

**FUNERAL MEMORIAL MASS PREPARATION**

Funeral Home/Mortuary: \_\_\_\_\_

Mass in celebration of the life of: \_\_\_\_\_

DOB: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Body: \_\_\_\_\_ Cremated Remains: \_\_\_\_\_

Funeral Date/Time: \_\_\_\_\_

Presider: \_\_\_\_\_

Reception at: \_\_\_\_\_ Approx #: \_\_\_\_\_

Number of reserved family seating for funeral: \_\_\_\_\_

Burial/Inurnment at: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Is a Presider needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Who? \_\_\_\_\_

- Will the family be using pallbearers? Yes \_\_\_\_\_ No \_\_\_\_\_

**Liturgy of the Word**

- **First Reading:**

Reading Number: \_\_\_\_\_ Page: \_\_\_\_\_

- **Responsorial Psalm:**

(Sung by Cantor: *Shepherd Me O God (BB 472)*)

- **Second Reading**

Reading Number: \_\_\_\_\_ Page: \_\_\_\_\_

\*\*\* Are there family member(s) or friend(s) who wish to read these scriptural passages?

Yes \_\_\_\_\_ No \_\_\_\_\_

Lector: First Reading: \_\_\_\_\_

Lector: Second Reading: \_\_\_\_\_

- **Gospel (Presider)**

Reading Number: \_\_\_\_\_ Page: \_\_\_\_\_

**Liturgy of the Eucharist**

- **Presentation of the Gifts:** (Offertory)

Do you wish to have family members or friends bring the gifts forward?

Yes \_\_\_\_\_ No \_\_\_\_\_

Number of person(s): \_\_\_\_\_ (usually at least 2)

- Do you have family members or friends who are mandated Extraordinary Ministers of Holy Communion (EMHC) (who will be available for this Mass)? How many? \_\_\_\_\_

Name(s): \_\_\_\_\_

- **Will there be any eulogy(s)?** Yes \_\_\_\_\_ No \_\_\_\_\_

Name(s): \_\_\_\_\_

- **Songs (5):** (processional, gospel acclamation, offertory, communion, and recessional) \_\_\_\_\_

- **Musicians/Vocalist:**

\_\_\_\_\_ / \_\_\_\_\_

- **3 Altar Servers:**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- **Sacristan:** \_\_\_\_\_

**Additional Comments:**

Administrative Fees: \_\_\_\_\_ Musician/Cantor (\$125.00 per)

\_\_\_\_\_ Clergy

→ (\*\* *General personal information on deceased*):  
Please refer to last section of this planning checklist.

**VIGIL SERVICE/VISITATION**

\*\*\* Will there be a Vigil Service/Visitation? Yes \_\_\_\_ No \_\_\_\_

Where? Funeral Home/Mortuary: \_\_\_\_ Church: \_\_\_\_

Funeral Home/Mortuary: \_\_\_\_\_

Vigil/Visitation for the life of: \_\_\_\_\_

DOB: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Body: \_\_\_\_ Creains: \_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Church: Number of reserved family seating for the vigil: \_\_\_\_\_

Is a Presider needed? Yes \_\_\_\_ No \_\_\_\_

Who? \_\_\_\_\_

\*\*\* Is a Rosary requested?  
Yes \_\_\_\_ No \_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

• Will a meditation CD need to played? (Provided by family?)  
Yes \_\_\_\_ No \_\_\_\_

**Liturgy of the Word**

• **First Reading:** 2 Corinthians 5:1, 6-10 or 1 John 3:1-2

Is there a family member or friend who wishes to read this Scripture?  
Yes \_\_\_\_ No \_\_\_\_

Lector: \_\_\_\_\_

• **Responsorial Psalm:** Psalm 75 or 91

\*\*\* Will this Responsorial Psalm be recited by the lector or sung by the cantor?

Reader \_\_\_\_ Cantor \_\_\_\_

• **Gospel (Presider)** Gospel of Luke 12:35-40 or John 14:1-6

• **Will there be any eulogy(s)?** Yes \_\_\_\_ No \_\_\_\_

Name(s): \_\_\_\_\_

• **Songs (3):** (processional, gospel acclamation and recessional)

\_\_\_\_\_  
\_\_\_\_\_

• **Musicians/Vocalist:**

\_\_\_\_\_ / \_\_\_\_\_

**Additional Comments:**

Administrative Fees: \_\_\_\_ Musician/Cantor (\$125.00 per

\_\_\_\_\_

Will the family have personal momentos, photographs, etc., belonging to the departed loved one, which they would like to be displayed on a memory table (4'X18")? Yes \_\_\_\_ No \_\_\_\_

Is an easel needed? Yes \_\_\_\_ No \_\_\_\_

→ (\*\* General personal information on deceased: where born, hobbies, spouse's names, childrens' names, etc)  
Please use an additional piece of paper, if/as needed.

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