

# Funeral Planning Worksheet Instructions

## St. Anthony de Padua Catholic Church

1. Use these instructions along with planning guides for Scripture Readings and music listed on the parish website at [www.stasb.org/funerals](http://www.stasb.org/funerals) to complete our Funeral Planning Worksheet. If you would prefer a hard copy of the planning materials with Scripture and music suggestions, please contact the parish office at 574-282-2308.
2. You may not have all of the information ready for us at this time. That is perfectly acceptable. Please complete the worksheet to the best of your ability. It is a good idea to talk to your family and friends about your requests, specifically if you would like one of them to be a part of the funeral Mass. When you know of their availability, contact the Parish Office at 574-282-2308 and we will record the new information.
3. If you have a specific request not listed on the website or planning materials (for example, a Bible passage that is special to you but not listed) please indicate your request with full reference of book, chapter, and verses. For a piece of music not listed, please list the title and composer on the planning sheet. Also, please email a note Bryan Finkelstein, Director of Sacred Music, with your requests. We may not be able to provide for all requests, and it would be better to know this information ahead of time.
4. Once you have completed the planning worksheet, please return it to the parish office or email a copy to [church@stasb.org](mailto:church@stasb.org) or [bfinkelstein@stasb.org](mailto:bfinkelstein@stasb.org) so that we have your requests on file. Also, if you are 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. It is easiest to make your music selections from our hymnals, since those are readily available for all to use. Special requests may not sound as good as you would hope if it is not already known by the parish musicians.

Sincerely,

Bryan Finkelstein  
Director of Sacred Music  
2114 E. Jefferson Blvd., South Bend, IN 46617  
Office: 574-282-2308  
[bfinkelstein@stasb.org](mailto:bfinkelstein@stasb.org)



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## Liturgy Planner for Funerals

Date: \_\_\_\_\_

NAME (First, Middle Initial, (Maiden), Last:		
DATE OF BIRTH:	DATE OF DEATH:	AGE:
ADDRESS, CITY, STATE:		
PHONE (for Parish Records):	EMAIL (for Parish Records):	
SPOUSE (Include maiden name):		
DATE OF MARRIAGE:	CHURCH, CITY, STATE:	
PARENT'S NAMES (Include Mother's maiden name):		
DATE OF BAPTISM:	CHURCH, CITY, STATE:	
FAMILY CONTACT NAME:		
PHONE:	EMAIL:	
BURIAL SITE:		

LITURGICAL MUSIC	HYMN #	TITLE	NOTES
Prelude (optional)			
Entrance Hymn			
Responsorial Psalm			
Offertory Hymn			
Communion Hymn			
Recessional Hymn			

LITURGY READINGS	READINGS	NAME OF MINISTER/READER
First Reading		
Second Reading		
Gospel		__Priest __Deacon
Prayers of the Faithful		

LITURGICAL MINISTERS	NAME OF MINISTER	NAME OF MINISTER
Extraordinary Ministers	__Cup __Chalice	__Cup __Chalice
Gift Bearers		
Musician		
Cantor		
Pall Bearers (6):		

FUNERAL HOME:	CONTACT:
PHONE:	EMAIL:
VISITATION AT CHURCH: __YES __NO	VISITATION TIME:
FUNERAL MASS TIME:	CEMETARY: