

General Comments

- This template is for your information and guidance; how you present the layout is your choice.
- We will help you put together your service booklet
Email office@stwilliamofyorksheffield.org.uk
- The people's responses are indicated throughout in bold.
- We include all the names of people who will be taking part, eg readers, offertory gifts, eulogy. Decide whether you prefer to use Christian names only or full names.

Photos

- The front cover often carries a photo.
- There may be space for other photos inside or you may wish to include an extra sheet into the booklet in order to put extra family photos.
- Email the photo to the office.

Hymns

- Hymns words are included in the booklet.
- Bear in mind that the singers will be the family and friends attending.
- There are several choices of places for hymns.
Having a hymn in all the possible places would be too much singing for most families. We can guide you, email the office.
- Let the parish office know your choice of hymns and we will insert the words for you.

Music - organ and recorded

- The church does not have an organist so you must book an organist or ask the funeral director to book one for you. Let the church know. The organist

is to be paid on the day, usually by the funeral director who will add it to your bill. Check the arrangement.

Two organists who play regularly for us are:

Kieran Fallon kieranfallon@btopenworld.com

Hugh Finnigan hughfinnigan@googlemail.com

- Hymns will be accompanied by organ.
- Organ music can be played for the processions in and out of church and in quiet interludes (instead of a hymn).
- It is possible to play appropriate recorded music for the processions and in the service. The family must provide the digital recording.
- The church will try to arrange to play the music; it may not always be possible.

Placing of Gospel & Cross

- At the start of the service you are invited to place on the coffin a Book of the Gospels and a Cross that you have brought from home.

i) Gospel – Could be a Bible or Missal

ii) Cross – Could be a cross or the cross on a rosary

If you do not have anything suitable at home the church can provide and place these items for you.

- Let the office know the names of the people/person who will place the Cross and Gospels from home
- Let the office know what you will bring or if the church needs to provide.

Readings

- You can choose to have either:

a) 1st Reading – Psalm / Gospel Acclamation / Gospel

OR

b) 1st Reading / Psalm / 2nd Reading / Gospel Acclamation / Gospel

- We include the text of the readings; and the Bible reference.
- Email the office your choice of readings or paste in the text yourself.
- Include the names of the readers.
- A large print copy of the readings will be on the lectern.

Prayer of the Faithful

- Choose Bidding prayers set A or B or compose your own.
- Email your choice of prayers to the office.
- Include the names of the reader.
- The prayers are not included in the booklet but will be on the lectern for the reader.

Offertory Procession

- Family is invited to bring up the bread and wine.
- Let the office know their names.

Eulogy / Biography

- Biographical details / personal story can be included in the booklet for people to read. This allows the eulogy to be a more personal reflection. Email biographical details for the booklet to the office.
- Some families like to speak a few words. This is permitted and 5 mins is the time allowed.
- Will there be a spoken eulogy? (5 mins max).
Let the office know who will read the eulogy.

- Occasionally families wish a poem to be read. If you wish to read an appropriate poem it will follow/replace the eulogy and should be included in the 5 mins.

Printing

- When the parish office has the final approved version of your service booklet we can either:

i) Email the final document to the funeral directors to print.

If you require an elaborate front cover design and/or thick card you will need to request the funeral directors to arrange for the printing.

or

ii) Print the booklet in the church office using your cover design on 160g white card.

Names you need to give the office

- Ask the people you would like to read and take part and include their names in the booklet.

i) Placing of the Cross and Gospel on the coffin

ii) 1st Reading

iii) Psalm (usually the same reader as for the 1st reading)

iv) 2nd Reading (if you are having one) &
the verse of the Alleluia.

The Alleluia line will be sung and led by Fr John or a parishioner

v) Bidding Prayers (for the Prayer of the Faithful)

vi) Those bringing up the gifts of bread and wine

vii) Eulogy

FUNERAL/REQUIEM MASS

FOR THE REPOSE OF THE SOUL OF

Adjust the given text, font, upper/lower case etc. as you prefer.

Enter the name and dates.

Provide a photo, cross or design.

NAME

Dates

St William of York Church
Ecclesall Road, Sheffield

Date

Introductory Rites

Greeting

Priest The grace of our Lord Jesus Christ, and the love of God,
 and the communion of the Holy Spirit be with you all.
 And with your spirit.

Sprinkling with holy water

Entrance Procession (either music or a hymn)

Hymn **Choose a hymn.**
 This could be sung for the entrance procession instead.
 The church office will provide the hymn words)

Text of hymn

text of hymn

text of hymn

Placing of Christian Symbols -

Can you bring something from home to represent the Gospel & the Cross?
Ask a family member to bring these up and place them on the coffin.

Book of the Gospels and Cross

Let us know who will bring these up.

Penitential Rite

Lord have mercy.	Lord have mercy.
Christ have mercy.	Christ have mercy.
Lord have mercy.	Lord have mercy.

Opening Prayer

Liturgy of the Word

Reading (Choose a first reading – Old Testament except in Eastertide)

Bible Reference

Read by ?? (Let us know who will read.)

Text ...

The Word of the Lord.
Thanks be to God.

Psalm ? (Choose a psalm – this could be read or a hymn setting of a psalm such as 'The Lord's my shepherd')

Read by ?? (Let us know who will read. Often the same person as 1st reading)

...

Verses...

Optional 2nd Reading (New Testament)

Read by ?? (Let us know who will read. Usually a second reader)

Gospel Acclamation (Choose an acclamation)

'Alleluia' will be sung. Usually the priest will lead the singing of the alleluia and we all recite the verse together.)

Alleluia! Alleluia!

Text....

Alleluia!!

Gospel (Choose a Gospel Reading. The priest or deacon will read.)

Bible Reference

The Lord be with you.

And with your spirit.

A reading from the holy Gospel according to ???.

Glory to you, O Lord.

Text...

The Gospel of the Lord.

Praise to you, Lord Jesus Christ.

Homily

Prayer of the Faithful (Choose Bidding Prayers A or B or compose your own prayers following a similar pattern)

Read by ?? (Let us know who will read the Bidding Prayers.)

Lord in your mercy.

Hear our prayer.

Hail Mary full of Grace,
the Lord is with thee.
Blessed art thou amongst women
and blessed is the fruit of thy womb Jesus.
Holy Mary Mother of God,
pray for us sinners now
and at the hour of our death
Amen.

Liturgy of the Eucharist

The Gifts of bread and wine are brought forward.

Brought up by ?? (Let us know who will bring up the bread and the wine.)

Optional Hymn (This is a brief moment in the liturgy which can be accompanied by silence, a short organ interlude or a

**couple of verses of a hymn.
Choose a hymn if you opt to have one.)**

Text of hymn

text of hymn

text of hymn

Preparation of the Gifts

... it will become for us the bread of life.

Blessed be God for ever.

... it will become our spiritual drink.

Blessed be God for ever.

Pray, brothers and sisters, that my sacrifice and yours
may be acceptable to God, the almighty Father.

**May the Lord accept the sacrifice at your hands
for the praise and glory of his name,
for our good and the good of all his holy Church.**

Eucharistic Prayer

The Lord be with you.

And with your spirit.

Lift up your hearts.

We lift them up to the Lord.

Let us give thanks to the Lord our God.

It is right and just.

Sanctus

Holy, Holy, Holy Lord God of hosts.

Heaven and earth are full of your glory.

Hosanna in the highest.

Blessed is he who comes in the name of the Lord.

Hosanna in the highest.

Eucharistic Acclamation

We proclaim your Death, O Lord,
and profess your Resurrection
until you come again.

Doxology and Great Amen

Amen.

Communion Rite

The Lord's Prayer

Our Father who art in heaven
hallowed be thy name.
Thy kingdom come, thy will be done
on earth as it is in heaven.
Give us this day our daily bread
and forgive us our trespasses
as we forgive those who trespass against us
and lead us not into temptation
but deliver us from evil.

Deliver us, Lord ...

the coming of our Saviour, Jesus Christ.

For the kingdom, the power, and the glory are yours,
now and for ever.

The Peace

The peace of the Lord be with you always.

And with your spirit.

The Breaking of the Bread

Lamb of God, you take away the sins of the world, have mercy on us.

Lamb of God, you take away the sins of the world, have mercy on us.

Lamb of God, you take away the sins of the world, grant us peace.

Invitation to Communion

Blessed are those called to the supper of the Lamb.

Lord, I am not worthy

that you should enter under my roof,

but only say the word and my soul shall be healed.

All who do not receive Communion are welcome to come forward for a blessing. Please indicate you would like a blessing by putting one arm across your chest.

Optional Hymn **(Choose a hymn if you opt to have one.)**

Prayer after Communion

Eulogy

Final Commendation & Farewell

Signs of Farewell **(The coffin is sprinkled with Baptismal water and incensed.)**

Optional Hymn **(This is a brief moment in the liturgy which can be accompanied by silence, organ music or a couple of verses of a gentle hymn.
Choose a hymn if you opt to have one.)**

Text of hymn

text of hymn

text of hymn

Prayer of Commendation

Procession (The coffin is carried out of church followed by the family. This is accompanied by organ or recorded music or a hymn)

Optional Processional Hymn (Instead of organ or recorded music to accompany the coffin out of church you may sing a hymn. An upbeat hymn can be strong conclusion. Bear in mind that you will be following the coffin out of church. Will there be people in church to sing after you have left? Choose a hymn if you opt to have one.)

Text of hymn

text of hymn

text of hymn

On the next page you might like to give:

Details of the cremation or burial.

Details of the wake / refreshments.

Details of donation arrangements.