



# Funeral Guidelines

## **The Funeral Home**

St. Joseph Parish highly 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. Joseph Parish does its best to coordinate a time for the celebration of the funeral taking into account the desires of the family, the availability of the priest and the overall parish calendar. Generally morning funerals are preferred. Please keep in mind that it might not be possible to celebrate a funeral on a given day due to factors outside of the parish's control.

## **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 Joseph Parish are normally held in the Day Chapel.

## **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 their control, St. Joseph Parish 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. Joseph Parish 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 of Milwaukee must provide a Letter of Suitability from his superior and is expected to follow the General Instruction of the Roman Missal as well as

the guidelines listed in this booklet. If our assigned parish priest is unavailable to celebrate the funeral, the parish will find a priest to celebrate the funeral Mass. This will usually be a senior priest or a priest from a religious order.

### **Funeral Planning Meeting**

St. Joseph Parish usually holds a meeting at least 48 hours prior to the day of the funeral. Present at this meeting are members of the deceased family, our pastor or a designated priest, the Director of Music Ministry and at least one member of St. Joseph's Bereavement Ministry. The purpose of this meeting is to plan the funeral liturgy in detail. It also gives the priest a chance to get to know the deceased in preparation for giving a homily.

### **Bereavement Ministry Services**

The Bereavement Ministry addresses the needs of those who have experienced the death of a loved one. This ministry provides support and resources for individuals mourning the loss of a loved one through personal contact and printed materials. This ministry is also available to assist with funeral planning by working in conjunction with the pastor and in working directly with the family during and after the initial visit with the pastor and the bereavement minister.

Specific services available for the Funeral Mass are:

1. Providing copies of the readings chosen by the family to be used in church. Doing the readings at Mass if no family members or friends are available for this.
2. Writing and/or reading the Prayers of the Faithful at Mass if the family doesn't have anyone to do this.
3. Presenting the offertory gifts if the family doesn't have anyone to do this.
4. Serving as a cup distributor if the family doesn't have anyone to do this.
5. The bereavement minister assists the priest as acolyte during the Funeral Mass.

The Bereavement Ministry also provides hospitality during visitation if the visitation takes place at St. Joseph Parish and if the family wants this service. The following items will be available in the Hospitality Suite for the immediate family of the deceased during visitation prior to the Funeral Mass. It is hoped that these items will provide some comfort during this very difficult time.

- Cookies
- Candy
- Bottled drinking water
- Napkins and paper plates
- Kleenex
- Care Notes

A bereavement minister will contact the relative closest to the deceased about two to three weeks after the funeral to arrange a home visit if this is mutually agreed upon. A gift from the Bereavement Ministry is presented at that visit along with the first of four booklets written especially to assist the bereaved in the grieving process. Support is available for one year following the death of a loved one.

**St. Joseph Bereavement Ministers are:**

Rosie Neuman 262-389-4755

Betty Mutza 262-679-0200

Deb Gerum 262-719-2285

Mary Kozlik 262-679-1442

**Funeral Luncheon Ministry**

St. Joseph Parish usually has the ability to host a luncheon immediately following the Funeral Mass in our parish hall. Our ability to host a luncheon is dependent upon the schedule of the parish and the parish hall. There are times when we will not be able to hold a luncheon at the parish. Please check luncheon availability with the parish office. If you are planning to have a luncheon at St. Joseph, please call our luncheon coordinator, Diane Herried at (262) 662-4267. She will discuss the meal options and payment.

## **Music**

St. Joseph Parish will provide a pianist as well as the Parish Resurrection Choir for the celebration of the Funeral Mass. If there is the desire for an instrumentalist (ex. cello, violin, etc.), this will be coordinated through the Director of Music. Outside musicians or singers who may be relatives or friends of the deceased may play or sing a hymn prior to the Remarks of Remembrance. Family members who would like to sing are also welcome to join our Resurrection Choir in singing during the Mass. If there is adequate time for preparation and they are experienced in Catholic liturgical music they may serve as the cantor for the Mass. This should also be coordinated through the Director of Music. Unfortunately, outside musicians cannot take the place of the parish musicians, unless an exception is granted by the Pastor of St. Joseph's.

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. Some suggested hymns are listed in the Funeral Planning Guide section of this booklet and may include some of the deceased or their family's favorites. Secular music can be used at the visitation or at the cemetery committal or a reception following the funeral services.

## **Remarks of Remembrance**

Remarks of Remembrance, sometimes known as a "eulogy" can be presented at the time of the funeral, but they are not required. St. Joseph Parish asks that the Remarks of Remembrance start ten minutes prior to the start of the funeral Mass and are limited to no more than two people for a total of five to seven minutes. Remarks of Remembrance should focus in on the faith and virtues of the person who has died. Those presenting these remarks should be sure that all of their remarks are appropriate for a Church Setting.

## FEE SCHEDULE

### Contact Information

St. Joseph Parish  
S89 W22650 Milwaukee Ave.  
Big Bend, WI 53103  
(262) 662-2832

### Funeral Fees (As of 2018)

**Stipend:** \$75.00 (*Made Payable to St. Joseph Parish*)

**Pianist:** \$175.00 (*Made Payable to Pianist*) **\$100** Bench fee if St. Joseph's Director of Music is not the pianist.

**Visitation** (if at the parish): \$100.00 (*Made Payable to St. Joseph Parish and can be combined in one check with the stipend*)

**Priest:** An Honorarium is not required but can be a kind gesture towards the priest. The amount (if any) is determined by the family. (*Made Payable to the Priest*)

## FUNERAL HYMN SUGGESTIONS

+Alleluia! Sing to Jesus  
Be Not Afraid  
Blest Are They  
+Christ the Lord Is Risen Today  
Day Is Done  
Eat This Bread  
Eye Has Not Seen  
+For All the Saints  
Healer of Our Every Ill  
Holy God, We Praise Thy Name  
I Am the Bread of Life  
I Heard the Voice of Jesus Say  
I Know That My Redeemer Lives  
In Paradisum  
+Jesus Christ Is Risen Today  
Jesus, Remember Me  
Joyful, Joyful, We Adore You  
The King of Love My Shepherd Is  
Lift High the Cross

Lord of All Hopefulness  
May the Angels Lead You into  
Paradise  
Now We Remain  
O Breathe on Me, O Breath of God  
O God, Our Help in Ages Past  
On Eagle's Wings  
Sing with All the Saints in Glory  
Softly and Tenderly Jesus is  
Calling  
+The Strife Is O'er  
Taste and See  
This Is the Feast of Victory  
We Have Been Told  
We Shall Rise Again  
We Walk By Faith  
+Ye Watchers and Ye Holy Ones  
You Are Mine

*Hymns marked with "+" are omitted during Lent.*

### **Psalms**

Ps. 23 Shepherd Me, O God  
or My Shepherd Is the Lord  
Ps. 25 To You, O Lord  
Ps. 27 The Lord Is My Light  
Ps. 63 My soul is thirsting for you,  
O Lord my God  
Ps. 103 The Lord is Kind and Merciful  
  
Ps. 116 I will walk in the presence  
of the Lord

ST. JOSEPH'S FUNERAL GUIDELINES



Arrangements For \_\_\_\_\_  
Date of Death \_\_\_\_\_  
V Times & Date \_\_\_\_\_  
F Time & Date \_\_\_\_\_  
Funeral Location \_\_\_\_\_  
Name of Funeral Home \_\_\_\_\_  
Family Contact Person \_\_\_\_\_  
Contact Person Phone # \_\_\_\_\_

## **Funeral Planning Worksheet**

*(Please refer to Through Death to Life booklet)*

*Instrumental Prelude (by Music Minister or \_\_\_\_\_)*

**Remarks of Remembrance**    \_\_\_\_ Yes \_\_\_\_ No    Reader: \_\_\_\_\_

**Processional Hymn** \_\_\_\_\_

**Placing of the Pall** \_\_\_\_\_

**First Reading** *(pages 26-34 in booklet)*                      Page: \_\_\_\_\_ Number: \_\_\_\_\_

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

**Psalm** \_\_\_\_\_

**Second Reading** *(pages 45-55 in booklet)*                      Page: \_\_\_\_\_ Number: \_\_\_\_\_

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

**Gospel** *(pages 59-78; read by the Priest)*                      Page: \_\_\_\_\_ Number: \_\_\_\_\_

**Prayer of the Faithful** *(Sample found on Page 10 of this packet)*

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

**Offertory Hymn** \_\_\_\_\_

**Presentation of the Gifts**

Gift Bearers: \_\_\_\_\_



## **Funeral Planning Worksheet**

**Communion Hymn** \_\_\_\_\_

**Communion** (*Two cup ministers*)

\_\_\_\_\_

**Final Announcements** \_\_\_\_\_

**Song of Farewell:** \_\_\_\_\_

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

---

If you are having a **luncheon at St. Joseph's Parish**, please call Diane Herried at (262) 662-4267. She will discuss the meal options and payment. If you need **help with the mass or hospitality for the family during the visitation**, please contact Rosie Neuman from our Bereavement Ministry at (262) 389-4755.

*Please Note: Provided For Information Only  
Personalized Version Will Be Provided for Mass*

**Prayer of the Faithful**  
**Funeral of N.**  
Insert funeral date

(The Response is: **Lord, Hear Our Prayer**)

1. For N, 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.
2. For our brother/sister N, 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.
3. For our deceased relatives and friends and for all who have helped and supported the N family, that they may have the reward of their goodness. We pray to the Lord.
4. For those who have fallen asleep in the hope of rising again, that they may see God face to face. We pray to the Lord.
5. For the family and friends of our brother/sister N, 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.
6. 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.