.stmaryeg.org/funerals) or by consulting a Through Death to Life Book which can be provided by the parish upon request.

First Reading: \_\_\_\_\_

Read By: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Read By: \_\_\_\_\_

Gospel: \_\_\_\_\_

# Offertory

Two or more people may bring up the gifts of bread and wine:

\_\_\_\_\_