

# Funeral Planning Guide



St. Joan of Arc



## **Scheduling**

The first step is to contact the mortuary of your choice to handle the necessary arrangements. Please call the Funeral Coordinator for a list of mortuaries that we currently utilize. The mortuary will contact the church office staff and schedule a time for the Mass or Service. As a general rule, the funeral mass for a Catholic is celebrated in his or her own parish church. Once the date and time have been determined, the Funeral Coordinator will contact you and schedule an appointment to meet. Prior to the meeting, a Funeral Planning Book may be picked up at the church office to assist you with some of the details. At the meeting, the Funeral Coordinator will help you select the readings and music, as well as answer any questions you may have about the funeral service.

## **General Information**

The Order of Christian Funerals is a three-part ritual, with Vigil (viewing), Funeral Mass and Rite of Committal (internment). It is strongly encouraged that the Funeral Rites be conducted in the presence of the body of the deceased. This practice is most in accord with the sacred principles and rituals of the Christian Faith. However, the Mass of Christian Burial may also be celebrated with the cremains present in the church. Care should be taken that the cremated remains of the deceased are accorded proper respect through interment in blessed cemetery ground, or in a mausoleum. Any scattering of the cremains is not permitted, because of the reverence due the bodies and remains of the bodies of those who have been baptized and have been temples of the Holy Spirit.

## **The Vigil for the Deceased**

The Vigil is usually celebrated at the mortuary. The Funeral Minister will arrange for a deacon to be present and assist with a rosary or scripture service. The mortuary will be able to assist you with any special musical selections or photographic DVD memorials that you wish to play at the Vigil.

The vigil service is the most appropriate time for a eulogy or reflection, sharing of stories, etc., as opposed to during the Funeral Mass. The deacon or priest will facilitate this at the family's request.

## **Words of Remembrance**

The guidelines for a Catholic Funeral Mass provide for the opportunity for a member or friend of the family to speak in remembrance of the deceased at the Vigil or after the Committal. These words should not constitute a eulogy as such but rather they are to express appreciation for the life of the deceased or take the form of a prayer or other inspirational text such as a poem.

We invite one person only to speak as a representative of the family. Generally these words should be no longer than three to five minutes. Because of the intensity of emotions at the time of a Vigil the “words of remembrance” should be in written form.

Those who wish to give a eulogy or to share a story about the deceased do so during the Vigil (Viewing/Wake) or even following the committal at the cemetery.

## **Funeral Mass**

The Funeral Mass is traditionally celebrated in the morning. The parish church is the proper place for the Mass of Christian Burial. For the Funeral Mass, Christian symbols (cross, bible, scapular, etc.) may be placed on the casket at the beginning of the Funeral Mass. All secular items, like flags or medals of Honor are important, but not part of the Funeral Mass. These secular and important symbols are removed at the church door and a pall placed over the casket. This symbolizes our unity in Christ through our baptism. Christian symbols are only used within a church. Flowers may be placed in the church. Photos and other items are normally displayed in the baptismal font area with the Book of Remembrance.

A small table can be placed in the front of the altar for the cremains. Some families choose to have a picture and or flowers on the table with the urn.

## **Committal**

At the cemetery, the Rite of Committal is celebrated, ending the three-part liturgy. A priest or deacon will accompany you to the cemetery for the Committal Service.

## **Order of the Mass**

Below is the outline of the Order for Christian Funerals so that you may plan your liturgy and choose the scripture readings.

### **Introductory Rites**

- Greeting
- Sprinkling with Holy Water
- Placing of the Pall (done by the family members or friends)
- Placing of Christian symbols (done by family members or friends)
- Opening Hymn ( choose from the list)
- Opening Prayer

### **Liturgy of the Word**

- First Reading (you may choose from Old Testament or New Testament if you only have one reading. During the Easter Season, you may have two New Testament readings.)
- Psalm (sung by the Director of Music)
- Second Reading (optional to have a 2nd reading; from the New Testament - you may choose from the Scripture list)
- Gospel (you may choose from the Scripture list, but will be read by the priest or deacon)
- Homily
- Intercessions

### **Liturgy of the Eucharist**

-Preparation of the Gifts Hymn(choose from the list)

-Presentation of the Gifts (choose family members or friends to bring up the gifts)

-Continuation of the Mass as usual

-Communion Hymn (choose from the list provided)

As mentioned earlier, the appropriate place for family and friends sharing, or the offering of a eulogy or reflection, is at the Vigil. One person may speak who will limit the comments to three to four minutes. It is requested that the person write out their comments and that it be appropriate material.

### **Final Commendation**

- Invitation to Prayer

- Silence

- Song of Farewell

- Prayer of Commendation

- Recessional Hymn (choose a song from the list)

- Procession to the Place of Committal (to the cemetery)

### **Scripture Selections**

You may have one or two members of your family or friends do the readings. The readers must be Catholic and it is suggested that they be at least 13 years of age. The priest or deacon will read the Gospel. Below is a list a suggested readings:

#### **Readings for Funerals** **(Adults):**

#### **Old Testament Readings**

Maccabees 12: 43-46

Job 19: 1, 23-27a

Wisdom 3: 1-9 OR 3: 1-6, 9

Wisdom 4:7-15

Isaiah 25: 6a, 7-9

Lamentations 3:17-26

Daniel 12:1-3

**First Readings During the Easter Season**

Acts 10: 34-43 OR 10: 34-36, 42-43

Revelation 14: 13

Revelation 20:11-21:1

Revelation 21: 1-5a, 6b-7  
New Testament Readings

Romans 5: 5-11

Romans 5: 17-21

Romans 6: 3-9 OR 6: 3-4, 8-9

Romans 8: 14-23

Romans 8: 31b-35, 37-39

Romans 14: 7-9, 10c-12

1 Corinthians 15: 20-28 OR 15:  
20-23

1 Corinthians 51-57

2

Corinthians 4: 14- 5:1

2 Corinthians 5: 1, 6-10

Philippians 3: 20-21

1

Thessalonians 4: 13-18

2

Timothy 2: 8-13

1

John 3: 1-2

1

John 3: 14-16

Gospel Readings

Matthew 5:1-12a

Matthew 11: 25-30

Matthew 25: 1-13

Matthew 25: 31-46

Mark 15: 33-39; 16: 1-6 OR 15:  
33-39

Luke 7: 11-17

Luke 12: 35-40

Luke 23: 33, 39-43

Luke 23: 44-46, 50, 52-53; 24:  
1-6a OR 23: 44-46, 50, 52-53

Luke 24: 13-35 OR 24: 13-16,  
28-35

John 5: 24-29

John 6: 37-40

John 6: 51-59

John 11: 17-27 OR 11: 21-27

John 11: 32-45

John 12: 23-28 OR 12: 23-26

John 14: 1-6

John 17: 24-26

John 19: 17-18, 25-39

**Readings for Children**

**(Baptized):**

Old Testament Readings

Isaiah 25: 6a, 7-9

Lamentations 3: 22-26

First Readings for the Easter  
Season

Revelation 7: 9-10, 15-17

Revelation 21: 1a, 3-5a  
Psalms (Spoken or Sung)

Psalms 23: 1-3, 4, 5, 6

Psalms 25: 4-5ab, 6 and 7bc,  
20-21

John 6: 51-59

Psalms 42: 2, 3, 5cdef; 43: 3, 4, 5

John 11: 32-38, 40

Psalms 148: 1-2, 11-13a, 13c-14  
(Spoken only)

John 19: 25-30

### New Testament Readings

### Readings for Children (Unbaptized):

Romans 6: 3-4, 8-9

### Old Testament Readings

Isaiah 25: 6a, 7-8

Romans 14: 7-9

1

Lamentations 3: 22-26

Corinthians 15: 20-23

### Psalms (Spoken or Sung)

Psalms 25: 4-5ab, 6 and 7b, 17  
and 20

Ephesians 1: 3-5

1

### Gospel Readings

Thessalonians 4: 13-14, 18

Matthew 11: 25-30

### Gospel Readings

Matthew 11: 25-30

Mark 15: 33-46

Mark 10: 13-16

John 19: 25-30

John 6: 37-40 OR 6: 37-39

## **Music Selections**

Here at St. Joan of Arc, we encourage full participation from our community. There are several opportunities to incorporate music into the funeral service. Please select a Processional Hymn, Preparation of the Gifts Hymn, Communion Hymn, and Recessional Hymn.

## **Approved Hymns**

### Opening:

I heard the voice of Jesus say  
The King of Love my Shepherd is (psalm 23)  
I know that my Redeemer Lives  
O God, Our Help in Ages Past  
Amazing Grace

### Offertory:

Ave Maria (Schubert)  
Ave Maria (Bach)

The King of Love My Shepherd is (psalm 23)  
What Wondrous Love  
Shepherd Me, O God  
Blest Are They

Communion:

Panis Angelicus  
Ave Maria (Schubert)  
Ave Maria (Bach)  
I Am the Bread of Life

Recessional:

In Paradisum (Gregorian chant)  
May Flights of Angels Lead You  
I Heard the Voice of Jesus Say  
O God, Our Help in Ages Past  
Come with us, O Blessed Jesus (Jesu, Joy of Man's Desiring)  
Amazing Grace

**Funeral Donations and Fees**

The Diocese of Phoenix has set forth certain suggested honorariums and fees for services. Normally, the mortuary will incorporate these into their contract. If you have any questions about as to whether or not these fees have been included, please contact the mortuary or ask the Funeral Coordinator for clarification.

Church \$150.00  
Chapel \$100.00  
Priest \$100.00 (suggested  
minimum donation)

Deacon \$75.00 (suggested  
minimum donation)

Musician \$100.00

**Memorial Donations**

Families often request donations to specific funds in memory of their deceased.

At St. Joan of Arc we suggest the following:

- *The Youth Program at St. Joan of Arc:* To support the youth of our parish

- *St. Joan of Arc Catholic Church Renovation:*

Donations are accepted for specific memorials.

Items such as chalices,

liturgical vestments, new church appointments, statues and other liturgical items.

Donations can also be directed specifically towards building funds.

- *St. Vincent De Paul Society of St. Joan of Arc:* Donations made to St. Vincent De Paul Society enable the society to assist families in need with food, rental assistance and other needs.