

## Funeral Planning Guide

The death of a loved one is a life-changing event that requires many decisions to be made in a short amount of time. The staff of Lumen Christi are here to guide and support you as you work with the funeral home, plan the funeral Mass or funeral prayer service, and a burial service. We continue to support you in the days and months following your loss.

What follows outlines what to expect during the planning process, the funeral, and the burial.

### When a Death Occurs

When your loved one dies, contact the funeral home or cremation provider of your choice. Lumen Christi works with many different funeral homes in the Twin Cities area and is unable to recommend one to you. The funeral home will then contact us to begin the planning process. We will work with their staff to coordinate schedules and arrive at a date and time that works best for the family, the funeral home, and our staff, including musicians. Most funerals at Lumen Christi are scheduled Monday through Friday at 10:00 a.m., but other times may be possible. Funerals cannot be scheduled on Sundays or Holy Days of Obligation.

### Funeral Planning Meeting

Once a date and time for the funeral Mass or funeral prayer service has been set, we will schedule a time for the family to meet with the pastor and staff coordinator to plan for the service. During this meeting, we will talk together about your loved one's life, and from that conversation select readings and music that connect with themes about his or her life. This meeting will also provide a space for you to ask any questions and raise any concerns you might have.

### Types of Liturgical Celebrations

- The family may choose to have a funeral Mass at church, with both the Liturgy of the Word and the Liturgy of the Eucharist celebrated.
- The family may also choose to have a funeral prayer service, also known as a Word service without communion. Most of the liturgy would be the same, however there would be no Liturgy of the Eucharist.

### COVID-19 Pandemic Safety Protocols and Procedures

The pandemic continues to require us as a parish community to ensure the health and safety of all those who gather for funerals in the church. We continuously monitor and adhere to guidance from local, state, and federal government officials and the Archdiocese of Saint Paul and Minneapolis. Please keep in mind the following as you plan the funeral for your loved one:

- **For those who are fully vaccinated, mask wearing in the church is now optional. Those who are not fully vaccinated are asked to wear a mask and maintain a six-foot distance from others while in the church building.** All those who wish to wear a mask are encouraged to do so, and we ask that everyone attending the funeral be respectful of decisions being made at the individual and family level.

## Musical Selections, Musicians, and Singing

- The church will provide a cantor and accompanist (piano/organ). Any requests for outside vocalists and musicians must be approved by the parish's Director of Music prior to the funeral. The family is responsible for paying any related stipends for outside musicians.
- The funeral liturgy is considered part of the universal prayer of the church and the selection of music should keep this in mind. We are unable to accommodate popular or recorded music during the funeral liturgy. We encourage family to consider utilizing those selections at a funeral home visitation or at graveside if desired. During the planning meeting, we will explore the many options for liturgical music for the funeral liturgical.
- Music can be selected for the Opening Song, Responsorial Psalm, and for before and after communion. The family may also choose to have a prelude selection prior to the start of the liturgy. During the final prayers at the end of the liturgy, we use the same musical selection for every funeral, "The Hand of God Shall Hold You," by Marty Haugen.

## Readers and Words of Remembrance

- Up to three family members may be chosen to proclaim the First Reading (Old Testament), Second Reading (New Testament), and the Prayers of the Faithful. A binder with the readings and prayers will be placed on a lectern, there is no need for the reader to bring a copy with them.
- The church allows for a short offering of Words of Remembrance, also known as a eulogy, by a family member at the beginning of the liturgy following the opening prayer. There is a policy regarding this option which will be provided and must be followed.
- All those participating in the liturgy, readers and eulogist if applicable, should plan to arrive at the church 45 minutes prior to the start of the funeral for a walk-through.

## For Funerals with Cremated Remains: The Ossuary

- For those funerals with cremated remains present, the church has an ossuary we use to assist in moving the urn during the liturgy. The ossuary is a large wooden box that opens at the top and provides for a secure placement for the urn inside. It has two handles, one on each side for carrying down the aisle of the church at the beginning and end of the liturgy. Two family members can carry the ossuary, or the funeral directors can do so. Similar to the pall placed on a casket, there is a small pall that is placed on the ossuary at the beginning of the liturgy.
- Prior to the start of the liturgy, the urn may be placed on top of the ossuary with a small photo and/or candle. The urn will be placed inside of the ossuary just before the liturgy begins.

## Flowers, Photos, and Other Items

- Two tables will be set up in the gathering space of the church for any flowers that may arrive prior to the funeral liturgy. You may also place a few photos and personal items that speak to your loved one's life. We also have easels available for a few photo boards or larger photos.
- Flowers may be placed in front of the altar prior to the start of the liturgy. Arrangements may also be placed in front or to the side of the stand holding the Book of Life. Church staff will work with the funeral directors or family members to coordinate.
- **No furniture, flowers, or other decorations in place in the church may be moved at any time. Flowers may not be placed on top of or around the casket or ossuary while it is in the church during the liturgy.**
- **All flowers, photos, and personal items must be removed from the church following the liturgy.**

## Livestreaming and Archival Video

- The church will provide a livestream of the funeral liturgy on the parish's Facebook page and website, unless the family chooses not to. The video will also be available to view following the liturgy for those unable to join live. In the obituary and in communications with family and friends, please direct those who will be watching by livestream to go to our website, [www.lumenchristicc.org](http://www.lumenchristicc.org). There they will find the links to view.
- At the beginning of the broadcast we will display a slide with your loved one's name and photo. Please provide us with a digital photo of your choice for this purpose.

## Parish Book of Life and Worship Aids

- Lumen Christi has a tradition of inscribing the names of all those who have died in our parish Book of Life. This book remains in the Eucharistic chapel on the north side of the church as a reminder of all those parishioners who have been a part of our worshipping community. Please let us know how you would like your loved one's name to be listed in the book.
- The church will prepare a worship aid to assist those participating in the liturgy, listing the readings, prayers, and musical selections. Please let us know how you would like the name of your loved one to be listed on the cover.

## Funeral Luncheons

- The church is pleased to be able to host funeral luncheons in our community room, located across the gathering space from the main church. We have a caterer who we work with regularly, or you may select a caterer of your choice. The church provides volunteers to set-up, serve, and clean-up, table settings and centerpieces, and freshly baked desert items. If you are interested in a luncheon, please indicate that early in the planning process.

## Rite of Committal

- This ceremony happens at the cemetery at the time of burial. Arrangements can be made for graveside prayers during the planning meeting or at a later date. Lumen Christi can arrange for a priest or member of our pastoral staff to offer prayers at the cemetery.

## Funeral Honorarium

- The church requests a standard honorarium for each funeral, generally paid to us through your funeral home. This honorarium covers all of the costs for the liturgy, including stipends for musicians and staff along with the livestream.
- Families facing financial hardship may request that the fees be reduced or waived by discussing with the staff coordinator.
- For those funerals with a funeral home assisting the family at the church, the requested honorarium is \$600. For those without funeral home staff present, the requested honorarium is \$750.
- For Memorial Services planned after a funeral has taken place at Lumen Christi (during the time of pandemic restrictions), an honorarium of \$400 is requested.

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