



Funeral Liturgy Planning Sheet - St. Gertrude Parish

Today's Date: _____

Full Name of Deceased: _____

Preferred name for priest to use: _____

Address of Deceased: _____

Date of Birth: _____ Date of Death: _____

Age of Deceased: _____

Date of Funeral: _____ Time: _____

Funeral Mass Memorial Mass Rite without Mass

Funeral Home: _____ Phone: _____

Place/Date/Time of Viewing: _____

Body Cremains No Body or Cremains Internment date: _____

Cemetery: _____ At Cemetery: Graveside Chapel Mausoleum Service

Approximately, how many people anticipated to attend Funeral Mass? _____

Of those, approximately how many will be receiving Communion? _____

Additional Extraordinary Ministers of Eucharist needed? Yes or No If Yes, how many? _____

Celebrant: _____ Phone Number: 561-5954

Con-celebrant: _____ Contact Info: _____

Bereavement Coordinator: AnnaMaria Spurgin at amspurgin@stgertrude.org

Family Contact: _____ Relationship: _____

Contact Address: _____

Contact Phone: _____ Email: _____

Name of Deceased _____ Date & Time of Liturgy _____

Selections for the order of the Funeral Mass with Spoken Remembrance

Entrance Hymn: _____ # _____

Spoken Remembrance by: _____

Relationship to deceased: _____

Placing of the Pall over the Casket: Yes or No If yes, how many? (2 or more people but this is optional and can be done by the funeral director).

First Reading: _____

Reader: _____ Relationship to deceased: _____

Responsorial Psalm – (sung by choir): _____

Second Reading: _____

Reader: _____ Relationship to deceased: _____

Gospel Reading: _____

Homily: _____

Petitions read by: _____ Relationship to deceased: _____

Offertory Hymn: _____ # _____

Gift Bearers (2-3): Names: _____

Relationship to Deceased: _____

Flowers to Our Lady's altar: Yes or No Flowers to St. Joseph's altar: Yes or No

If yes – Names & Relationship to deceased: _____

Communion Hymn(s): _____ # _____

Post-Communion Meditation Hymn: _____ # _____

Final Commendation: _____

Recessional Hymn: _____ # _____

Name of Deceased _____ Date & Time of Liturgy _____

Selections for the order of the Funeral Mass without Spoken Remembrance

Placing of the Pall over the Casket: Yes or No If yes, how many? (2 or more people but this is optional and can be done by the funeral director).

Entrance Hymn: _____ # _____

First Reading: _____

Reader: _____ Relationship to deceased: _____

Responsorial Psalm – (sung by choir): _____

Second Reading: _____

Reader: _____ Relationship to deceased: _____

Gospel Reading: _____

Homily: _____

Petitions read by: _____ Relationship to deceased: _____

Offertory Hymn: _____ # _____

Gift Bearers (2-3 or more): How many? __ Names: _____

Relationship to Deceased: _____

Flowers to Our Lady's altar: Yes or No Flowers to St. Joseph's altar: Yes or No

If yes – Names & Relationship to deceased: _____

Communion Hymn(s): _____ # _____

Post-Communion Meditation Hymn: _____ # _____

Final Commendation: _____

Recessional Hymn: _____ # _____

Name of Deceased _____ Date & Time of Liturgy _____

Standard Petitions – Select one petition from each category below for a total of 6 Petitions.

Petition # 1:

*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.

*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.

Petition # 2:

*Our brother/sister _____ was nourished at the table of the Savior. Welcome him/her into the halls of the heavenly banquet, we pray to the Lord.

*For our brother/sister _____, 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.

Petition # 3:

*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 our deceased relatives and friends, esp. _____, and for all who have helped us, that they may have the reward of their goodness, we pray to the Lord.

Petition # 4:

*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.

*Those who trusted in the Lord now sleep in the Lord. Give refreshment, rest, and peace to all whose faith is known to You alone, we pray to the Lord.

Petition # 5:

*The family and friends of _____ seek comfort and consolation. Heal their pain and dispel the darkness and doubt that come from grief, we pray to the Lord.

*For the family and friends of our brother/sister _____, 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.

Petition # 6:

*For all of the intentions we hold in the silence of our hearts...[pause]...we pray to the Lord.

*For all of us assembled here to worship in faith, that we may be gathered together again in God's kingdom, we pray to the Lord.

Name of Deceased _____ Date & Time of Liturgy _____

Petitions suggested for children or youth:

*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, 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, 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.

Name of Deceased _____ Date & Time of Liturgy _____

Notes for Celebrant, Sacristan, and Funeral Music Director

Notes for Celebrant regarding the Mass or graveside service:

Incense: Yes No Comment: _____

Notes for Sacristan regarding the Mass:

Altar Servers: Yes or No

Music: Marty Cunningham and the Resurrection Choir

Soloist: _____

Contact info: _____

Other musicians: _____

Contact info: _____

Funeral Program: Yes or No

PROGRAMS

The funeral home will generally assist the family in composing a funeral program.

Name of Deceased _____ Date & Time of Liturgy _____

Family Information – for the Celebrant

Circumstances of illness and death:

Parents' names (if living): _____

Spouse: Living or Deceased Name: _____

Number of years married to spouse prior to death of spouse: _____

Child's name	Spouse's name
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Grandchildren: Yes or No Number of Grandchildren: _____

Great-Grandchildren: Yes or No Number of Great-Grandchildren: _____

Living Siblings: Yes or No Number of Siblings: _____

Special character traits, gifts, talents, religious devotions, and special memories, especially of the deceased faith life: _____

Name of Deceased _____ Date & Time of Liturgy _____

Funeral Visitation – Immediate Family Only (due to COVID)

Visitation at St. Gertrude? Yes or No Approximate # of people: _____

Special request: podium other _____

* Funeral Home Director(s) will assist family to the church from the Parish Center shortly before the start of Mass.

Name of Deceased _____

Date & Time of Liturgy _____

Information – for the Family

VISITATION

While the funeral home is the usual place for visitation, it is possible to have the visitation in 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 OF FAITH 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 of Cincinnati does allow a “Spoken Remembrance of Faith” to be done before or after the funeral rite. (Preparing Funeral Liturgies, 18; cf. Order of Christian Funerals #170), repeating that there is not to be a eulogy during the funeral. The guidelines at St. Gertrude’s for a Spoken Remembrance of Faith are as follows:

- Very brief (less than 5 minutes: one typed page or less). This Spoken Remembrance of Faith will take place just before the beginning of the funeral rite. Everyone will proceed down the aisle; the casket/urn with cremated remains will be placed in front of the altar; all will be seated, and the designated person will be acknowledged by the celebrant. After the very brief Spoken Remembrance of Faith is completed, the celebrant will gather the immediate family at the casket/urn for the Introductory Rites of the Funeral Mass. Mass will not be interrupted at any time for a Spoken Remembrance of Faith.
- Clearly, the Spoken Remembrance of Faith is not a eulogy (a eulogy praises the deceased’s laudatory attributes and achievements). Eulogies may be done only at the time of visitation or at the reception following the funeral Mass.
- A Spoken Remembrance of Faith demonstrates how the faith life of the deceased was portrayed in their lived experience, and speaks to the Christ-like attitudes/values that were important in the life of the deceased. Please do not make any references to the deceased being in heaven. This is presumptuous on our part, and if this were definite or absolute and certain, there would be no reason for a funeral Mass which primary purpose is to pray for the soul of the deceased to reach heaven.
- A copy of the Spoken Remembrance of Faith text must be provided to the celebrant by 5:00 p.m. at the latest the day before the funeral. If a text is not submitted by this time, a Spoken Remembrance of Faith will not be allowed.

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A Catechism on Cremation

On March 21, 1997, the National Conference of Catholic Bishops in the United States was granted an indult from the Congregation for Divine Worship and the Discipline of the Sacraments and the Supreme Pontiff Pope John Paul II, for the funeral rites in the presence of the cremated remains of the deceased. The faithful are granted the full rites of Christian burial when a family decides to have their loved ones cremated. In the Order of Christian Funerals with Cremation Rites there are important clarifications for the Christian faithful concerning cremation. Here are some directives from the Cremation Appendix:

Although cremation is now permitted by the Church, it does not enjoy the same value as burial of the body. The Church clearly prefers and urges that the body of the deceased be present for the funeral rites, since the presence of the human body better expresses the values which the Church affirms in those rites.

Sometimes, however, it is not possible for the body to be present for the Funeral Mass. When extraordinary circumstances make the cremation of a body the only feasible choice, pastoral sensitivity must be exercised by priests, deacons, and others who minister to the family of the deceased. When the choice has been made to cremate a body, it is recommended that the cremation take place after the Funeral Liturgy.

The cremated remains of a body should be treated with the same respect given to the human body from which they come. This includes the use of a worthy vessel to contain the ashes, the manner in which they are carried, the care and attention to appropriate placement and transport, and final disposition. The cremated remains should be buried in a grave or entombed in a mausoleum or columbarium. The practice of scattering cremated remains on the sea, from the air, or on the ground, or keeping cremated remains in the home of a relative or friend of the deceased are not the reverent disposition that the Church requires.

It is very important that the Catholic faithful understand all the points above:

- **The Church still prefers the burial of the body over cremation.**
- **It is recommended that cremation should take place after the funeral Mass. Only under “extraordinary circumstances” should cremation take place before the funeral Mass.**
- **Plans should be made for the cremated remains to be buried in a grave in a reasonable amount of time if the interment does not take place immediately after the Mass.**
- **Scattering cremated remains is not reverent disposition.**

The Church requires that the cremated remains be interred. The Church recognizes the importance of laying our loved ones to rest, not only because they are dust and unto dust they should return, but also because the surviving family needs closure to their grieving. Keeping the cremated remains poses a real burden to this needed closure in our lives.

Name of Deceased _____

Date & Time of Liturgy _____

Suggested Music Selections:

Entrance Hymn [CHOOSE ONE]:

- Abide with Me
- Amazing Grace
- Be Not Afraid
- Blest Are They (The Beatitudes)
- Canticle of the Sun
- Here I Am, Lord
- I Heard the Voice of Jesus
- I Know My Redeemer Lives
- Morning Has Broken
- On Eagle's Wings
- The Strife is O'er

Responsorial Psalm [CHOOSE ONE]:

- 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 and My Salvation, of Whom Should I Be Afraid?
- Psalm 103 ~ The Lord is Kind and Merciful

Offertory Hymn [CHOOSE ONE]:

- All I Ask of You
- Amazing Grace
- Be Not Afraid
- Do Not Let Your Hearts Be Troubled
- Eye Has Not Seen
- Hail Mary, Gentle Woman
- Here I Am, Lord
- I Have Loved You
- I Know My Redeemer Lives
- I Will Be With You
- Jesus My Lord My God My All
- Lord of All Hopefulness
- O Breathe on Me, O Breath of God
- O Loving God (Tune of Danny Boy)
- On This Day O Beautiful Mother
- Prayer of St. Francis
- The Servant Song

Communion Hymn(s)

[CHOOSE ONE or TWO]:

- Be Not Afraid
- Hail Mary, Gentle Woman
- Here I Am, Lord
- How Beautiful
- I Am The Bread of Life
- Jesus, My Lord My God My All
- Like a Shepherd
- O Lord I am Not Worthy
- On This Day O Beautiful Mother
- One Bread, One Body
- Panis Angelicus
- Taste and See the Goodness of the Lord

Meditation Hymn (after Communion) –

[CHOOSE ONE]:

- Ave Maria
- Come to Me
- Do Not Let Your Hearts Be Troubled
- In This Very Room
- Old Irish Blessing
- Surely the Presence of the Lord is in this Place

Recessional Hymn [CHOOSE ONE]:

- Amazing Grace
- For All The Saints
- Holy God We Praise Thy Name
- How Great Thou Art
- I Know My Redeemer Lives
- O God Beyond All Praising
- On Eagle's Wings

Additional Recessional Hymn option for Veterans:

- America, the Beautiful
- Battle Hymn (Mine Eyes have seen the Glory)
- Let There Be Peace on Earth

