



IMMACULATE HEART OF MARY CATHOLIC CHURCH

Parish Policies and Procedures:
Funeral Planning Guide

Parishioner: Yes _____ No _____

Name of Deceased: _____

Date of Birth: _____ Date of Death: _____ Age: _____

Note: Next of Kin information is on page 4 of this document.

Funeral Day: _____ Date: _____ Time: _____

Reception of Sacraments: Baptism _____ Reconciliation _____ Communion _____ Confirmation _____

Marriage _____ Anointing _____ Orders _____

Is there a photo (for use on program and parish notification)? _____ Is there an obituary? _____

If yes, indicate where it/they can be found: _____

Mortuary / Funeral Home Information

Funeral Home: _____ Address: _____

Director/Contact at Funeral Home: _____ Phone: _____

Interment Location: _____ Date of Interment: _____ Presider: _____

Vigil / Visitation Information

Location of Vigil/Visitation: _____ Date: _____ Time: _____

Vigil Presider : _____ Confirmed: _____

If Reception is at IHM, then the remains are greeted, revered with holy water, and, if there is a casket, the pall is placed on the casket before the Vigil.

Reception Information

Will there be a reception? _____ If at IHM, what location: _____ Time: _____

Parish Staff contact for the reception _____

Caterer: _____ Caterer Contact: _____

REMINDER: The family will need to provide a "guest book" if they want to have a record of family and friends who come to the Vigil or the Funeral. The parish does not provide those books.

See page two for funeral details, page 3 for additional notes, pages 4 for family contact information, page five for an outline of the Funeral Liturgy, and page six for suggested music selections.

Funeral Liturgy Planning for _____

Organist _____ Cantor _____

Funeral Mass _____ Memorial Service _____ Location (if Service) _____

Casket _____ Cremated Remains _____

If the liturgy occurs at IHM, will there be a need for tables in Gathering Space? _____ Easel? _____

Presider: _____ Concelebrants and/or Deacons: _____

Who will place pall on casket, (if present)? _____

Processional Hymn: _____ G _____

First Reading: # _____ Page _____ Lector: _____

Responsorial Psalm: # _____ Page _____ (There is strong preference that this be sung.) G _____

Second Reading: # _____ Page _____ Lector: _____

Gospel Reading: # _____ Page _____ Reference: _____

Universal Prayer: Written by: _____

Offered by: _____

Preparation of the Gifts: Hymn: _____ G: _____

(THIS CAN BE INSTRUMENTAL)

Gift Bearers: _____

Communion Hymn: _____ G: _____

Communion Ministers: _____

Eulogy: _____

(ONLY ONE EULOGY, AND NO LONGER THAN FOUR MINUTES)

Recessional Hymn: _____ G: _____

Concerning the Eulogy: Archbishop Gregory has decreed that the text for the Eulogy be shared with the presider before the liturgy. At IHM, we ask that the prepared text for the Eulogy be shared with the presider of the funeral no later than **twenty-four (24) hours** prior to the funeral. The text can be shared electronically, or delivered to the parish office in person. The presider will return the prepared text as soon as possible, no later than the end of business the day before the funeral.

Funeral Liturgy Planning for _____

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Please provide your contact information for the IHM staff. We use this information to stay in touch with family members after a death. We also invite those listed below to our annual Mass of Remembrance, which is celebrated in early November every year. At that Mass, we honor those who have gone before us, especially those who have been buried from IHM in the past year. Whether or not family members can return to IHM for the Mass, their loved one is remembered by name at the Mass.

Name: _____ Relation: _____

Address: _____ City: _____

State: _____ Zip: _____ Primary Phone: _____ Phone: _____

Email: _____

Name: _____ Relation: _____

Address: _____ City: _____

State: _____ Zip: _____ Primary Phone: _____ Phone: _____

Email: _____

Name: _____ Relation: _____

Address: _____ City: _____

State: _____ Zip: _____ Primary Phone: _____ Phone: _____

Email: _____

Name: _____ Relation: _____

Address: _____ City: _____

State: _____ Zip: _____ Primary Phone: _____ Phone: _____

Email: _____

The Funeral Liturgy and Sacred Music

“Sacred music has an integral role in the funeral rites, since it can console and uplift mourners while, at the same time, uniting the assembly in faith and love.^(OCF #30) Funeral music should express the Paschal Mystery and the Christian’s share in it.^(OCF #30) Since music can evoke strong feelings, it should be chosen with care. It should console the participants and ‘help to create in them a spirit of hope in Christ’s victory over death and in the Christian’s share in that victory.’”^(OCF #31)

Sing to the Lord: Music in Divine Worship

*In the reference notes, OCF refers to the **Order of Christian Funerals***

The Funeral Liturgy is usually a Catholic Mass, with special prayers offered on behalf of the deceased and the grieving, who have gathered to mourn. Below is an outline of the funeral liturgy, with notes where hymns are most often included.

Introductory Rites

- Sprinkling of the body with Holy Water
- Placing of the Pall (if casket is present)
- Entrance Procession – *ProceSSIONAL Hymn*
- Placing of the Christian Symbols on the casket
(For example: Bible, crucifix, rosary)

The Liturgy of the Word

- Proclamation of the First Reading
- Responsorial Psalm – *The psalm is usually sung*
- Proclamation of the Second Reading
- Gospel Reading
- Homily (Sermon)
- Universal Prayers

Liturgy of the Eucharist

- The Preparation of the Gifts – *Offertory Hymn*
(*this can also be instrumental*)
- The Eucharistic Prayer
 - The Eucharistic Acclamations (*always sung*)
 - Holy, Holy, Holy
 - Memorial Acclamation
 - Amen
 - Lamb of God
- The Lord’s Prayer
- The Sign of Peace
- Communion – *Communion Procession Hymn*

Final Commendation and Farewell

- Final Commendation Hymn (“I Know That My Redeemer Lives,” Howard Hughes, composer)
(The body is revered with incense.)
- Recessional – *Recessional Song*

Funeral Liturgy Planning for _____

For a Funeral liturgy, a minimum of three congregational songs are needed: an entrance processional, a communion processional, and a hymn of sending. Optionally, a congregational hymn can be utilized at the preparation of the gifts. The Eucharistic Acclamations (Holy, Holy, Holy; Memorial Acclamation; Amen and Lamb of God) are always sung. The setting that is used at IHM is Mass of Creation, composed by Marty Haugen.

Below are some suggested hymns, psalms and songs which are appropriate for funeral liturgies. IHM's Director of Music and Liturgy, Jeff Bush, will be able to assist you in the process of planning music for the funeral. He can be reached at jeffbush@ihmatlanta.org, or at 404.636.1418 ext. 247.

This list should not be considered an "approved" list of music. It is by no means exhaustive, but rather suggestions. When choosing music for a funeral liturgy, it is important to consider the sacred nature of the liturgy and the requirement that any music in the liturgy be sacred in nature as well. Another primary consideration should be the "familiarity" of the song—will people actually be able to participate? T

Suggested Hymns and Songs

KEY: P (Processional) O (Offertory) C (Communion)
R (Recessional)

_____ Amazing Grace P, R

_____ Be Not Afraid O, C

_____ Blest Are They O, C, R

_____ Center of My Life O, C

_____ Eye Has Not Seen O, C

_____ For All the Saints P, R

_____ Gather and Remember P

_____ Gather Us In P

_____ Gift of Finest Wheat C

_____ Here I Am, Lord P, O, C

_____ How Great Thou Art P, O, C

_____ In the Arms of God P, O, C

_____ I Am the Bread of Life R

_____ I Heard the Voice of Jesus Say P, O, C

_____ I Know That My Redeemer Lives P, R

_____ I Receive the Living God O, C

_____ I Want to Walk as a Child of the Light P, R

_____ Jerusalem, My Happy Home P, O, C, R

_____ Life Giving Bread, Saving Cup C

_____ Lift High the Cross P, R

_____ Lord of All Hopefulness P, O, C, R

_____ Make Me a Channel of Your Peace O, C

_____ O God, Our Help In Ages Past P, R

_____ O God, You Searched Me O, C

_____ On Eagle's Wings P, O, C, R

_____ One Bread, One Body O, C

_____ Praise To The Lord, the Almighty P, R

_____ Shelter Me, O God O, C

_____ Sing of the Lord's Goodness R

_____ Sing With All The Saints in Glory P, R

_____ Taste and See O, C

_____ The King of Love My Shepherd Is P, O, C

_____ The Servant Song O, C

_____ The Strife is O'er P, R

_____ The Summons O, C

_____ There Is a Balm in Gilead O, C

_____ We Walk By Faith P, O, C, R

_____ What Wondrous Love Is This P, O, C, R

_____ Without Seeing You O, C

_____ Ye Watchers and Ye Holy Ones P, R

_____ You Are Mine P, O, R