

Funeral Liturgy Planner Worksheet: Our Lady of Mount Carmel Instructions

1. To complete this funeral planning worksheet, you will either need the full packet of reading and music suggestions or view all of the suggestions on our parish website, www.olmc1.org. The suggestions online can be found under Ministries > Liturgy + Music > Funerals > Funeral Liturgy Planning. A hard copy of the planning materials can be obtained from the parish office.
2. You may not have all of the information for us at this time. That is perfectly acceptable. It is a good idea to talk to your family and friends about your requests, specifically when you would like one of them to be a part of the funeral service. When you know of their availability, you may always contact the Music/Liturgy Office at 317-663-4007 and record the new information.
3. If you have a specific request not listed on any of the resource pages, for example, a Bible passage not listed, please indicate your request with full reference of book, chapter, and verses, or the full information of the musical request and make your special request known to the Director of Music and Liturgy. We may not be able to provide all requests and it would be better to know this information ahead of time.
4. Once you have completed the form, please return it to the parish office or email a copy of these pages to rundr@olmc1.org so that we will have your requests on file. Also, if planning in advance, please be sure to give a copy to your loved ones and let them know of your wishes.
5. Just a quick reminder: all readings chosen for the liturgy must come from the Bible, specifically the New American translation, and all music for the Mass *must be sacred* if sung. It is best to make your music selections from our hymnals, since that is the music the Resurrection Choir knows and can sing well. Special requests may not sound as good as you would hope if it is not already known by the parish musicians.

Rex Rund, Director of Music and Liturgy
14598 Oakridge Road, Carmel, IN 46032
Office: 317.663.4007
Cell: 317.645.8203
rundr@olmc1.org



Our Lady of Mount Carmel Funeral Liturgy Planner			
Name:			
Date of Birth:	(Date of death):		
Address, City, State			
Phone		Email	
Priest / Presider			
Type of Funeral	<input type="checkbox"/> Funeral with casket <input type="checkbox"/> Funeral with cremation <input type="checkbox"/> Memorial liturgy		
Responsible			
Contacts for planning (family)			
Order of the Liturgy			
	Song #	Title / Scripture Reference	Person(s) Responsible
Prelude (optional)	#		
Laying the Funeral Pall	Family members assisting? (NB: not done with cremated remains)		
Entrance Song	#		
First Reading			
Responsorial Psalm	#		
Second Reading			
Gospel Acclamation			
Gospel Reading			<input type="checkbox"/> Priest <input type="checkbox"/> Deacon
Homily	Priest/Deacon:		
Prayers of the Faithful			
Presentation of the Gifts	Gift Bearers:		
Song for Gifts	#		
Eucharistic Acclamations			
Lamb of God			
Communion under both species (Bread and Cup)?			
Extraordinary Ministers?			
Communion Song	#		
Song of Farewell	#		
Recessional	#		

Funeral Liturgy Planner, continued

MUSIC and MUSICIANS	Note: Normally, the music director will convene the parish Resurrection Choir for all funerals, unless otherwise instructed.		
Musician(s)			
Cantor / Choir			
Special Requests			
<i>All music must be sacred</i>			
Printed Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	Luncheon	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approximate number of programs needed:		If yes, approximate number expected:	
If you would like a photo on the front of the program, please email diltsd@olmc1.org or bring a photo to the Parish Office.			

Arrangements made with a Funeral Home			
Name of Funeral Chapel			
City		Phone	
Vigil Service	<input type="checkbox"/> Yes <input type="checkbox"/> No	Presider	
Visitation at church	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time	
Cemetery / Mausoleum			

Notes for the Homilist	

For Office Use Only			
Date Filed		Approved By	
Notifications			