



WHAT TO DECIDE WHEN PLANNING A FUNERAL

So that the Cathedral Bereavement Team (Family Coordinators) and staff may coordinate the details of your loved one's funeral, please be prepared to provide us with all relevant answers to the questions in this document. The Family Coordinator will be happy to answer questions and offer suggestions for any of these items.

There are many roles (detailed below) in which your loved ones may participate. Cathedral will provide a cantor, Eucharistic ministers, and ushers. You will select lectors, gift bearers, and other roles listed in this document and in the Funeral Liturgy Planning Form on our website. In the event that there are not others available in your family/friend circle, the Bereavement Team will provide readers, gift bearers, etc.

In order for the program to be prepared, the completed planning form must be received by the Family Coordinator or Lisa Kantz of the parish staff by **9am two business days** before the funeral.

Funeral Planning Details and Logistics

EULOGY:

If there is a eulogy, it will be delivered at the beginning of Mass. There may be only **ONE** eulogy of less than 5 minutes, and only **ONE** eulogist (speaker).

READERS:

Because the readers are proclaiming the Word of God, all readers should be people of faith, although not necessarily Roman Catholic.

We will provide a copy of the exact text for all readings and petitions by email the day before the funeral so they may prepare ahead of the funeral day.

Each text will be at the pulpit or lectern for them to use.

We need the three readers (first and second readings, and prayers of the faithful)



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and the eulogist to meet with us 30 minutes before the Mass so we can familiarize them with the microphones, pulpit or lectern, etc.

PRAYER OF THE FAITHFUL:

Sample petitions are attached; however, you may add others to mention deceased family members, special people who assisted your loved one, a special activity or charity favored by your loved one, etc.

We can assist you with that and prepare the petitions to include those intentions. We will type the petitions and have them at the lectern.

MUSIC:

We are happy to assist you select hymns. If you are uncertain what hymns you wish at the various times, please select the hymns you want, and our music director will work them into the Mass for you.

Does the family want a musical prelude?

If so, please add this selection to the music section of the planning form.

MASS:

Does the family wish to walk in the opening procession to escort the body or urn up the aisle, or would you prefer to be seated in your pews before the entrance procession and hymn begin?

FOR A CASKET FUNERAL:

Do family members (usually 2-6 people) wish to place the white pall on the casket, or do you prefer that the funeral directors do that?

Are there any Christian symbols you wish placed on the pall, such as a crucifix, prayer book, Bible, or rosary?

FOR A CREMATION URN:

For funerals following a cremation, will the urn be present?

If an urn is present, will someone carry it in the procession, or shall the sacristan place it on the table before hand?



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Who will place the pall on the urn (usually one or two people), a family member or friend, funeral director, or coordinator?

Who will carry the urn in the procession at the end of Mass - Family member or friend, funeral director or bereavement coordinator?

OTHER CONSIDERATIONS TO HELP US PLAN:

Do you wish us to reserve any pews for family or special guests at the front of the church or chapel?

Is anyone attending who has hearing issues or mobility issues getting into the church, into the pew, receiving communion? If we know about special needs beforehand, we can better accommodate them.

Will the family or a funeral director bring a guest book to Cathedral for guests to sign in the narthex before Mass?

CLERGY:

Do you expect any additional priests to attend or concelebrate?

We are happy to have other priests, but would appreciate knowing of them ahead so we may prepare vestments for them.

FUNERAL HOME STAFF:

Will funeral home personnel be present at the funeral?

FLOWER ARRANGEMENTS:

Will your family provide flowers for the church? (*Flowers are not allowed in the church during Lent*).

Would it be helpful to see a photo of the chapel or main sanctuary?

Will flowers come from the funeral home, or from a florist?

Are flowers to remain at church, or will you take them after Mass?

If they remain in the church, is there a particular place you would like them to be placed?

GUEST BOOKS/MEMORIAL CARDS:

Will there be a guest book(s) and/or memorial cards?

Who will supply these – your family or a funeral home?



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These will be placed in the narthex for main church, and back hall for the Lady Chapel.

VISITATION:

Will there be visitation before the Mass?

For funerals in the main church, this is held outside on the plaza, weather permitting, or in the narthex (back of the church, as you face the altar).

If a casket is present, the narthex may become very crowded.

For funerals in the Lady Chapel, Visitation takes place in the hall outside the Lady Chapel, which also may become crowded

FAMILY AND GUESTS:

Might any guests have special needs such as walkers, wheel chairs, hearing assist devices, prefer that communion be brought to their pew?

The handicapped ramp is located on the South (parking lot) side of the church and leads into the main church. There is a portable ramp, without side rails, on the steps to the Lady Chapel. Our greeters try to assist anyone with special needs.

On our website, we encourage you to visit our Contact page, where accessibility information is described in greater detail.

RESERVED PEWS:

How many pews would the family like to have us reserve?

Should these be on both sides of the aisle, or only on one side?

GIFT BEARERS:

Usually there are two gift bearers, but there may be more if the family wishes.

Gift bearers need to arrive 30 minutes before Mass for rehearsal. Adults and/or children may serve as gift bearers.

PROGRAM:

When the program is drafted, we will send the family a copy to proof.

Does the family wish the parish to print the program?

If so, what quantity does the family want?



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FAMILY PREFERENCES:

Does the family wish to gather 10 minutes before the Mass in the Blessed Sacrament chapel to have a quiet time?