

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.
Email the photo to the office or directly to the funeral director.
- There may be space for other photos inside or you may wish to include an extra sheet into the booklet to put extra family photos.

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 possible places would be a lot of 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 St William's church does not have an funeral organist so ask the funeral director to book one for you. Let the church know who the organist is. 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).

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.

- 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 usually, but can be included in the booklet. A large print version will be on the lectern for the reader.

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.
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 to have a poem. If you wish to read an appropriate poem it will follow/replace the eulogy.

Printing

- When the parish office has the final approved version of your service booklet we will:
 - i) Email the final document to the funeral directors who will format, add photos and design, then print.

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 Service

In loving memory of

Name

The words on the front can be changed to suit

Dates

St William of York Church, Sheffield

Date

Introductory Rites

Greeting

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

R/ And with your spirit.

Sprinkling with Holy Water

Entrance Hymn / Music

To choose

Hymn words ...

The church will provide words from the hymn book.

Words of Welcome

Hymn (if there is no entrance hymn)

To choose

Hymn words ...

The church will provide words from the hymn book.

Placing of Christian Symbols - ?? & ??

Do you have a cross and Bible or prayer book belonging to your loved one that you can bring to represent their Christian faith?

Choose someone to place the items on the coffin and let us know.

Book of the Gospels

Cross

Opening Prayer

Liturgy of the Word

First Reading **read by ??**

To choose

Ask a family member or friend to read and let us know.

TextTextText...

The church will provide the text.

The Word of the Lord.

R/ Thanks be to God.

Psalm **read by ??**

To choose (you can sing the psalm instead of reading it)

Usually the person who reads the First Reading also reads the psalm.

All Response words.

Verse words.

Second Reading (if desired) **read by ??**

Gospel Acclamation

Gospel T

The minister will read the Gospel

The Lord be with you.

R/ And with your spirit.

A reading from the holy Gospel according to N

R/ Glory to you, O Lord.

...

The Gospel of the Lord.

R/ Praise to you, Lord Jesus Christ.

Homily

Prayer of the Faithful

To choose from A or B or compose your own prayers; let us know which.

Ask a family member or friend to read the intercessions and let us know.

The minister will introduce and conclude the prayer.

Reader Lord in your mercy.

R/ Hear our prayer.

Hail Mary full of Grace, (optional)

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.

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.

Eulogy

Final Commendation & Farewell

Signs of Farewell

Music / short Hymn

[The church will provide hymn words.](#)

Prayer of Commendation

Procession Music / Hymn

[The church will provide hymn words.](#)