



# St. Gertrude Parish

Madeira, Ohio



## Funeral Liturgy Planning Sheet

Today's Date: \_\_\_\_\_ 20\_\_

Name of Deceased: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_ 20\_\_

What name did the deceased prefer to be called? \_\_\_\_\_ Age of deceased: \_\_\_\_\_

Date of funeral: \_\_\_\_\_ 20\_\_ Time: \_\_\_\_\_  Funeral Mass  Rite without Mass

Body  Cremains Cemetery \_\_\_\_\_  
Graveside, chapel, or mausoleum service after the funeral?  yes  no

Approximately how many people do you anticipate attending the funeral Mass? \_\_\_\_\_

Of those, approximately how many do you estimate will be receiving Communion? \_\_\_\_\_

Celebrant: \_\_\_\_\_ Phone number: **513-561-5954** extension: \_\_\_\_\_

Bereavement volunteer helper: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

Phone(s): \_\_\_\_\_

Email \_\_\_\_\_

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

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

Place/Time/Date of Viewing: \_\_\_\_\_

Post-funeral reception? \_\_\_\_\_

Helping Hands contacted?  yes  no

Contact Name : \_\_\_\_\_

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

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

Reader: \_\_\_\_\_

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

Reader: \_\_\_\_\_

Gospel Reading chosen: \_\_\_\_\_

Petitions read by: \_\_\_\_\_

Gift bearers (usually 2 or 3 ~ can be more): \_\_\_\_\_

Placing of the Pall over the Casket:  
(2 or more people ~ this is optional for family members and can be done by the funeral director)

### **For Office Use:**

Sacristan: \_\_\_\_\_

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

Altar Servers: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Choir director has been contacted

EMHC obtained, if needed

Spoken Remembrance?  yes  no

If yes, by whom? \_\_\_\_\_ Copy received?

Petitions composed by family?  yes  no Copy received?

Funeral program created?  yes  no Copy received?

Other Notes / Info:

## VISITATION

While the funeral home is the usual place for visitation, it is possible to have the visitation in the East/West room of the Parish Center. Previously scheduled events may exclude this as a possibility. The parish secretary will check availability if the family makes this request. *The visitation is the appropriate place for eulogies.*

## SPOKEN REMEMBRANCE BY A FRIEND OR FAMILY MEMBER

It is recommended that family members use the time at the visitation and/or at the reception following the funeral Mass to allow all interested friends and relatives to speak their remembrances publicly to all visitors in attendance. The General Instruction of the Roman Missal (GIRM 382) does not allow eulogies during the Mass. However, the archdiocese specifies when a spoken remembrance is allowed (*Preparing Funeral Liturgies*, 18; cf. *Order of Christian Funerals* #170), repeating that there is not to be a eulogy during the funeral. The guidelines for a spoken words of remembrance are as follows:

- Very brief (less than 5 minutes – typically, one page or less at 16-pt. font).
- Clearly not a eulogy (a eulogy praises the deceased's laudatory attributes and achievements).
- Demonstrates how the faith life of the deceased was portrayed in their lived experience.
- Speaks to the Christ-like attitudes/values that were important to the life of the deceased.
- A copy of the text must be provided to the celebrant by 5:00 p.m. *at the latest* the day before the funeral .

## PROGRAMS

If you would like to create your own program, a template is provided online at [www.stgertrude.org](http://www.stgertrude.org). Once changes are made, you should email the file to [parishoffice@stgertrude.org](mailto:parishoffice@stgertrude.org) by 5:00 p.m. *at the latest* the day before the funeral, , so that the celebrant can review it for you. (St. Gertrude does not provide copies of your program; the family is responsible for making the copies and bringing them to the Mass for distribution.)

## MUSICIANS

We have an organist and volunteer Resurrection Choir available. If you have any other plans, please notify the planner as soon as possible.

## RECEPTION AFTER THE FUNERAL

Please accept our sincere sympathy. The Helping Hands Committee works with the Bereavement Ministry to assist you at this time. If any space is available in the Parish Center, you may invite your family and friends to gather there after the funeral or burial. Contact the Priory or your bereavement contact about availability as soon as possible. If you let us know early enough, we can usually provide paper products, side dishes, desserts and drinks, or if you prefer – cookies, punch and coffee. If you decide on a meal, we ask the family or friends to provide meat trays, condiments and bread or buns (prepared sandwiches are suggested and often easiest at the reception buffet line). We usually are able to have some parishioners serve and clean up afterwards.

In the event that you want to use the Parish Center, but are providing all your own food and servers, we ask that you leave the kitchen in order afterwards.

If you plan to gather at someone's home instead, let us know if we can be of help supplementing your food needs.

You are in our prayers at this difficult time.

*Tish Shefcik*  
513-272-0266  
The Helping Hands Committee

## CREMATION

Catholic Church directives are clear that the strong preference is that the body be present in the church for the funeral Mass – cremation would occur after the funeral.

**Notes:** *These readings listed in this booklet are the readings provided by the Church for funerals. Readings outside of this list are strongly discouraged; other passages allowed only with prior permission of funeral celebrant and pastor and must be from a translation approved by the Church for liturgical use.*

## **FAMILY INFORMATION ~ FOR THE CELEBRANT**

Circumstances of illness and death:

Parents' names (if living):

*If applicable ~*

Spouse's name:

Children's name(s):

Sons-in-laws, Daughters-in-laws listed here:

Grandchildren's names:

Siblings:

Caregivers:

Special character traits, gifts, talents of the deceased, such as:

Work history:

Community involvement:

Church ministries and/or involvement:

Religious devotions:

Special memories, especially of the deceased's faith life:

**First Reading choices outside\* the Easter Season [CHOOSE ONE]:**

*\*please turn the page for readings during the Easter Season:*

- 2 Maccabees 12:43-46 ~ *He acted in an excellent and noble way as he had the resurrection of the dead in view*
- Job 19:1, 23-27a ~ *I know that my Vindicator lives.*
- Wisdom 3:1-9 ~ *As sacrificial offerings he took them to himself.*
- Wisdom 3:1-6, 9 ~ *(shorter form) As sacrificial offerings he took them to himself.*
- Wisdom 4:7-15 ~ *An unsullied life, the attainment of old age.*
- Isaiah 25:6a, 7-9 ~ *He will destroy death forever.*
- Lamentations 3:17-26 ~ *It is good to hope in silence for the saving help of the Lord.*
- Daniel 12:1-3 ~ *Many of those who sleep in the dust of the earth shall awake.*

**Second Reading choices [CHOOSE ONE]:**

- Romans 5:5-11 ~ *Since we are now justified by His Blood, we will be saved through him from the wrath.*
- Romans 5:17-21 ~ *Where sin increased, grace overflowed all the more.*
- Romans 6:3-9 ~ *We too might live in newness of life.*
- Romans 6:3-4, 8-9 ~ *(shorter form) We too might live in newness of life.*
- Romans 8:14-23 ~ *We also groan within ourselves as we wait for adoption, the redemption of our bodies.*
- Romans 8:31b-35, 37-39 ~ *What will separate us from the love of Christ?*
- Romans 14:7-9, 10b-12 ~ *Whether we live or die, we are the Lord's.*
- 1 Corinthians 15:20-28 ~ *So too in Christ shall all be brought to life.*
- 1 Corinthians 15:20-23 ~ *(shorter form) So too in Christ shall all be brought to life.*
- 1 Corinthians 15:51-57 ~ *Death is swallowed up in victory.*
- 2 Corinthians 4:14-5:1 ~ *What is seen is transitory, but what is unseen is eternal.*
- 2 Corinthians 5:1, 6-10 ~ *We have a building from God, eternal in heaven.*
- Philippians 3:20-21 ~ *He will change our lowly bodies to confirm to his glory.*
- 1 Thessalonians 4:13-18 ~ *Thus we shall always be with the Lord.*
- 2 Timothy 2:8-13 ~ *If we have died with him we shall also live with him.*
- 1 John 3:1-2 ~ *We shall see him as he is.*
- 1 John 3:14-16 ~ *We know that we have passed from death to life because we love our brothers.*

**Gospel Reading choices [CHOOSE ONE]:**

- Matthew 5:1-12a ~ *Rejoice and be glad, for your reward will be great in heaven.*
- Matthew 11:25-30 ~ *Come to me and I will give you rest.*
- Matthew 25:1-13 ~ *Behold the bridegroom! Come out to him!*
- Matthew 25:31-46 ~ *Come, you who are blessed by my Father.*
- Mark 15:33-39, 16:1-6 ~ *Jesus gave a loud cry and breathed his last.*
- Mark 15:33-39 ~ *(shorter form) Jesus gave a loud cry and breathed his last.*
- Luke 7:11-17 ~ *Young man, I tell you, arise!*
- Luke 12:35-40 ~ *You also must be prepared.*
- Luke 23:33, 39-43 ~ *Today, you will be with me in Paradise.*
- Luke 23:44-46, 50, 52-53, 24:1-6a ~ *Father, into Your hands I commend My spirit.*
- Luke 23:44-46, 50, 52-53 ~ *(shorter form) Father, into Your hands I commend My spirit.*
- Luke 24:13-35 ~ *Was it not necessary that the Christ should suffer these things and enter into his glory?*
- Luke 24:13-16, 28-35 ~ *(shorter form) Was it not necessary that the Christ should suffer these things...*
- John 5:24-29 ~ *Whoever hears my word and believes has passed from death to life.*
- John 6:37-40 ~ *Everyone who sees the Son and believes in him may have eternal life and I shall raise him on the last day.*
- John 6:51-58 ~ *Whoever eats this bread will live forever, and I will raise them up on the last day.*
- John 11:17-27 ~ *I am the Resurrection and the Life.*
- John 11:21-27 ~ *(shorter form) I am the Resurrection and the Life.*
- John 11:32-45 ~ *Lazarus, come out!*
- John 12:23-28 ~ *If it dies, it produces much fruit.*
- John 12:23-26 ~ *(shorter form) If it dies, it produces much fruit.*
- John 14:1-6 ~ *In my Father's house there are many dwellings.*
- John 17:24-26 ~ *I wish that where I am they also may be with me.*
- John 19:17-18, 25-30 ~ *And bowing his head he handed over his Spirit.*

**First Reading choices during the Easter Season [CHOOSE ONE]:**

- Acts 10:34-43 ~ *He is the one appointed by God as judge of the living and the dead.*
- Acts 10:36, 42-43 ~ *(shorter form) He is the one appointed by God as judge of the living and the dead.*
- Revelation 14:13 ~ *Blessed are the dead who die in the Lord.*
- Revelation 20:11-21:1 ~ *The dead were judged according to their deeds.*
- Revelation 21:1-5a, 6b-7 ~ *There shall be no more death.*

**Reading choices for funerals of baptized children:**

**First Reading choices outside the Easter Season [CHOOSE ONE]:**

- Isaiah 25:6a, 7-9 ~ *He will destroy death forever.*
- Lamentations 3:22-26 ~ *It is good to hope in silence for the saving help of the Lord.*

**First Reading during the Easter Season [CHOOSE ONE]:**

- Revelation 7:9-12, 15-17 ~ *God will wipe away every tear from their eyes.*
- Revelation 21:1a, 3-5a ~ *There shall be no more death.*

**Second Reading [CHOOSE ONE]:**

- Romans 6:3-4, 8-9 ~ *We believe that we shall also live with him.*
- Romans 14:7-9 ~ *Whether we live or die, we are the Lord's.*
- 1 Corinthians 15:20-23 ~ *So too in Christ shall all be brought to life.*
- Ephesians 1:3-5 ~ *He chose us in him, before the foundation of the world, to be holy.*
- Thessalonians 4:13-14, 18 ~ *We shall be with the Lord forever.*

**Gospel Reading [CHOOSE ONE]:**

- Matthew 11:25-30 ~ *You have hidden these things from the wise and the learned and have revealed them to the childlike.*
- Mark 10:13-16 ~ *The Kingdom belongs to little children.*
- John 6:37-40 ~ *This is the will of my Father, that I should not lose anything of what he gave me.*
- John 6:37-39 ~ *(shorter form) This is the will of my Father, that I should not lose anything of what he gave me.*
- John 6:51-58 ~ *Whoever eats this bread will live forever, and I will raise him up on the last day.*
- John 11:32-38, 40 ~ *If you believe, you will see the glory of God.*
- John 19:25-30 ~ *Behold your mother.*

**Reading choices for funerals of children who died before baptism:**

**First Reading [CHOOSE ONE]:**

- Isaiah 25:6a, 7-8b ~ *He will destroy death forever.*
- Lamentations 3:22-26 ~ *It is good to hope in silence for the saving help of the Lord.*

**[Optional: A second reading can be chosen from the section above]**

**Gospel Reading [CHOOSE ONE]:**

- Matthew 11:25-30 ~ *You have hidden these things from the wise and the learned and have revealed them to the childlike.*
- Mark 15:33-46 ~ *Jesus gave a loud cry and breathed his last.*
- John 19:25-30 ~ *Behold your mother.*

**Standard Petitions** ~ select one petition from each category, below:

[After making your selections, please cross out remaining unselected choices.]

**Petition #1:**

- For the pope, for all bishops, priests, and religious, and for all who share the Gospel with others, that they may be given the strength to express in action the word they proclaim, we pray to the Lord...
- For our Church, and for all the special intentions of our Holy Father, we pray to the Lord...
- For the Holy Catholic Church, that the Lord would pour out His Holy Spirit to strengthen and guide each of us on our sacred journey to the Father, we pray to the Lord...

**Petition #2:**

- For those in public office, that they may truly work for what is right and just in God's eyes, we pray to the Lord...
- For all government officials at every level, that they would work to protect the dignity of every human person, from conception to natural death, we pray to the Lord...
- For the civil protection and defense of the sacredness of every human life, especially the sick, the elderly, and the unborn, we pray to the Lord...

**Petition #3:**

- For \_\_\_\_\_, who in baptism was given the pledge of eternal life, that he/she may now be admitted to the company of the saints, we pray to the Lord...
- In baptism, \_\_\_\_\_ received the light of Christ. Scatter the darkness now and lead him/her over the waters of death, we pray to the Lord...
- For \_\_\_\_\_, that the Lord would have mercy upon him/her, and receive his/her soul into the family of God, we pray to the Lord...
- That God delivers the soul of his servant, \_\_\_\_\_ from punishment and from the powers of darkness; and that in His divine and infinite mercy, He will blot out all his/her offenses, we pray to the Lord...

**Petition #4:**

- Our brother/sister \_\_\_\_\_ was nourished at the table of the Savior. Please welcome him/her into the halls of the heavenly banquet, we pray to the Lord...
- For \_\_\_\_\_ who ate the body of Christ, the bread of life, that he/she may be raised up on the last day, we pray to the Lord...
- That God will beckon \_\_\_\_\_ into eternal bliss, in the company of all the angels and saints, we pray to the Lord...
- For \_\_\_\_\_, who served others in so many ways with the many gifts and talents You bestowed on him/her, please grant him/her a very special place in heaven, we pray to the Lord...

**Petition #5:**

- The family and friends of \_\_\_\_\_ seek comfort and consolation. Heal their pain and dispel the darkness that come from grief, we pray to the Lord...
- For the family and friends of \_\_\_\_\_ that they may be consoled in their grief by the Lord, who wept at the death of his friend, Lazarus, we pray to the Lord...
- For all of us assembled here today to worship in faith, that we may one day be gathered together again in God's kingdom, we pray to the Lord...
- For all those who bear a cross of pain in mind or in body and for all caregivers; that as they unite their sufferings with the Lord's on His cross, their pain will be transformed into glory, we pray to the Lord...

**Petition #6:**

- Many friends and members of our families have gone before us and await the kingdom. Grant them an everlasting home with Your Son, we pray to the Lord...
- For all of the deceased relatives and friends of \_\_\_\_\_, that they may have the reward of seeing the Lord face to face, we pray to the Lord...
- That God will welcome into His glory those of our family and friends who have departed this life, we pray to the Lord...

**Petition #7:**

- For all the personal intentions of those here present ~ [pause] ~ and for that one person we know today who needs our prayers the most, we pray to the Lord...
- For all of the intentions we hold in the silence of our hearts...[pause]...we pray to the Lord...
- For all of our personal intentions, [pause] and for those of whom we have promised to pray, we pray to the Lord...

**Note:** *If petitions are further customized, please submit a typed copy to the parish secretary by 5 p.m. at the latest, the day before the funeral so that it may be reviewed by the celebrant. Please include contact information [i.e., name, phone, email, etc], in case any changes are needed.*

**Petitions suggested for deceased children or youth:**

*[These petitions can take the place of Petitions 3 through 6 on the previous page.]*

- The Lord is the lover of his people and our only sure hope. Let us ask him to deepen our faith and sustain us in this dark hour, we pray to the Lord...
- You became a little child for our sake, sharing our human life. Please help us to accept our pain and turn it over to You, we pray to the Lord...
- Lord, you entrusted \_\_\_\_\_ to our care. Now you embrace him/her in your love. Comfort us in our sorrow and help us to seek to do your will and to know your peace, that peace which is beyond all understanding, we pray to the Lord...
- You were a child and grew in wisdom, age, and grace, and learned obedience through suffering. Help \_\_\_\_\_'s family and friends, those who played with him/her, and those who cared for him/her, that they may be consoled in their loss and strengthened in their love for one another, we pray to the Lord...
- For \_\_\_\_\_'s family, especially his/her mother and father, [his/her brother(s) and sister(s), grandparents, aunts, uncles, and cousins and very close friends], that they feel the healing power of Jesus Christ in the midst of their pain and grief, we pray to the Lord...
- For all parents who grieve over the death of their children, that they may be comforted in the knowledge that their children dwell with God, we pray to the Lord...
- For all children who have died of hunger or disease, that these little ones be seated close to the Lord at his heavenly table, we pray to the Lord...
- For all of us here today, that we prepare worthily for the hour of our death, when God will call us by name to pass from this world to the next, we pray to the Lord...

## **Music Selections:**

### **Entrance Hymn [CHOOSE ONE]:**

- Alleluia, Sing to Jesus
- Alleluia, The Strife is O'er
- Amazing Grace
- Be Not Afraid
- Blest Are They
- For All the Saints
- Happy the Man
- Here I Am, Lord
- On Eagle's Wings
- Canticle of the Sun
- I Heard the Voice of Jesus
- Sing With All The Saints in Glory

### **Recessional Hymn [CHOOSE ONE]:**

- Alleluia, The Strife is O'er
- Amazing Grace
- City of God
- For All The Saints
- Holy God We Praise Thy Name
- How Great Thou Art
- Jesus, Remember Me
- Let There Be Peace on Earth
- On Eagle's Wings
- Sing With All The Saints in Glory

### **Psalm [CHOOSE ONE]:**

- Psalm 16 ~ Shelter Me, God
- Psalm 23 ~ My Shepherd is the Lord
- Psalm 23 ~ Shepherd Me, O God
- Psalm 23 ~ The Lord is My Shepherd, There is Nothing I Shall Want
- Psalm 24 ~ I Have Loved You
- Psalm 25 ~ To You, O Lord, I Lift My Soul
- Psalm 27 ~ The Lord is My Light
- Psalm 27 ~ The Lord is My Light and My Salvation, of Whom Should I Be Afraid?
- Psalm 27 / 43 ~ Yes, I Shall Arise
- Psalm 103 ~ The Lord is Kind and Merciful
- Psalm 116 ~ I Will Walk in the Presence of the Lord in the Land of the Living
- Psalm 131 ~ My Soul is Longing for Your Peace

### **Offertory Hymn [CHOOSE ONE]:**

- All I Ask of You
- Amazing Grace
- Be Not Afraid
- Blest Are They
- Come To Me
- Do Not Let Your Hearts Be Troubled
- Eye Has Not Seen
- Hail Mary, Gentle Woman
- Happy the Man
- Healer of My Soul
- Here I Am, Lord
- I Have Loved You
- I Know My Redeemer Lives
- I Will Be With You
- In the Garden
- In This Very Room
- Jesus My Lord My God My All
- Like a Shepherd
- O Loving God (tune: Danny Boy)
- Old Irish Blessing
- On Eagle's Wings
- On This Day O Beautiful Mother
- Panis Angelicus
- Prayer of St. Francis
- Precious Lord, Take My Hand
- Surely the Presence of the Lord is in This Place

### **Communion Hymn(s)**

#### **[CHOOSE ONE or TWO]:**

- Ave Maria
- Be Not Afraid
- Blest Are They
- Come to Me
- Do Not Let Your Hearts Be Troubled
- Hail Mary, Gentle Woman
- Healer of my Soul
- Here I Am, Lord
- I Am The Bread of Life
- In The Garden
- In This Very Room
- Jesus, My Lord My God My All
- Like a Shepherd
- Mother Dear O Pray for Me
- O Lord I am Not Worthy
- Old Irish Blessing
- On Eagle's Wings
- On This Day O Beautiful Mother
- One Bread, One Body
- Panis Angelicus
- Surely the Presence of the Lord is in This Place
- Taste and See
- You Are Mine

**Some practical help**  
**for encouraging spoken remembrances and prepared eulogies**  
**at the wake:**

Here is a suggested format for inviting people to take the opportunity at the wake to stand up in front of those present at the funeral home and have the chance to tell their story(s), how they were deeply touched by their deceased friend or relative, beautiful memories, etc.

This short introduction could be spoken during the wake by the funeral director:  
*“Thank you for coming, everyone...we would like to take this opportunity to let interested friends and relatives speak their remembrances to all those here present at the funeral home...I know that ‘Mary’ wants to tell you about her ‘Aunt Sally’s’ love for ‘dancing’ and she has a wonderful story to share with all of you about it...”* [or whatever you have shared with the funeral director ahead of time, to get the ball rolling with the first person]...then after ‘Mary’ is finished... *“is there anyone else who would like to share a story?”*

Often, if you want to invite folks to participate, it is best to start with an upbeat story, and then if someone has a long, prepared eulogy, then they can follow some of the other people who have shared their shorter, light-hearted memories.

If you don’t want to invite just anyone to have the option of speaking, then the funeral director can just introduce the person(s) who have prepared eulogy(s) to give.

How beautiful it can be to host this at the funeral home, a much less formal atmosphere for this type sharing, as compared to being limited to one person’s spoken remembrance during Mass.