

Rite of Christian Burial

At

*St. John the Baptist
Catholic Church*



25810 156th Avenue S.E.

Covington, WA 98042

253-630-0701

www.sjtbcc.org



Planning the Funeral Rites

Whether death has come peacefully or tragically, your Catholic community is here to help you. When a Christian dies, the Church gathers in prayer to express, in the midst of grief, our faith in a loving God; to give thanks for the life of the deceased and to offer him/her as a gift to God; and to let God be a gift to all who gather together so that they might know God's love and compassion at this time of loss. In the funeral rituals, we proclaim our absolute faith in the transforming reality of the life, death and resurrection of Jesus Christ.

There are many things to do in preparing for the funeral and many choices to make at a time when it is very difficult to do so. Take your time, and let your planning and work be an expression of love for the deceased and for all who were close to him/her. Let it be an expression of faith to strengthen all who will be gathering together.

This booklet will guide you through some of the many things that need to be done and some of the options you have.

Cremation

One of the first choices many face or have already made is whether to have the body of the deceased cremated.

"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." Therefore, it is preferred that the body be present during the Funeral Mass, and that cremation occur after the Mass is concluded.

While the presence of the body at funeral liturgies is preferred, our Archbishop permits pastors in the Archdiocese of Seattle to exercise pastoral judgment to determine if it is appropriate to celebrate the funeral liturgy with cremated remains present. Cremated remains may not be scattered, subdivided, crafted into jewelry, pottery, or other objects, or kept at home, but are to be buried or placed in a columbarium.

If cremation is being considered only due to financial hardship, the parish may be able to help with some of the funeral costs

Place of Celebration

The funeral rites for the faithful departed are to be celebrated in his or her parish church. At the request of the deceased or those charged with arranging the funeral, the funeral rites may be celebrated in another Catholic church for a good reason and after having informed the deceased person's pastor.

If the deceased or their family are not involved in a parish, then the parish in whose geographical boundaries they live would be the proper place for the funeral.

A Funeral Mass is not permitted to be celebrated in a funeral home or a private home.

Funerals for non-Catholics, especially when the surviving spouse is Catholic, may be permitted under the following circumstances:

- ❖ The deceased must have been validly baptized;
- ❖ The non-Catholic minister is not available, and;
- ❖ There is no indication that the person would not have wanted a Catholic funeral

Day and Time of the Celebration

In deciding the day and time of the funeral we look at the needs of the family, the church schedule and the needs of the funeral home and cemetery. After death has occurred there should be time for family and friends to be notified and make travel plans. However the funeral should not be overly delayed. Four to fourteen days after death would be an appropriate range to set the funeral service.

Funerals are not celebrated on Sundays or Holy Days of Obligation. Funerals cannot be celebrated on Holy Thursday, Good Friday or Holy Saturday.

Normally we celebrate a funeral Mass on Wednesday Thursday or Friday at 11:00 AM. Sometimes a Saturday morning may also be available.

The Covid pandemic has caused many funerals to be delayed until a time when families can gather together. A simple funeral may be held with a celebration of life at a later time when family and friends can gather.

The funeral ritual concludes with the committal at the cemetery. Especially in the darker winter months that should be done by 3:00 PM. When the committal will take place on another day, such as when cremation is done after the Mass, or when the body of the deceased is to be interned out of the area; the funeral Mass could be in the afternoon or even an evening depending upon the parish schedule and availability.

Covid 19 Funeral Expense Assistance

Under the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 and the American Rescue Plan Act of 2021, FEMA is providing financial assistance for COVID-19 related funeral expenses incurred after January 20, 2020. Call this dedicated toll-free phone number to get a COVID-19 Funeral Assistance application completed with help from FEMA's representatives. Multilingual services will be available. **COVID-19 Funeral Assistance Helpline**

844-684-6333 | TTY: **800-462-7585** **Hours of Operation:** Monday – Friday 9 a.m. to 9 p.m. Eastern Time

Three parts of the Funeral Rítual

The three separate and sequential rites of the **Vigil**, **Funeral Mass** and **Committal** are the most fitting way to celebrate the pilgrimage of the deceased Christian. Economics and expediency should not prevent full availability and utilization of the rites by the Catholic faithful so that they receive the spiritual and emotional support derived from full and active participation in the Catholic funeral.

The Vigil

The Vigil is when the Christian community keeps watch with the family in prayer to the God of mercy and finds strength in Christ's presence. It is the first occasion among the funeral rites for the solemn reading of the word of God. In this time of loss, the family and community turn to God's word as a source of faith and hope, as light and life in the face of darkness and death. Consoled by the redeeming word of God, and the abiding presence of Christ and his Spirit, the assembly at the vigil calls upon the Father of mercy to receive the deceased into the kingdom of light and peace.

Normally the vigil is the night before the Funeral Mass. It may take many forms. It may be held at the parish, at the family home, or even at the funeral home. It may be a formal service such a Liturgy of the Word or from the Church's *Liturgy of the Hours*. It could also be an informal gather to share stories. Normally a deacon or lay parish volunteer will lead the vigil when it is at the church.

Depending upon the wishes of the family, the body may be viewed during the vigil service.

The Funeral Mass

At the funeral Mass, the Christian Community gathers with the family and friends of the deceased to give praise to God for Christ's victory over sin and death, to commend the

deceased to God's tender mercy, and to seek strength in the prayer of the community through which we believe the Risen Lord is present.

Reception of the Body

The church is the place where the Christian life is begotten in baptism, nourished with the Eucharist and where the community gathers to commend one of its deceased members to the Father. The funeral Mass begins with the reception of the body (unless this has taken place at the Vigil). It begins at the doors of the church with a greeting of the family; blessing of the coffin with water from the baptismal font; clothing of the casket with the funeral pall, a reminder of the baptismal garment; and the placing of a crucifix or symbol of the Christian life on the coffin.

Prior to the reception, any national flag or flower arrangement is taken off the casket. They may be returned to the casket after the Mass is ended.

A viewing may take place before the reception of the body. The casket is closed prior to the reception of the body and remains closed and sealed thereafter. The family may wish to assist in this final closing of the casket.

Holy Communion

The Eucharist is the foretaste and promise of the eternal feast of heaven and so is most appropriate for a funeral. As Jesus offers himself once again to his Father, now in bread and wine, we pray that the deceased, joined to the Body of Christ, is now a part of this gift to the Father. The Risen Christ we receive in Communion is the same Risen Christ we pray that the deceased now sees face to face.

It is a sad and painful reality that the Christian Churches have not yet achieved the unity of faith necessary to share together in Communion. You may wish to remind non Catholic family members and friends that they should not receive Communion. They may come forward with arms crossed for a blessing. And all are encouraged to welcome Jesus into their hearts.

The Funeral Mass is very much like a Sunday Mass. There are a variety of prayers and readings that could be used. Often the family is invited to make those selections. A planning booklet, *Through Death to Life* contains the various options and there is a planning guide in the pocket of this folder in which you can list your choices.

Family members or friends may read the first two readings, lead the Universal Prayers (Prayers of the Faithful), and bring forward the gifts of bread and wine. One does not need to be a Catholic to perform these roles, but one should be a practicing Christian. A Catholic family member or friend may serve as Eucharistic Ministers if they do so in their parish. The planning guide has places to list their names.

Remarks of Remembrance

The focus of the Funeral Mass is on praising God and giving thanks for what Christ has done through his death and resurrection. Therefore eulogies are not allowed at the Funeral Mass; a brief remembrance by one person representing the family may be offered prior to the final commendation. This reflection should focus on the faith life of the deceased. Eulogies, sharing of stories, poems, and extended remembrances are more appropriate for the vigil or at the reception.

The Final Commendation

The final Commendation is the farewell by the Christian Community. It is an act of respect for one of our members whom we entrust to the merciful embrace of God. The body of the deceased is incensed as a sign of our reverence for how the deceased has been a temple of the Holy Spirit. We also express our hope of all being reunited in the heaven.

Rite of Committal

The Rite of Committal concludes the funeral rites and is the final act of the community of faith in caring for the body of the deceased. It should be celebrated on the same day as the funeral Mass. Whenever possible it should be celebrated beside the open grave or place of internment. In committing the body to its resting place, the community expresses the hope of the glory of the resurrection. As Christ rose from the tomb so will all who believe in him.

The Catholic Cemetery serving the South King County Catholic population is Gethsemane Catholic Cemetery at 37600 Pacific Hwy S, Federal Way, WA 98003. Phone: (253) 838-2240 Website: mycatholiccemetery.org. Gethsemane Catholic Cemetery is a sacred space, a place of prayer and quiet reflection that invites us to remember all those “who have gone now before us marked with the sign of faith.” Mass is celebrated twice a month at the cemetery.

The Committal may be lead by a priest or deacon or lay member of the church. Gethsemane Catholic Cemetery has trained lay ministers to lead the committal rite when a priest or deacon is not available.

For those being interred at Tahoma National Cemetery, the United States Military places many restrictions on the Catholic ritual. Most of the time they do not allow the gathering at the graveside. Rather they only permit services to be held at various plazas in the cemetery. If a military ceremony is being done, they restrict the time for the Catholic ritual. For these reasons, it is more appropriate for the Catholic ritual to take place at a later date when the family can gather at the graveside when the grave can be blessed. For spouses of veterans

and when the full military ceremony is not being used, the priest or lay presider may be able to lead the committal ritual.

The committal rite should be understood as the conclusion of the funeral rites and not something private or only for family.

Music for Catholic Funerals



Laurie Moloney, Pastoral Assistant for Liturgy

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Luis Diaz de Leon, Music Ministry Coordinator

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Sacred music has an important role in the funeral rites since it can console and uplift those who mourn the loss of a loved one. Music also unites the assembly in faith and love. Music and song help express our faith in the death and resurrection of Christ and the Christian's share in that resurrected life.

Secular music, even though it may reflect the background, character, interests or personal preferences of the deceased or mourners, is more appropriate at the reception, but not for the funeral liturgy.

Since music is a form of prayer for the Assembly, recorded music is not used.

Families may assist in choosing hymns for the funeral. Selections should be known to the Assembly, fit the liturgical action, and reflect our Christian faith. Our parish will be most willing to assist the family in planning the liturgical music for the funeral. Some families find comfort and meaning in helping choose the hymns; other families prefer to have our music ministry plan this part of the liturgy.

Normally, there is a pianist and cantor for a funeral. We ask the family to cover the stipends for these two ministers. Please let the parish know if that is a hardship. The stipend for the pianist is \$125.00 and the stipend for the cantor is \$125.00. The family may have the funeral home incorporate these fees with the total funeral expenses. It is customary for the family to pay these ministers directly on the day of the funeral.

When family members or friends assist with the music, we still ask that the parish musician and cantor be present since they are familiar with the flow of the liturgy at St. John the Baptist Parish.

The following pages offer suggestions of hymns that could be used. We will give you a music worksheet to fill out and return to the parish.

Alleluia! Sing to Jesus

William Dix

First Line: Alleluia! Sing to Jesus! His the scepter, his the throne

Amazing Grace

John Newton

First Line: Amazing grace! How sweet the sound

Be Not Afraid/No Temas Más

Bob Dufford, SJ

First Line: You shall cross the barren desert

Be Still my Soul

Kathrina von Schlegel

First line: Be still my soul, the Lord is on thy side

Day is Done

James D Quinn, SJ

Day is done, but love unfailing

Eye Has Not Seen

First Line: Eye has not seen, ear has not heard

For All the Saints

First Line: For all the saints, who from their labors rest

Healing River of the Spirit

Ruth Duck

First Line: Healing River of the Spirit bathe the wounds that living brings.

Here I Am, Lord

Dan Schutte

First Line: I the Lord of sea and sky

How Can I Keep From Singing.

Quaker Hymn

First Line: My Life Flows on in endless song

How Great Thou Art

Stuart K Hine

First Line: O Lord my God, when I in awesome wonder

I have Loved You

Michael Joncas

First Line: I have loved you with an everlasting love, I have called you and you are mine.

I Heard the Voice of Jesus

First Line: I heard the voice of Jesus say

I Know that My Redeemer Lives

Scott Soper

First Line: I know that my Redeemer lives, the one who calls me home.

Jesus, Remember Me

First Line: Jesus, remember me when you come into your kingdom

Keep in Mind

Lucien Deiss, CSSp

First Line: Keep in mind that Jesus Christ has died for us

Litany of the Saints

John Becker

Refrain: All you holy men and women pray for him/her

Make Me a Channel of Your Peace

(Prayer of St. Francis)

Sebastian Temple

First Line: Make me a channel of your peace

On Eagle's Wings/En Sus Alas

Michael Joncas

First Line: You who dwell in the shelter of the Lord

Only a Shadow

Carey Landry

First Line: The Love we have for you O Lord

Only in God

John Michael Talbot

First Line: Only in God is my soul at rest

Only This I Want

Dan Schutte

First Line: Only this I want: but to know the Lord

Shelter me O God

Bob Hurd

First Line: Shelter me, O God; hide me in the shadow

Sing with All the Saints in Glory

First Line: Sing with all the saints in glory sing the resurrection song!

Soon and Very Soon

First Line: Soon and very soon, we are going to see the King

The King of Love My Shepherd Is

First Line: The King of love my shepherd is

The Lord is Kind and Merciful

Owen Alstott

First Line: The Lord is kind and merciful

The Path of Life

Scott Soper

First Line: You will show me the path of life

The Strife Is O'er

First Line: Alleluia! Alleluia! Alleluia! The strife is o'er, the battle done

There Is a Longing

Anne Quigley

First Line: There is a longing in our hearts, O Lord

This Alone

Tim Manion

First Line: One thing I ask, this alone I seek

To Jesus Christ, Our Sovereign King

Martin Hellriegel

First Line: To Jesus Christ our Sovereign King, who is the World's salvation.

What Wondrous Love is This?

First Line: What wondrous love is this O my soul, O my soul

You Are Near

Dan Schutte

First Line: O Lord, I know you are near

Responsorial Psalms

Shepherd Me, O God

Marty Haugen

First Line: Shepherd me, O God, beyond my wants

The Lord is my Shepherd

Owen Alstott

First Line: The Lord is my shepherd; there is nothing I shall want.

Communion Hymns

Bread of Life

Bernadette Farrell

First Line: Bread of life, hope of the world,

Eat This Bread

Jacques Berthier

First Line: Eat this bread, drink this cup

I Am the Bread of Life/Yo Soy el Pan de Vida

Suzanne Toolan, RSM

First Line: I am the bread of life

Look Beyond

Darryl Ducote

First Line: Look beyond the bread you eat

One Bread, One Body

John Foley, SJ

One Bread, One Body, One Lord of all

Seed, Scattered and Sown

Dan Feiten

First Line: Seed, scattered and sown, wheat, gathered and grown

Taste and See

Tom Kendzia

First Line: Taste and see the goodness of the Lord.

The Supper of the Lord

Laurence Rosania

First Line: Precious body, precious blood

Song of Farewell

Sarah Hart

First Line: Go in Peace, God be with you

Dan Schutte

First Line: Go now in peace faithful friend

Steven Janco

First Line: Receive his/her soul and present him/her to God the Most High

Dennis Smolarski

First Line: Come to his/her aid O saints of God (Old Hundreth)

Funeral Worship Aid

The parish will print a worship aid that has the music, responses and references to the readings you have chosen. The purpose of this worship aid is to help people participate in the liturgy. A picture of the deceased can be included on the cover. Please email a picture to lauriem@sjtbcc.org. Other artwork can be used instead of a picture.

There is no extra room in the worship aid for additional poetry, obituary or message from the family.

Flowers

Flowers are signs of life and joy; they express the compassion of family and friends. They are also signs of respect for the body of the deceased. Flowers may be placed by the Ambo (Pulpit), on the sides of the altar but not in front of it, by the crucifix, or by the Easter candle and the body of the deceased. Tall arrangements or arrangements on easels will be placed behind the altar so not to impede one's view of the altar.

The parish staff will help arrange whatever flowers have been delivered. The family will need to inform us if there are special flower arrangements for specific places.

Remember, casket sprays will be taken off the casket and not used during Mass. Unless there is a vigil it may not be the best use of resources.

Family may donate the flowers to the parish after the service, have them taken to the cemetery or taken home. During the season of Lent, flowers cannot be left in the church.

Pictures

It can be nice to have a portrait or a collage of pictures of the deceased in the narthex or foyer. The parish can provide easels. Pictures are not allowed in the church itself. During the funeral liturgy, the focus is on the actual body or Cremains of the deceased. It is the body we honor for being the vessel of God's Spirit during the life of the deceased.

Receptions

Receptions following funerals at St. John the Baptist parish are prepared and hosted by our Funeral Ministry. **Note that funeral receptions are available for morning services, on weekdays, only.** The reception is a luncheon reception.

The people who comprise this team are dedicated and hospitable parishioners whose faith and love are expressed through their ministry to those in grief. Ideally, lead time for hosting a reception would be a week.

Covid restrictions on receptions are constantly changing. Please check the parish office for current regulations. Receptions may be prohibited or the way food is served restricted.

The Funeral Ministry provides the following:

- Setup: Tables, chairs, buffet-style tables for food and beverages.
- Supplies: plates, silverware, napkins, cups
- Food:
 - The normal menu is ham, scalloped potatoes, various salads and dessert. If there are leftovers, the family can choose to take it home or have it donated to a food bank.
 - Beverages provided and served: coffee, tea, punch.
 - Service: Volunteers serve food and beverages and replenish buffet.
- Clean up

Please note: If the family wishes to provide food for the reception, they need to coordinate with the Funeral Ministry Chairperson before the day of the reception.

Typical timeline for preparing and hosting a reception (4-6 hours total):

- Prior to beginning of service: the bereaved may bring in any food they would like to provide.
- 11 a.m.: funeral
- Noon: Buffet served
- 1:30-2: reception completed

Cost

A free-will donation to the parish is welcome.

Caterers

If the deceased's family wishes to have the reception catered, they should consult the Funeral Ministry Chairperson. A parishioner familiar with the parish kitchen facility and equipment would need to be present. A stipend for this person is suggested.

What our Funeral Committee will need to know:

How many people are expected to attend the reception? Remember to consider immediate family, friends, co-workers and neighbors

The Grieving Process

(Provided by St. Francis Hospital and CHI Franciscan Health)

Everyone grieves in his or her own unique way. It is important to be gentle with yourself and with others during your time of loss. There is no “right” way to grieve, no one path to follow. Recognize that your feelings and experiences are probably normal.

What you may experience physically:

- Tightness in the throat or muscles
- Heaviness or pressure in the chest
- Inability to sleep, periods of nervousness or even panic
- Changes in desire to eat
- Headaches, stomach aches/ intestinal disorders
- Lack of energy
- Inability to concentrate

What you may experience emotionally:

- Sadness or depression
- Forgetfulness
- Anger
- Crying easily or unexpectedly feeling numb
- Anxiety or fear guilt
- Loneliness yearning
- Relief
- Shock
- Impatience

What you may experience mentally:

- Agitation/restlessness
- Forgetfulness
- Short attention span
- Difficulty concentrating
- Indecisiveness

St. John the Baptist parish offers a nine-week grief ministry program called *The Grief Toolbox*. For more information, contact Laurie Moloney at lauriem@sjtbcc.org.

253 630-0701, extension 111

What may help?

- Reach out to trusted individuals in your life; these could be friends, family, counselors or clergy.
- Be aware that people grieve in different ways. Do not measure your progress by comparing yourself with others.
- Remember that grieving takes time. Be patient with yourself and allow yourself to heal at your own pace.
- Be aware of sensitive times and places; holidays, anniversaries, vacation spots or even grocery stores can bring up especially intense feelings of grief.
- Allow yourself to feel and express your emotions. Look at old photos, read old letters, allow yourself time to cry.
- If you have physical symptoms that continue for a long time or disturb you, you may want to see your doctor. If it becomes difficult to manage your daily activities or care for yourself, talking with a counselor may help.
- Do not be afraid to reach out for support. Some people find it helpful to join a grief support group. **St. John the Baptist parish offers a nine-week program throughout the year. 253-630-0701** Another resource is Franciscan Hospice and Palliative Care Bereavement Services. Their number is (253) 534-7015 or toll free 1 (800) 338-8305. Call for a current schedule of grief group offerings.

At first, it may seem like you will never feel better. Over time, though, you will find your way on this path of grief. You will discover new coping skills and eventually the feelings will become less overwhelming. Your loved one will never be totally gone from your life. You are not alone on the journey of grief.

In the days ahead

We hope this checklist will be helpful to you as you manage your loved one's affairs. Please also think about asking an attorney for guidance. Everyone's situation is different. This list does not include all of the tasks that may need to be done.

- Obtain copies of the death certificate.
 - The funeral home/cremation service will order copies of the death certificate for you. In general, you will need one certified copy of the death certificate to transfer the ownership of each major asset. This may include

Franciscan Hospice and Palliative Care Bereavement Services coordinate several support groups. Their number is (253) 534-7015 or toll free 1 (800) 338-8305. Call for a current schedule of grief group offerings.

cars, homes, land or bank accounts. You may also need certified copies for life insurance, veteran's survivor benefits and Social Security. To keep costs down, ask these offices if a non-certified photocopy is allowed.

- Find out if there is a will.
- Locate papers you will need (for example: birth certificate, marriage certificate, divorce documents, Social Security card, military service papers, will, property list, insurance policies, employer/retirement benefits, driver's license/passport, financial account numbers, safe deposit box information, investment statements, credit/debit card information, vehicle registration/titles).
- Notify the Social Security Administration: www.ssa.gov or (800) 772-1213
- If the deceased was a veteran, notify the Veterans Administration: www.va.gov or (800) 827-1000.
- Notify the deceased's employer, union, or any other group or professional organization of which they were a part.
- Notify all utility companies (telephone, gas, electricity, etc.).
- Find passwords and transfer online accounts.
- Contact the post office with forwarding information.
- Stop delivery of unneeded newspapers and magazines.
- Cancel home-care services such as meal or nursing services.
- Cancel services that are no longer needed as cell phone, Internet, cable TV.
- Contact major credit bureaus to help avoid possible identity theft (Equifax - www.equifax.com, Experian - www.experian.com, Transunion – www.transunion.com)
- Notify all insurance companies (life insurance, employer's/pension insurance, death benefits, mortgage/credit insurance, credit card insurance, health insurance, property insurance, worker's compensation insurance).
- Contact banks and investment firms.
- Contact credit card companies.
- Transfer ownership of deeds and titles.

In the weeks and months ahead, file all required tax forms. The IRS has a free booklet called "Survivors, Executors and Administrators."

Do reach out for support. Family and friends want to help but not know what to do. Do not be afraid to request a specific task from a friend who says, "If there's anything you need, I'm here."

And when you are ready...

You will need to go through the personal effects and belongings of your loved one. This will raise all sorts of memories and feelings. Try to do so in a spirit of gratitude.

Donating clothes

Now that your loved one is “clothed in glory” consider their earthly wardrobe as a means of helping the poor.

When you donate the clothing or goods of your deceased loved one to the St. Vincent De Paul Society’s thrift store, you are helping the poor in significant ways. You provide decent clothing to those with little means, and your donations raise funds for the other charitable work of the Society.

St. Vincent de Paul Society’s mission has endured for almost 180 years. *“Inspired by Gospel values, the Society of St. Vincent de Paul, a Catholic volunteer organization, leads individuals to join together to offer person-to-person service to the poor and the suffering. And in doing this work, we all enrich our lives spiritually.”*

St. Vincent de Paul Society is a 501(c)(3) independent non-profit charity, so when you donate, your contributions are tax-deductible.

Request a Donation Pick Up Online or by Phone

If you have big items or a large number of bags or boxes of clothes and household goods, call the Donation Pick-Up Reservations Line at 206.767.3835 for assistance or visit them online at <http://www.svdpsseattle.org> . They are happy to arrange donation pick-ups in King County.

Contacts

Fr. Bill McKee, Pastor
253,630-0701, ext. 105 billm@sjtbcc.org

Laurie Moloney, Liturgy
253 630-0701, ext. 111 lauriem@sjtbcc.org

David Cromer, Administration
253 630-0701, ext. 103 davidc@Fsjtbcc.org

Planning the Funeral Liturgy Checklist

Scheduling the Services		By Whom
Yes/No	Meet with the pastor and set the date and time	
Yes/No	Confirm date and time with the funeral home	
Yes/No	Confirm date and time with the cemetery	
Yes/No	Inform family and friends	
Yes/No	Write and submit obituary notice	

Planning the Service		By Whom
Yes/No	Confirm those who will dress the casket with the pall	
Yes/No	Confirm Readers <i>Or let parish know to provide a lector</i>	
Yes/No	Confirm those who will present the bread and wine	
Yes/No	Confirm if someone will share remarks of remembrance and go over the guidelines with them	
Yes/No	Complete planning guide and return it to the parish <i>At least two workdays before the service</i>	
Yes/No	Complete Hymn selection and return it to the parish or contact musician directly	
Yes/No	Submit digital picture for the worship aid	
Yes/No	Let the parish know the numbers you expect for the funeral and for the reception	
Yes/No		
Yes/No		

Before the Service		By Whom
Yes/No	Prepare payment for church musicians	
Yes/No	Purchase and set up guest book *	
Yes/No	Prepare photograph or collage for the church foyer	
Yes/No	Will the family order flowers?	
Yes/No	Designate who will collect cards from flowers *	
Yes/No	Designate who will remove flowers if you are taking them	
Yes/No		
Yes/No		

* If the is no funeral home involved

