

Holy Trinity Catholic Church
315 Marshall St.
Shreveport, LA 71101

Funeral Services Planning Form

Full Name of Deceased: _____ Parishioner Non-parishioner

Date of Birth: _____ Date of Death: _____

Survivors: _____

Person making arrangements (Family Friend): _____ Phone: _____

Address to send cards: _____

Funeral Home: _____ Location: _____

Contact at Funeral Home: _____ Phone: _____

Visitation: _____ Day Date Time Vigil Service: _____ Day Date Time Clergy: _____

Body Present Cremains Present

<input type="checkbox"/> Funeral Mass	<input type="checkbox"/> Memorial Mass	<input type="checkbox"/> Graveside Service	<input type="checkbox"/> Funeral Home Service
Service: _____ Day Date Time			
Approx. Attendance Expected: _____		Clergy: _____	
Liturgy			
<input type="checkbox"/> EMHC	<input type="checkbox"/> Reader(s)	<input type="checkbox"/> Altar Server(s)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Family requests that the parish choose readings & music.			
<input type="checkbox"/> Family requests the following for readings & music:			
First Reading: _____		Second Reading: _____	
Resp. Psalm: _____		Gospel: _____	
Music - Processional: _____		Offertory: _____	
Communion: _____			

Burial/Interment

Place of Rest: _____	City, State: _____
<input type="checkbox"/> After Funeral <input type="checkbox"/> At a later date	

Pastoral Care Notes: _____

Clergy and Staff Preparations

- Staff email notification (deceased name; priest/date/time/location of funeral; family contact info)
- Notify family of bereavement ministry (at the Cathedral of St. John Berchmans in Shreveport)
- Concelebrant(s) contacted _____
- Organist _____ and Cantor _____
- Sacristan _____
- EMHC _____
- Reader(s) _____
- Altar server(s) _____
- Usher(s) (for larger funerals) _____
- Parking meter covers and parking lot collections addressed (for larger funerals)
- Altar Society requests _____
- Building preparations needed _____
- Schedule a Mass for the deceased + Remembrance Cards on Birth/Death Anniversary
- Update parish records
- Update sacramental registry

Sacred Music

Hymns (choose one each for Processional, Offertory, and Communion)

Alleluia! Sing to Jesus (hyfyrdol)	Jerusalem, My Happy Home
At the Lamb's High Feast We Sing	Lord of All Hopefulness
Christ the Lord Is Risen Today	My Shepherd Will Supply My Need
Come, My Way, My Truth, My Life	Shepherd of Souls
Crown Him with Many Crowns	Sing with All the Saints in Glory
Godhead Here in Hiding (<i>Adoro Te Devote</i>)	Soul of My Savior (<i>Anima Christi</i>)
I Heard the Voice of Jesus Say	The King of Love My Shepherd Is
I Know That My Redeemer Lives	Ye Watchers and Ye Holy Ones

Cantor Solos (appropriate during Offertory or Communion in lieu of a hymn):

Ave Maria (Bach/Gounod) Ave Maria (Schubert) *Panis Angelicus* (Franck)

Gregorian chants that may be sung by a cantor upon request in addition to a hymn:

Offertory: *Domine Jesu Christe* Communion: *Lux Aeterna*

It is customary that the family offer a stipend to the organist (\$150) and cantor (\$75) at funeral liturgies.

A good online resource to hear these musical selections is YouTube (www.youtube.com). Simply type in the name of the selection as listed on this sheet. Though the YouTube video may not sound exactly how the selection will be played at the funeral Mass, it will provide a relatively good idea of the text and tune.

Please discuss any requests not on this list with the Director of Sacred Music.

Some common requests such as "On Eagles' Wings" or "Be Not Afraid" are served best by being accompanied on the piano, which is not available in Holy Trinity Catholic Church. Because of this, such selections would be better suited to the Vigil. Organ or other instrumental solos are not permitted during Funeral Masses. Recorded music is never appropriate for the Catholic liturgy.