

Introduction

The death of a loved one is an emotional and painful time. Here at Immaculate Heart of Mary we know that there are many arrangements that need to be made, and we understand how difficult it is to make decisions clearly. Therefore, we have created this funeral pre-planning guide to assist you and your family in making some of those decisions.



Where should I start?

Read through this booklet and complete the information. You will need to meet with a funeral director, who will assist you and your family with the many decisions that must be made, such as selecting the location for the visitation and funeral, burial instructions, etc. The funeral director will provide you with a list of costs associated with the funeral, gather the necessary information for an obituary, etc.

General Information

Name: _____

Address: _____

Phone: _____ Date of Birth: _____

Single _____ Married _____ Date of marriage _____

Widowed _____ Divorced _____

Name of Spouse: _____

Memorial Gifts to Immaculate Heart of Mary

You may indicate that memorial gifts be made to our parish, or to other organizations that have special meaning to you and your family. Memorials at Immaculate Heart of Mary can be designated to the following:

Endowment Fund for Religious Education:

Memorial gifts to the Endowment Fund are invested to grow for the future. Interest and dividends are used to fund programs and materials that provide Catholic religious education for the youth and adults of our parish school and religious education programs.

Scholarship Fund:

Gifts to the Scholarship Fund provide tuition assistance for students at IHM School and in our Religious Education program.

Liturgical Fund:

Memorials to the Liturgical fund are used to purchase items for IHM Church.

Capital Fund:

Memorial gifts to the Capital Fund provide for future facility needs at IHM.

Charitable Gift Annuity to IHM Parish

Contact the Diocese of Madison, Office of Stewardship and Development; 608-821-3046

I would like to designate memorial gifts to the following:



Funeral Luncheon

Funeral luncheons may be held in our parish hall—Marian Hall, located in Immaculate Heart of Mary School. Food may be prepared and served by our staff, may be brought in by the family, or may be catered. A supervisor will be on hand to provide assistance. The luncheon may take place directly following the funeral, or following the burial service at the cemetery.

Please indicate your preferences:

Luncheon at Immaculate Heart of Mary: Yes _____ No _____

Prepared and served by IHM Staff: Yes _____ No _____

Catered: Yes _____ No _____

Luncheon held elsewhere (List location, if known):

The Lord is my shepherd; I shall not want.
In verdant pastures, he gives me repose;
Beside restful waters he leads me;
He refreshes my soul.

He guides me in right paths
for his name's sake.
Even though I walk in the dark valley
I fear no evil; for you are at my side
With your rod and your staff
that give me courage.

You spread the table before me
in the sight of my foes;
You anoint my head with oil;
my cup overflows.

Only goodness and kindness follow me
all the days of my life;
And I shall dwell in the house of the Lord
for years to come.

For any of the following questions, if you need additional space, you may use the last page of this booklet.

Family Contacts:

Name: _____

Relationship: _____

Address: _____

Phone: _____ E-mail: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____ E-mail: _____

Other pertinent information that will be helpful (hobbies, interests, family, education, life experiences, military service, community service, etc.):

Church Membership/Sacraments Received/Parish Involvement:

Wake/Visitation

This can take place at the funeral home or at the church. This is an opportunity for the family to find consolation and strength in the presence of Christ shown through the gathering of friends, family, and their faith community. A prayer service or vigil may take place, which includes Bible readings and prayers that call upon God's mercy to receive the deceased into the Kingdom of light and peace. A rosary may be prayed. A simple service may incorporate music and sharing of memories of the deceased. The prayer leader may be a priest, deacon, or lay minister from the parish.

Please select your preferences:

Funeral Home: _____

_____ Visitation at Funeral Home (evening prior)

_____ Prayer Service or Rosary

_____ Visitation at Church (day of funeral)

Other requests for visitation: _____

Funeral Liturgy/Mass

A typical funeral for a Catholic is held with a Mass. When one of its members dies, the Church encourages the celebration of the Mass, where we are strengthened by the Word of God and nourished with the Body and Blood of Christ. The Catholic Church follows the funeral rituals that are outlined in the *Order of Christian Funerals*, approved by the National Conference of Catholic Bishops and confirmed by the Apostolic See.

In special circumstances, a funeral service outside of Mass could take place in the church or funeral home. If there is no Mass, the service may be conducted by a priest, deacon, or lay minister.

Rite of Committal—Burial

The Rite of Committal is normally celebrated at the place where the body of the deceased will be laid to rest. This may be at the burial site, a chapel in a crematorium or mausoleum, or a funeral chapel at or near a cemetery. A priest or lay minister may conduct this prayer service. The rite includes a scripture passage, silence, prayer of blessing for the place of burial, committal, the Lord's Prayer, and a concluding prayer. The whole Rite of Committal is a pledge of the parish community to continue to pray with and be present to the grieving family and friends.

Cremation

The Catholic Church allows cremation. The cremated remains of a body should be treated with the same respect given to the human body from which they have come. This includes the use of a worthy vessel to contain the ashes, the manner in which they are carried, the care and attention to appropriate placement and transport, and the final disposition. The cremated remains should be buried in a grave or entombed in a mausoleum or columbarium. The practice of scattering cremated remains on the sea, from the air or on the ground, or keeping them in the home of a relative of the deceased are not the reverent disposition that the Church requires.

**For the Funeral Mass: The cremated remains, in a worthy vessel, are placed on a small table prepared for them at the place normally occupied by the coffin.

Burial Preference:

Cemetery/mausoleum: _____

Plot purchased: Yes _____ No _____

Burial _____ Mausoleum _____ Cremation _____

Eucharistic Prayer

Lord's Prayer

Sign of Peace (Those present may shake hands or embrace as an offering of Christ's peace to one another.)

Communion

Communion song: _____

Prayer after Communion

Final Commendation

Invitation to prayer

Sign of farewell: Coffin is incensed while Song of Farewell is sung.

Prayer of commendation

Closing/Recessional song: _____

List any special requests for music or prayers:

In the Catholic celebration of funeral rites, laymen and women may serve in the roles of readers, musicians, ushers, pallbearers, gift-bearers, and ministers of Communion. Family members are encouraged to take an active part in these ministries. Guidance will be provided to family members who participate. You and your family are encouraged to select the readings and music for the funeral.

Please indicate your preferences:

Presiding Priest: _____

Alternate Priest: _____

Other: _____

Symbols used in the funeral Mass:

Easter Candle: A baptismal symbol that reminds the faithful of Christ's undying presence, his victory over sin and death, and of their share in that victory by virtue of their baptism.

Holy Water: Reminds the assembly of the saving waters of baptism; the body is received at the entry of church and sprinkled with holy water.

Pall: The cloth that is placed over the coffin at the entrance to church; reminder of baptismal garment and sign of the Christian dignity of the person. Family members are encouraged to participate in the placing of the pall; a cross may be placed on the coffin. Only Christian symbols may rest on or be placed near the coffin during the Liturgy.

Incense: Used during the funeral rites as a sign of honor to the body of the deceased and of the community's prayers for the deceased rising to God.

Pall Bearers: Please list those you'd like to name as pall-bearers.

Music: The parish Music Director and Funeral Choir are available for funerals. A listing of songs appropriate for funerals is available at the parish office. If you'd like to request the participation of a family member or friend who has musical experience, you may do so here:

Name: _____

Phone: _____

Relationship: _____

Funeral Mass of the Resurrection—Order of the Liturgy

Introductory Rites

Greeting

Sprinkling with Holy Water

Placing of the Pall on the casket—Family members participating
(any number may participate):

Placing of cross or religious symbols on casket (optional):

Item/s: _____

Placement done by: _____

Gathering Hymn: _____

Opening Prayer

Liturgy of the Word

Old Testament Reading: _____

Reader: _____

Responsorial Psalm: _____

New Testament Reading: _____

Reader: _____

Gospel (Priest): _____

Homily (Priest)

Prayers of the Faithful (General Intercessions)

Led by: _____

Liturgy of the Eucharist

Presentation of the Gifts (bread & wine)

Gift Bearers: _____

Presentation song: _____