

NATIONAL VOTIVE SHRINE of OUR LADY of PROMPT SUCCOR
GUIDELINES FOR FUNERAL RITES: VISITATIONS and MASSES

Important information for family of deceased and/or funeral home representative:

The Shrine of Our Lady of Prompt Succor is available for Funeral Rites for Ursuline Alumnae and their families, and for all others with direct ties to the Academy, to the Shrine or to the Ursuline Sisters;

Please see the attached **Information Form for Rite of Funerals** and return it to the Coordinator as soon as you can; please include the name of and the contact information for your priest;

OLPS will inform Holy Name of Jesus Parish Church that a funeral mass will be held at the Shrine of OLPS for your loved one. Holy Name is the Parish Church responsible for Archdiocesan record-keeping;

Please have the representative at the funeral home making your arrangements contact the Coordinator (Mary Lee Harris) @ [504.473.6750](tel:504.473.6750) or weddingsolps@gmail.com to set up a time for arrival of the casket or cremated remains;

The main doors of the Shrine of Our Lady of Prompt Succor (2701 State Street, NOLA 70118) will be opened one hour before the Visitation begins for delivery of flowers or photographs, or for the early arrival of family members;

One of the Sisters, Mary Lee Harris (Coordinator) or Thais Carriere (Sacristan) will be there to meet you and the funeral directors, and will remain there throughout the service;

The Shrine has a Special Needs Parking Lot where those needing a ramp may enter a side door. Facing the front main doors, it is located on the right side of the church;

VISITATION may begin one or two hours before the Mass begins. A lectern will be provided at the main entrance for your visitors' sign-in book, and a small table will be provided there for your memorial cards and/or Mass programs. Another table will be placed in the front of the Sanctuary for cremated remains, photo display or flowers. A decorative iron easel is also available for your use;

Please check with your priest regarding the liturgy to be used, readings and the number of readers that you will need for the Mass. Also, please let him know if you are planning to have music accompany any parts of the Mass. A priest or deacon who lives and ministers outside of the Archdiocese of New Orleans must attach a "Letter of Suitability" from his own Diocese.

A security guard will be provided for you and your guests to assist with directions, traffic and parking;

A Hospitality Room will be available for your family to use located in the Inside Chapel's Lobby;

Your donation to the Shrine of Our Lady of Prompt Succor is sincerely appreciated and enables the Ursuline Sisters to continue to offer these services to the faithful. A suggested gift of \$500 (or whatever is comfortable for your family) in honor of your loved one should be made to the *National Shrine of Our Lady of Prompt Succor*. Please make a notation, "*Funeral+ Name of Deceased,*" in the left-bottom corner of the check; and please send it with your Information Form to:

Mary Lee Berner Harris, Coordinator for Weddings, Funerals, Baptisms

National Votive Shrine of Our Lady of Prompt Succor

2701 State Street (Church)

New Orleans, Louisiana 70118

2734 Nashville Avenue (Office)

New Orleans, Louisiana 70115

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