

## GUIDELINES FOR FUNERAL~SS Cyril & Methodius Catholic Church

During this difficult time of bereavement, SS Cyril & Methodius Catholic Church is providing you with some guidelines and names of contact persons to assist you with funeral arrangements, etc. We are here to help you in anyway that we can. Please do not hesitate to call with questions.

Please check with the Pastor/Parish Secretary for use of the Church for your funeral. Phone number is 512-859-2223. Fax 512-859-2223 E-mail [sscmchurch@gmail.com](mailto:sscmchurch@gmail.com)

Please discuss attached planning form with the Pastor and family, fill out the needed parts and return to the Pastor or Parish Secretary. We will make every effort to help you to have a dignified and comforting service for you and your loved ones.

Cemetery contacts:Holy Cross: Cecilia Stefek 512-859-2573

Calvary: James Cervenka 512-940-4438

For use of the Parish Hall for luncheon after the funeral, contact Deborah Todd cell: 512-930-8747 or Hall: 512-859-2236

The family is responsible for making food arrangements and for finding workers for the funeral luncheon

A separate gift is in order for the Celebrant (\$50)

Choir (Optional)

Contact: Guitar Group-Rosanne Naizer 512-859-2542

If special music is requested, please meet with music minister or priest ahead of time.

Organist (\$25-50) Call Parish Office for contacts (Choirs provide their own)

Altar Servers: (\$5 each) Contact Parish Secretary

Lectors & Eucharistic Ministers: Contact Parish Secretary

Memorial Cards and Mass Cards are available at the entrance of the Church and the Funeral Homes. After the Funeral, Cards may be brought to the Parish Secretary once acknowledgements are made. Please call the Secretary for an appointment at your convenience

Rosary: (optional) Set time and place. May be led by a member or friend of the family

Funeral: With Mass in Church or in Funeral Home or Graveside only (Arrange with Pastor)

If another Priest/Deacon is being asked to have the service, please check with the Pastor first.

The viewing of the body is done at the funeral home and if necessary at Church, before Mass.

Viewing the body after Mass disrupts the continuation of the Liturgy, which ends at the cemetery. It also deprives the priest of escorting the body to the funeral coach.

FUNERAL LITURGY PLANNING FORM (Keep this form)

Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Rosary: (optional) Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_ Presider: \_\_\_\_\_

Funeral: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Burial: \_\_\_\_\_

\_\_\_\_ With Mass in Church: Celebrant: \_\_\_\_\_

\_\_\_\_ Funeral Home Only Celebrant: \_\_\_\_\_

\_\_\_\_ Grave side Only Celebrant: \_\_\_\_\_

\_\_\_\_ Reception or Dinner @ \_\_\_\_\_

If with Mass: Expected Attendance: \_\_\_\_\_

Number receiving Communion: \_\_\_\_\_

Choir: \_\_\_\_\_

Altar Servers:(3) \_\_\_\_\_

Lectors: \_\_\_\_\_

Gift Bearers: \_\_\_\_\_

Extraordinary Minister of Holy Communion: \_\_\_\_\_

Recommended: Entrance Hymn: \_\_\_\_\_

Presentation Hymn: \_\_\_\_\_

Communion Hymn: \_\_\_\_\_

Closing Hymn: \_\_\_\_\_

Reading selection: 1<sup>st</sup> Reading (Old Testament): \_\_\_\_\_

Responsorial: (Sung or Recited): \_\_\_\_\_

2<sup>nd</sup> Reading (New Testament): \_\_\_\_\_

Gospel: \_\_\_\_\_ Eulogy Y/N \_\_\_\_\_

FUNERAL LITURGY PLANNING FORM (Return to Parish Secretary)

Deceased: \_\_\_\_\_ Date of Death: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Rosary: (optional) Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_ Presider: \_\_\_\_\_

Funeral: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Burial: \_\_\_\_\_

\_\_\_\_ With Mass in Church: Celebrant: \_\_\_\_\_

\_\_\_\_ Funeral Home Only Celebrant: \_\_\_\_\_

\_\_\_\_ Grave side Only Celebrant: \_\_\_\_\_

\_\_\_\_ Reception or Dinner @ \_\_\_\_\_

If with Mass: Expected Attendance: \_\_\_\_\_

Number receiving Communion: \_\_\_\_\_

Choir: \_\_\_\_\_

Altar Servers:(3) \_\_\_\_\_

Lectors: \_\_\_\_\_

Gift Bearers: \_\_\_\_\_

Extraordinary Minister of Holy Communion: \_\_\_\_\_

Recommended: Entrance Hymn: \_\_\_\_\_

Presentation Hymn: \_\_\_\_\_

Communion Hymn: \_\_\_\_\_

Closing Hymn: \_\_\_\_\_

Reading selection: 1<sup>st</sup> Reading (Old Testament): \_\_\_\_\_

Responsorial: (Sung or Recited): \_\_\_\_\_

2<sup>nd</sup> Reading (New Testament): \_\_\_\_\_

Gospel: \_\_\_\_\_ Eulogy Y/N \_\_\_\_\_