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GOOD SHEPHERD

CATHOLIC CHURCH & SCHOOL

FUNERAL GUIDE

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We offer you our sincere condolences and our prayers at the death of your loved one. We pray that you might have a share in Christ's peace, even in the midst of your sadness. We pray especially for the peaceful repose of your loved one's soul.

In times like these, we, as a people of faith, are called to confidently proclaim our belief that, "God has created each person for eternal life and that Jesus, the Son of God, by his death and resurrection, has broken the chains of sin and death that bound humanity" (*Order of Christian Funerals*, 1).

Upon the death of a Christian, whose life was begun in the waters of baptism, members of the Church Militant assemble with the following intentions (*Order of Christian Funerals*, 4-7):

- » To console those who mourn "with the comforting word of God and the Sacrament of the Eucharist."
- » "To offer worship, praise, and thanksgiving to God for the gift of life which has now been returned to God, the author of life and hope of the just."
- » To intercede on behalf of the faithful departed, commending the dead "to God's merciful love" and pleading "for the forgiveness of their sins."
- » To bring "hope and consolation to the living," and to remind those present of "God's mercy and judgment" and the need to turn to God.

The celebration of the funeral is rooted in the Sunday assembly, as it is an action of the Universal Church. Because the funeral is liturgical, it is congregational. Thus, the congregation should be urged to participate actively and to join the Communion of Saints in making supplication on behalf of the recently departed.

It is our aim to ensure that the funeral liturgy is prepared to high theological, liturgical, and artistic standards, in order that it may provide fitting worship of God and a worthy remembrance of the deceased. You have a part to play in planning a funeral that does these things. This document is intended to guide you in the preparation of your loved one's funeral.

Our encouragement is that you review the information and begin making selections for the funeral liturgy prior to meeting with the priest, deacon, or director of music. Please let us know if you have any questions or concerns as you begin the planning process.

The Choice of Funeral Liturgy

The Funeral Mass is the standard and encouraged funeral liturgy for a deceased Catholic who was in good standing with the Church. The Funeral Mass is celebrated in the parish church. If the body or the cremated remains of the deceased are present, the Funeral Mass will be celebrated. If the body or the cremated remains are not present, a memorial Mass will be celebrated.

The Funeral Liturgy Outside Mass is used on occasions when the Funeral Mass cannot be celebrated, such as when the liturgical calendar does not permit a Funeral Mass, or when the family decides to have a funeral somewhere other than the parish church.

In making the decision of where a funeral should take place and which rites to use, the following can serve as general guidelines:

- » For active parishioners, the homebound, former active parishioners who now reside in care facilities or who have moved away from the parish for such reasons as retirement or to be with family, a Funeral Mass at the parish is encouraged.

- » For active Catholics who were part of this parish community, but have moved to another parish, a Funeral Mass at the current parish is most fitting.
- » For Catholics who have fallen away from the practice of the faith, or for a person who had publicly taken actions or positions opposed to the Catholic faith without repenting, a Funeral Liturgy Outside Mass and at the funeral home is permitted.

A Catholic funeral, and even a Funeral Mass, may be celebrated for a Christian who is not a Catholic, so long as this would not offend the sensibilities of those who attend. This case may arise, for example, when the living spouse is Catholic.

A Funeral Mass can always be celebrated for a child who has died, even without baptism. Appropriate prayers will be used in the event that the child was not yet baptized.

If a family is unsure what would be most appropriate for the deceased, please ask to speak with the pastor.

The Day and Time of the Funeral Liturgy

In general, funeral liturgies are scheduled Tuesdays, Wednesdays, Thursdays, and Fridays at 10:00 a.m., with a reviewal at Good Shepherd beginning at 9:00 a.m.

Funerals are not scheduled on Sundays, Mondays, Holy Days of Obligation, Ash Wednesday, All Souls Day, or during the Sacred Triduum.

The Funeral Director (Funeral Home or Mortuary)

The standard procedure for planning a funeral is that a funeral director (funeral home or mortuary) works with parish staff to establish the details of the visitation, the funeral liturgy, the luncheon, and the interment. Funeral directors are very helpful to the parish in that they arrange for the times of the events, assist in setting up for the visitation at the parish, and help the family in coordinating the luncheon and the interment. They also provide valuable assistance with programs, easels and tables for pictures and memory displays, guest books, and flow of guests.

Normally the procedure is that, after news of death, the funeral home is contacted first. The funeral home will then contact the parish to determine possible times and dates for a funeral liturgy. The family will meet with the funeral director and confirm the date and time. Family members should then contact the parish to arrange for a meeting with the priest or deacon who will preside at the funeral.

If the family of the deceased is not using a funeral home/director with the funeral arrangements, the parish will work to accommodate the family. Staff members and volunteers will carry out the services normally done by a funeral director or mortuary, including: arranging for the visitation, setting up for the funeral liturgy, and assisting with any programs, memorabilia, and other items desired for the visitation or funeral. Due to resources required to provide these services, the cost for a funeral without a funeral director is higher than the cost for a funeral with a funeral director.

Fee and Stipend Schedule for Funerals

Funeral for a registered parishioner (funeral home)

Funeral Fee*: \$600

Server Stipend: \$20 (please provide two \$10 bills)

Funeral for a registered parishioner (NO funeral home)

Funeral Fee*: \$750

Server Stipend: \$20 (please provide two \$10 bills)

Funeral for those not registered in the parish (funeral home)

Funeral Fee*: \$750

Server Stipend: \$20 (please provide two \$10 bills)

Funeral for those not registered in the parish (NO funeral home)

Funeral Fee*: \$900

Server Stipend: \$20 (please provide two \$10 bills)

* The funeral fee covers the use of the church and liturgical goods for the funeral liturgy, a cantor and accompanist, and compensation for staff and maintenance hours that go into planning and hosting the funeral. It does not cover the cost of a luncheon (see below).

While no stipend is expected, families often choose to make a gift to the presiding priest or deacon as a sign of their appreciation for the pastoral services rendered.

In the case of financial hardship, such as county assistance, fees may be reduced or waived at the discretion of the pastor.

The funeral home is expected to collect all fees and stipends, except for the stipend paid to the altar servers and the optional gift for the presiding priest or deacon, and submit payment to the parish, along with the clergy record. If no funeral director is involved, the family can pay the parish directly. The additional fee charged for those who are not registered in the parish will be used to support liturgical and pastoral efforts at the parish.

Cremation

Cremation of the body is permissible in the Catholic Church. Prior to granting permission for a Funeral Mass in the presence of cremated remains, the priest must consider the reasons for the request and receive the necessary assurance that the cremated remains will be handled with reverence and will be buried in a grave or entombed in a mausoleum or columbarium.

Guest Priests or Deacons

Guest priests or deacons are welcome to concelebrate or assist at the funeral. They will be asked to respect and abide by the liturgical protocol of the parish. If the guest priest is a family member of the deceased, he may preside at the liturgy. If the guest priest or deacon is from outside the Archdiocese of Saint Paul and Minneapolis, he must provide a letter of suitability to the parish and the archdiocese via his diocesan chancery. Without the letter of suitability, he will not be able to participate in the funeral liturgies.

Reception or Luncheon

Families who would like to have a luncheon after a funeral are welcome to do so. To see if the social hall is available for a reception, please contact the parish office. You will be assisted in the coordination of the funeral luncheon.

Decorations

No sanctuary furniture or liturgical furnishings are to be moved without first consulting the pastor. Reverence is to be observed in the sanctuary at all times. Liturgical decorations, including those specific to the season, are not to be moved or altered. However, floral arrangements are permitted and encouraged. Additional guidelines will be present during the season of Lent. Please consult the pastor with questions about decorations.

Eulogies

The vigil service held at the funeral home is part of the funeral rites. The vigil service, by its very nature, is meant to address the need of the grieving family to remember the life that was lived and to mourn the loss that they have suffered. The vigil service is the appropriate time to share stories and eulogies about the deceased. It is also the time to incorporate favorite music, whether sacred or secular, to read poetry, and accommodate other wishes and desires the family has to help them grieve their loss and celebrate their loved one's life in a more personalized manner that is not necessarily appropriate for the more formal, Catholic Funeral Rites.

Eulogies are not permitted within the Funeral Mass. The Order of Christian Funerals states that "a brief homily based on the readings should always be given at the funeral liturgy, but never any kind of eulogy" (141). The *General Instruction of the Roman Missal* reaffirms this prohibition of eulogies: "At the Funeral Mass there should, as a rule, be a short homily, but never a eulogy of any kind."

The funeral rite does allow for brief words of remembrance to be shared. If this is desired, please speak with the pastor about your options.

Liturgical Roles

Pall Bearers

Family members and friends are invited to carry the coffin in and out of the church, as well as to the burial. In the event of a cremation, the family should select one person to carry the cremated remains in and out of the church.

Readers

Readers from the parish may be available to read at funerals. You may also choose friends, family members, or those known to the family to read. When choosing a lector, be mindful that the word of God must be proclaimed clearly, with dignity and reverence. It is preferred that the readers be Catholic. However, you may select Christian readers for Old and New Testament selections, or a Jewish reader for the Old Testament selection. The priest or deacon will proclaim the Gospel.

Gift Bearers

Members of the faithful bring forward the gifts of bread and wine in preparation for the Eucharistic sacrifice. You may select up to five people to fill this role. Gift bearers must be practicing Catholics.

Extraordinary Ministers of Holy Communion

Extraordinary Ministers of Holy Communion (EMHC) from the parish may be available to serve at funerals. If a friend or family member of the deceased is an installed EMHC, he or she may distribute Holy Communion, pending verification from his or her parish.

Cantor

The cantor leads the psalm, acclamations, and other congregational items. While soloists from outside the parish may be permitted, it is expected that a cantor from the parish be used.

Readings

The Liturgy of the Word during the funeral consists of a first reading (Old Testament, unless it is the Easter Season), a second reading (New Testament), and a Gospel. Please use the *Liturgy Planning Sheet* and the binder of readings that you received from the parish to make your selections.

Music and Musicians

The Organist & Choirmaster from the Church of the Good Shepherd must be consulted about all outside musicians used at the funeral. This will guarantee the smooth execution of rite, given that the priest, cantor, and organist are used to working with each other, as well as with the specific demands of our sanctuary. Furthermore, it ensures a desirable continuity with the parish's liturgical life, and it protects the parish's tradition of high quality liturgy.

We make allowance for one solo number, to be sung by a family member or friend of the deceased. However, these selections must first be approved by the pastor and the director of music. Any soloists are asked to arrive at the church for rehearsal one hour before the funeral begins. Additional practice time may be arranged in consultation with the Organist & Choirmaster.

Liturgical Music

The funeral liturgy is first and foremost a liturgical celebration. As such, all musical selections must respect the liturgy and any dictates of the current liturgical season. For example, recitation or singing of the word *Alleluia* is prohibited during the Lenten season.

Furthermore, secular music is prohibited in the liturgy. Such music may be better suited for use at a vigil, visitation, committal, or reception.

Below is a comprehensive listing of musical selections that will be necessary for the funeral liturgy. Please note that any items marked with a double asterisk (**) will only be necessary for a Funeral Mass. Using the *Liturgy Guide for the Celebration of Christian Burial* provided by the parish, please choose one selection from each category. As some hymns appear in several locations, please check that you have not selected the same hymn twice. Please record your selections on the *Liturgy Planning Sheet* provided by the parish.

Processional Psalm or Hymn

Please select either an entrance antiphon and psalm (Section A) or an opening hymn (Section B). While any option below is permissible, it is preferable that an item from Section A is used.

Section A. Entrance Antiphon and Psalms

- » Psalm 84: Blessed are they who dwell in your house
- » Psalm 90: In every age, O Lord, you have been our refuge
- » Psalm 103: The Lord is kind and merciful
- » Psalm 118: This is the day the Lord has made
- » Introductory Rite: Give him/her eternal rest, O Lord

Section B. Opening Hymn

- » At The Lamb's High Feast We Sing
- » Christ is Alive
- » Come, You Faithful, Raise the Strain
- » For All the Saints
- » God of Our Fathers
- » Holy God, We Praise Thy Name
- » How Firm a Foundation
- » How Great Thou Art
- » God, Our Help in Ages Past
- » Praise, My Soul, the King of Heaven
- » Sing with All the Saints in Glory
- » The Living God My Shepherd Is
- » The Strife is O'er
- » There's a Wideness in God's Mercy
- » Ye Watchers and Ye Holy Ones

Introit

After the processional psalm or hymn, the cantor will chant the introit. Please select either the Latin or the English introit.

- » Latin: *Requiem Aeternam*
- » English: *Eternal rest grant unto them, O Lord.*

Gospel Acclamation

Prior to the proclamation of the Gospel, the cantor will lead the congregation in a Gospel Acclamation.

***Preparation of the Altar and Gifts*

During the preparation of the altar, the cantor will lead the congregation in a hymn or the cantor will sing a solo. Please select either one hymn or one solo from the list below. The feasibility of some solos may be contingent upon the cantor.

Hymns

- » Day is Done
- » I Heard the Voice of Jesus Say
- » I Know That My Redeemer Lives
- » Jesus, Remember Me
- » Lord of All Hopefulness
- » Now Let Your Servant Go
- » The King of Love My Shepherd Is
- » What Wondrous Love Is This

Solos

- » Ave MariaJ.S. Bach/C. Gounod
- » Ave Maria Gregorian Chant
- » Ave Maria Franz Schubert
- » Ave Maria Louis Vierne
- » Domine, Jesu Christe Gregorian Chant
- » Panis Angelicus.....Cesar Franck
- » Pie JesuAndrew Lloyd Weber
- » Pie JesuGabriel Fauré
- » Pie Jesu Maurice Duruflé

*****Eucharistic Acclamations***

During the Liturgy of the Eucharist, the cantor will lead the congregation in singing the Sanctus, the Memorial Acclamation, and the Great Amen.

Lamb of God

During the Fraction Rite, the cantor will lead the congregation in the singing of the Lamb of God.

Communion Procession Hymn

During the reception of Holy Communion, the cantor will lead the congregation in the singing of a communion hymn. Please select one of the following options.

- » Eat This Bread
- » Hidden Here Before Me
- » I Am the Bread of Life
- » Jesus, Remember Me
- » Jesus, My Lord, My God
- » Let Us Break Bread Together
- » Seed, Scattered and Sown
- » Shepherd of Our Hearts
- » Shepherd of Souls
- » The King of Love My Shepherd Is
- » You Satisfy the Hungry Heart

Final Commendation

During the final commendation, while the priest is incensing the body or cremated remains, the cantor sings the song of farewell.

Closing Hymn

At the conclusion of the Funeral Liturgy, the cantor will lead the congregation in a hymn. Please select one of the following options.

- » At the Lamb's High Feast We Sing
- » Christ is Alive
- » Come, You Faithful, Raise the Strain
- » Dwellers in the Holy City
- » God of Our Fathers
- » Holy God, We Praise Thy Name
- » I Know That My Redeemer Lives
- » Jesus Christ is Risen Today
- » Jesus Shall Reign
- » Mine Eyes Have Seen the Glory
- » Now Let Your Servant Go In Peace
- » God Beyond All Praising
- » Praise, My Soul, the King of Heaven
- » Sing with All the Saints in Glory
- » The Strife is O'er
- » There's a Wideness in God's Mercy
- » We Shall Rise Again
- » What Wondrous Love Is This
- » Ye Watchers and Ye Holy Ones