

Office use only
Book _____
Page _____
No. _____

____ Presider ____ Anne ____ Dottie ____ Claudia ____ Leah (Sp)
____ Receptionist (make and post In Memoriam) Other _____

Funeral Planning Sheet (Planificación de Funeral)

Good Shepherd Catholic Church

Please print neatly and clearly. (Por favor escriba con claridad.)

Member of (Miembro de) Good Shepherd? _____

Name of Deceased (Nombre del Fallecido) _____

Born into this Life (Fecha de Nacimiento) _____

Born into Eternal Life (Fecha de Fallecimiento) _____

Funeral: Day (Día) _____ **Date (Fecha)** _____ **Time(Hora)** _____

Email notification? _____ **In Lieu of Flowers:** _____

Note to planner: *If you prefer to start with biographical information, see page 6.*

Family/Next of Kin Planning Contact (Familiar o encargado de planificación) Telephones (Teléfonos)

Name (Nombre) _____ **Home (Casa)** _____

Relationship (Parentesco) _____ **Work (Trabajo)** _____

Address (Dirección) _____ **Cell (Celular)** _____

_____ **Email** _____

I. Funeral / Memorial Mass Arrangements (Planificación de Misa y de Servicios de Funeral)

Funeral Home (Funeraria) _____

Phone (Teléfonos) _____ **Contact (Contacto)** _____

Date of Visitation (Fecha del Velorio) _____ **Hours (Horas)** _____

Location (Lugar) _____ **Presider (Celebrante/Laico/Grupo)** _____

Vigil (Wake) Service **Date (Fecha)** _____ **Time (Hora)** _____

Location (Lugar) _____ **Presider (Celebrante/Laico/Grupo)** _____

Funeral Memorial (see date above) **Presider /Celebrante** _____

Burial Details (Detalles del Entierro)

Date (Fecha) _____ **Time(Hora)** _____

Location/Cementerio _____ **Presider (Celebrante)** _____

II. The Service and Ministers (Misa Fúnebre)

Type of Service: ☐ Mass of Christian Burial ☐ body present (cuerpo presente) ☐ cremains present (cremado/a)
☐ Memorial Mass (Misa Fúnebre) OR ☐ Liturgy of the Word (Liturgia de la Palabra)
Communion ☐ Bread & Cup (Dos Especies) ☐ Bread only (Una Sola Especie)

Number of Programs to print (Número de programas para imprimir) _____

Lectors First (*Primer*) _____ Second (*Segundo*) _____

Intercessions (Presentación de Ofrendas) _____

Words of Remembrance (Palabras de Recuerdo) ☐ Yes ☐ After Homily OR ☐ After Communion
(optional) not to exceed 5 to 8 minutes – ***please refer to the guidelines.***

Given by (Ofrecido por) _____

Extraordinary Ministers of Holy Communion (Ministros de Echaristá)

Gift Bearers (Presentación de Ofrendas)

Musicians (Música/Coro)

☐ Accompanist (Acompañante) _____

☐ Cantor _____ ☐ Other (Otra) _____

☐ Funeral Choir Contacted _____

Greeters (Ministros de Acogida)

Placing the Pall (Colocación del Palio)

Reception / Hospitality (Recepción)

☐ Creedon Hall Time (Hora) _____ (*must be approved by Reception Committee before confirmed*)

☐ Planned by Reception Committee Contact _____

☐ Catered by _____ Phone (Teléfono) _____

☐ Other Location (Otro Lugar) (specify/especifican) _____

☐ Photo Table (Mesa de Fotos) ☐ Tripods (Estante) # _____ ☐ Easel (Estante)

Number immediate family (Número de familiares) _____ Number of anticipated guests (Número de invitados) _____

GOOD SHEPHERD FUNERAL PLANNER (PLANIFICADOR/A)

Name (Nombre) _____

Phone (Teléfono) _____

Appropriate Hymns and Songs for Funeral Liturgies

[illegible]

INTRODUCTORY RITES (at the church entrance)

Entrance Procession / Gathering Song

Opening Prayer

LITURGY OF THE WORD

First Reading (select one reading)

___ Job 19:1, 23-27a	The suffering Job speaks his conviction that he will see God face to face.
___ Wisdom 3:1-9	The future glory of the dead who have placed their trust in God.
___ Wisdom 3:1-6, 9	Those who have trusted in God will abide with him after death.
___ Wisdom 4:7-15	Even a short life can achieve perfection in God's eyes
___ Isaiah 25:6a, 7-9	God will destroy death and comfort his people.
___ Isaiah 60: 1, 19-20	Rise up in splendor! Your light has come, the glory of the Lord shines upon you.
___ Lamentations 3:17-26	The depths of sorrow and the compassion of God.
___ Daniel 12:1-3	The resurrection of the dead.
___ II Maccabees 12:43-46	We pray for the dead because they will live again.
___ Ecclesiastes 3:1-8	There is an appointed time for everything.
___ Proverbs 31:10-31	A valiant woman.

Responsorial Psalm (select one)

___ Shepherd Me, O God	– Psalm 23	(Gather 29)
___ The Lord Is My Shepherd –	– Psalm 23	(sung response, chanted verses)
___ Lord, You Have the Words	– Psalm 19	(Gather 26)
___ To You, I Lift My Soul	– Psalm 25	(Gather 34)
___ The Lord Is My Light	– Psalm 27	(Gather 37)
___ The Cry of the Poor	– Psalm 34	(Gather 46)
___ Loving and Forgiving	– Psalm 103	(Choral Praise 74)
___ The Lord Is Kind and Merciful	– Psalm 103	(Gather 89)
___ I Will Praise Your Name	– Psalm 145	(Gather 121)
___ Other:		

Second Reading (select one reading)

___ Acts 10:34-43	Peter retells the story of Jesus and speaks of the apostles' commission to preach salvation in his name.
___ Acts 10:34-36, 43	The promise of salvation the apostles are commissioned to preach.
___ Romans 5:5-11	God will have mercy on us, since his Son willingly gave his life for sinners.
___ Romans 5:17-21	The hope that was lost through Adam's disobedience is restored through Jesus' obedience.
___ Romans 6:3-9	In baptism, we died with Jesus; with him we have risen to new life; we will rise again after our physical death.
___ Romans 6:3-4, 8-9	We who have died with Christ in Baptism will live with him forever.
___ Romans 8:14-23	With Christ, we are God's heirs, waiting for this sad world to give way to glory.
___ Romans 8:31b-35, 37-39	God has given his Son as pledge of his love for us; nothing can separate us from his care.
___ Romans 14:7-9, 10c-12	In life and in death, we are the Lord's servants.
___ I Corinthians 15:20-23	So too in Christ shall all be brought to life.
___ I Corinthians 15:20-28	The promise that death's power will, in the end, be broken and all who belong to Christ raise when he comes again.
___ I Corinthians 15:51-57	Christ's victory over death.
___ II Corinthians 4:14-5:1	What is seen is transitory, but what is unseen is eternal.
___ II Corinthians 5:1, 6-10	The promise of everlasting life in heaven.
___ Philippians 3:20-21	The promise of bodily resurrection.
___ I Thessalonians 4:13-18	The hope of reunion with those who have died.
___ II Timothy 2:8-13	Christ's faithfulness to his gift of new life which we received in baptism.
___ I John 3:1-2	The indescribable future waiting for those who are already God's children.
___ I John 3:14-16	Love as the sign that we already have eternal life.
___ Revelation 14:13	The happiness of the dead who believed in Christ.
___ Revelation 20:11-21:1	The Last Judgment.
___ Revelation 21:1-5a, 6b-7	The birth of a new world in which sorrow and death do not exist.

Gospel Acclamation: Alleluia or Lenten Gospel Acclamation

_____ Celtic Alleluia

_____ Lenten Gospel Acclamation (MoGP), or _____

Gospel Reading(select one reading)

_____ Matthew 5:1-12a	The Beatitudes ... Blessed are the....
_____ Matthew 11:25-30	Come to me all who labor and are burdened and I will give you rest.
_____ Matthew 25:1-13	The kingdom of heaven compared to ten virgins – prepared and unprepared.
_____ Matthew 25:31-46	Last judgment – separating the sheep from the goats.
_____ Mark 15:33-39; 16:1-6	The death and resurrection of Jesus.
_____ Mark 15:33-39	The death of Jesus – Truly, this was the Son of God.
_____ Luke 7:11-17	Jesus commanding a widow's son to arise for death.
_____ Luke 12:35-40	Be prepared, for the Son of Man will come at an hour you least expect.
_____ Luke 23:33, 39-43	Jesus speaks to one of the criminals on the cross saying, "Amen, I say to you, today you will be with me in paradise.
_____ Luke 23:44-46, 50, 52-53; 24:1-6a	The death and resurrection of Jesus.
_____ Luke 23:44-46, 50, 52-53	The death and burial of Jesus.
_____ Luke 24:13-35	Jesus appears to two disciples on the road to Emmaus.
_____ Luke 24:13-16, 28-35	Jesus appears to two disciples on the road to Emmaus. (short version)
_____ John 5:24-29	The hour is coming in which all who are in the tombs will hear the voice of Jesus and will come out.
_____ John 6:37-40	All who see the Son and believe in him may have eternal life.
_____ John 6:51-59	Jesus – the bread of life.
_____ John 11:17-27	Jesus says: "I am the resurrection and the life; all who believe in me, even if they die, will live."
_____ John 11:21-27	Jesus says: "I am the resurrection and the life; all who believe in me, even if they die, will live." (short version)
_____ John 11:32-45	Jesus raises Lazarus from the dead
_____ John 12:23-28	All who love their life will lose it, and all who hate their life in this world will preserve it for eternal life.
_____ John 12:23-26	All who love their life will lose it, and all who hate their life in this world will preserve it for eternal life. (short version)
_____ John 14:1-6	Jesus says: "In my Father's house there are many dwelling places."
_____ John 15:9-17	Jesus says: "As the Father has loved me, so have I loved you."
_____ John 17:24-26	Jesus' prayer to the Father regarding his disciples.
_____ John 19:17-18, 25-39	The crucifixion and burial of Jesus.

Homily

Words of Remembrance (*either here or after Communion*)

General Intercessions / Prayers of the Faithful

☐ Composed by family

OR

☐ Composed by planner

LITURGY OF THE EUCHARIST**Song for Preparation of the Altar and Gifts**

Holy, Holy _____ Mass of Creation or _____

Memorial Acclamation _____ Mass of Creation or _____

Great Amen _____ Mass of Creation or _____

COMMUNION RITE

Lord's Prayer Spoken

Lamb of God: _____ Mass of Creation or _____

Communion Song

Prayer after Communion

Words of Remembrance (*either here or after Homily*)

CONCLUDING RITE

Final Commendation Invitation to Prayer / Signs of Farewell

Song of Farewell _____ **May the Angels Be Your Guide**

_____ (see p. 3 for other options) _____

Prayer of Commendation

Recessional Song

IV. Biographical Information

Birth Place _____

Schools Attended _____

Marriage Date & Location _____

Family Members (specify **address** for each person, if different; **important** for **Mass of Remembrance** invitations)

Spouse _____

Children / Siblings _____

(and address) _____

Career and/or Military Service _____

Volunteer Activities _____

What will you remember and _____

treasure about your loved one? _____

Instructions for Planners

1. Complete all Biographical Information on page 6. Please list the full name of the deceased. Under family members, please list ALL family member's full names and their relation to the deceased (i.e. *John Smith, son; Debbie Smith, daughter*). Also list the full mailing address (if different) for each person.
2. Complete Part I to the best of your ability. If the family requests a specific priest or deacon, please list him here. If a reception is desired, please be sure to confirm with Dottie Skeens that the reception committee is available at the desired time. (Please note that we are currently *unable to offer funeral receptions on Saturdays*.)
3. In Part II, please check whether this is a Mass of Christian Burial or a Memorial Mass. In order for it to be a Mass of Christian Burial, there needs to be a body or cremains present. We encourage the family to receive Eucharist under both species at all funeral liturgies; please tell them that this is the normative practice of the parish.

4. The Order of the Liturgy (Part III)

Begin with the Readings.

Begin the process by choosing the readings (one Old Testament, one New Testament, and one Gospel). Please note the citation from the planning book. If the family specifically requests a reading that is not in the planning book, please list its citation and check its appropriateness with the liturgy director.

If the family names a particular request, please list it here: _____

Check list for Planners	For Office Use Only
<input type="checkbox"/> Is each part of this form complete? <input type="checkbox"/> Have you checked with the family regarding a reception? <input type="checkbox"/> Have you discussed Eucharist under both species - bread and cup? <input type="checkbox"/> Have you secured ministers (greeters, lectors, Extraordinary Ministers of Holy Communion) for the service? <input type="checkbox"/> Is the order of liturgy complete? <input type="checkbox"/> Have you prepared the General Intercessions (Prayers of the Faithful) and attached a copy? <input type="checkbox"/> Have you discussed with the family music arrangements? Speak with the Director of Liturgy and Music about this. <input type="checkbox"/> Have you given Readings and personal information to the Presider following the planning session with family?	<input type="checkbox"/> Notify Presider of funeral arrangements. <input type="checkbox"/> Contact Presider / Deacon for Vigil Service. <input type="checkbox"/> Notify office, reception committee and social justice minister of reception. <input type="checkbox"/> Prepare worship aid and Presider's script. <input type="checkbox"/> Put information about reception in worship aid and in Presider's script .