

Funeral Planning Worksheet

UPDATED [insert date here]

Service/Parish Record Information **required for official parish records*

Full Name of Deceased*		
Residence: (city/state) *		
Date of birth*		
Date of death*		
Date of pre-planning*		
Link to obituary:		
Contact person and address:		
Contact phone:	Contact email:	
Funeral Date*	Mass time*	
Type of service:	☐ Mass of Christian Burial	☐ Memorial Mass
Presider:*		
Concelebrants:		
Remains:	☐ Casket	☐ Cremation (urn) ☐ Donation*
Funeral Home*		
Contact at funeral home:	Phone number:	
Date and place of burial:*		
Military/Vocation/Other recognition:		
Any formal connections to Xavier University and/or the Jesuits?		

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Messages of Condolence sent to whom? Address?

Final Interment/Burial following Mass?

☐ YES

☐ NO

If yes, please note location and service presider:

General Information (for Presider)

Full (formal) Name:

Nickname(s):

Age:

Status:

☐ Married

☐ Divorced

☐ Widowed

☐ Single

Cause of death:

Family Members

Spouse:

Number years Married:

Number of Children:

Names of Children:

Number of Grandchildren:

Names of Grandchildren:

Deceased Parents' Names:

Number of Brothers:

Sisters:

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Names of Siblings:

Other

Faith and Education

Current parish membership:

Church and year of Baptism:

Confirmation name:

Elementary school:

High school:

College or other Education:

Military service:

Jobs and Occupations:

Sports/Hobbies/Interests:

Organizations/Clubs:

Church Activities:

Favorites (food, music, movies, objects, vacation)

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Significant events in their life:

Special attributes / characteristics:

Any additional information you would like to share:

Visitation Details (if applicable)

Will there be a visitation beforehand? ☐ YES ☐ NO

If yes, enter date and time:

Visitation Location (including address if not being held at Bellarmine):

Visitation Needs: (e.g., easels for photos, podium for guest book)

Visitation prayers led by:

☐ A loved one (Family/Friend) ☐ Funeral Home Staff ☐ Bellarmine Staff

☐ Clergy – Bellarmine ☐ Clergy – Other ☐ No prayers at Visitation

Other details:

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Liturgy Selections and Participants

The Catholic funeral liturgy proclaims our faith in the Resurrection and honors the unique life of the person who has died. Rooted in hope and trust in God's mercy, it is both an act of worship and an expression of love. The following checklist is designed to assist in making thoughtful choices that reflect the faith and story, including the selection of Scripture readings (starting on p. 9) music (p.36), and other sacramental elements, all within the rich tradition of the Church.

The Mass

Servers/Acolytes: Names of people who will acolyte the service (along with Bellarmine's Acolyte)

Casket:

Pall Bearers: At Bellarmine, the pall is usually placed on the casket in the back of the church before the entrance procession. Names of any family members participate in placing the pall:

Cremains:

Opening of the Service : Will the family process with the urn?

If the family does not carry the ashes (family enters before the service)

- PRIOR TO the start of the service: The ashes carried in silence, placed on the table in the chapel, and the family follows behind and proceeds to their reserved rows
- Either the Funeral Director or the Funeral coordinator carries and places the ashes
- Sprinkling rite occurs at the *front* of the chapel

If family carries in the ashes (family enters with opening procession)

- Sprinkling Rite begins at the *back* of the chapel
- Procession follows: Acolyte with the Crucifix, followed by the carried urn, followed by family then Presider enters last
- Please confirm the # of family members participating in the opening procession

Words of Remembrance: We recommend 1 or 2 presenters and a time estimate of 5 minutes or less. Please note the name(s) of the presenters:

First Reading: Reader:

Psalm (by choir):

Second Reading: Reader:

Gospel/Homily:

Prayers of the Faithful (petitions): Chosen from samples on p. 33 and/or composed by family Reader(s):

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Gift Bearers: (please assign adults to help with children)

Communion. Will wine be distributed to the congregation? ☐ Yes ☐ No

Is there a need for low gluten hosts? ☐ Yes ☐ No

Eucharistic Ministers (aside from the priest):

Acolyte for Funeral Service:

Name: _____ email: _____ phone: _____

The Music at Mass

Music plays an important role in the Church's prayer at the time of death. When words are difficult to find, music allows the assembly to pray together, giving voice to grief, trust, and hope. Through song, the community is united as one body, entrusting the deceased and those who mourn to God's loving care. The chapel fee includes one Musician (pianist) and one Cantor.

* Standard music selected by Bellarmine Music Ministry

Musician name:

Cantor Name:

Additional musicians available on request (stipend ~ \$150-250 each)

Processional Song (name, hymnal, and number):

Responsorial Psalm: (name, hymnal, and number)

Gospel Acclamation (name, Hymnal, number) *

Presentation Song (name, hymnal, and number)

Sanctus * RS #259

Memorial Acclamation* RS #262

Amen* RS #266

Lamb of God* RS #268

Communion Song (name, hymnal, and number)

Meditation Song (name, hymnal, and number)

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Final Commendation (incensing the body): Two options:

☐ "Song of the Angels" → <https://www.youtube.com/watch?v=PZlXlq-qd7g>

☐ "Celtic Song of Farewell" (Danny Boy) → <https://www.youtube.com/watch?v=X6BQ0laO9fk>

Names of family members to assist **incensing** the body/cremains during Commendation:

Recessional Song (name, hymnal, and number)

Other special Instructions

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Worship Aid Program Design

Program FRONT Cover Design/Stock image or other photo:
Program Color paper vs. white paper with color photos:
Program Back Design: * Images * Post-funeral invitation/location * Prayer/Poem/saying * In lieu of flowers - Charity
Number of copies for Worship Aid:

Other Details/Special Instructions

Accessibility needs (e.g., wheelchair/walker)
Chapel décor: flowers, pictures, etc.
Livestream? (\$40 cash stipend) ☐ Yes ☐ No Public link? ☐ Yes ☐ No Private link? ☐ Yes ☐ No
Technician for Livestream: Name: email: phone:
Livestream link:
Bereavement Volunteers Name: email: phone: Name: email: phone:
Number of reserved rows needed?
Other Details