

PREPARING FOR A FUNERAL MASS OR MEMORIAL MASS AT ST. FRANCIS OF ASSISI PARISH



On behalf of the parish and the staff of Saint Francis of Assisi, our condolences on the death of your family member or friend. Be assured of our prayers for them and for you.

As you begin to make funeral arrangements for the deceased our staff is prepared to assist you in planning a reverent Funeral Mass (with the casket or urn present) or Memorial Mass (no casket, no urn).

We understand that if you have recently experienced the death of a loved one, you may be feeling confused, sad, lonely, or even overwhelmed by your loss. We offer you comfort and a certain hope. For it is our Catholic belief that at death life is changed, not ended, and that we and our loved ones will find eternal life with God.

As you prepare a Funeral Mass or Memorial Mass, we hope that this resource assists you in preparing a liturgy that truly celebrates the great gift of a life that God has given us. If you are preparing a funeral for a loved one who has passed away, please make sure you are in touch with a Funeral Director and a priest in our parish; contact our parish office to help (314-487-5736).

For assistance with your Funeral Mass music planning, please contact our Director of Sacred Music and Liturgy at jboyer@sfastl.org or for more information please see pages 7-10.

Below is a table of contents to help you more easily find what you are looking for in this packet.

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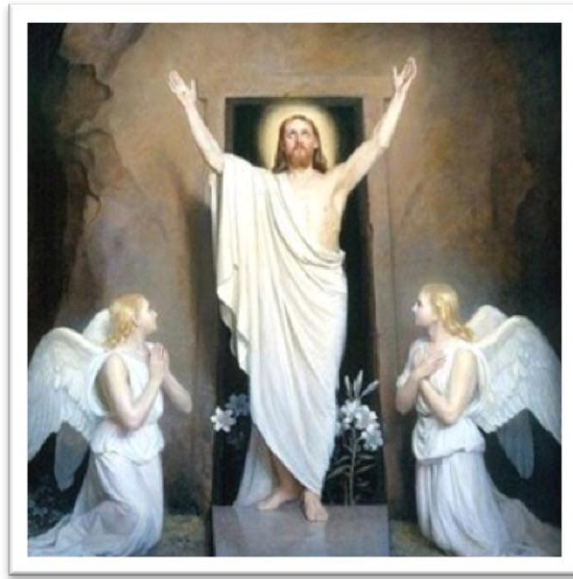
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GUIDELINES FOR CATHOLIC FUNERAL RITES

The Mass, the memorial of Christ's death and resurrection, is the principal celebration of the Christian funeral.

INTRODUCTION

We at St. Francis of Assisi Catholic Church express our condolences to you during this time of sorrow. Please know that we have been praying for you and your loved one. The Catholic Funeral Rites in the *Order of Christian Funerals* (1989) are celebrations that enable the Christian community to mourn as well as to hope by focusing on the mystery of the death and resurrection of Christ. These guidelines are offered to assist in effectively preparing the funeral rites with individuals and families. In no way are these meant to complicate an already difficult experience.

UNDERSTANDING DEATH - A CHRISTIAN PERSPECTIVE

Death and passing on to eternal life are mysteries at the center of the Church's belief. Although American culture generally recoils from death and tries to deny it, "In the face of death, the Church confidently proclaims that God has created each person for eternal life and that Jesus, the Son of God, by his death and resurrection, has broken the chains of sin and death that bound humanity." (#1)

Christian funerals are not private observances, but celebrations of the whole Body of Christ, in which, "Christians celebrate the funeral rites to offer worship, praise, and thanksgiving to God for the gift of life which has now been returned to God, the author of life and the hope of the just." (#5) Therefore these rites are celebrated with appropriate choices of music, readings, gestures, and decorations that are consistent with a Catholic understanding of death. "The celebration of the Christian funeral brings hope and consolation to the living. While proclaiming the Gospel of Jesus Christ and witnessing to Christian hope in the resurrection, the funeral rites also recall to all who take part in them God's mercy and judgment and meet the human need to turn always to God in times of crisis." (#7)

GUIDELINES FOR CATHOLIC FUNERAL RITES

- A parish priest will meet with the family to prepare the Funeral Mass. He will explain the meaning and significance of a Catholic Funeral Mass and explain the Funeral Planning Sheet.
- Floral arrangements are welcome, but should not take away from the liturgical space.
- Follow all guidelines for music at a Funeral or Memorial Mass (attached on pages 7-10).
- Ordinarily, trained and prepared liturgical ministers may exercise the role of cantor, lector, or Eucharistic minister. Family members or friends who wish to participate at the Funeral Mass should be familiar with the structure of the Mass and consult with the priest preparing the Funeral Mass.
- One family member or friend may speak briefly before the "Final Commendation" when invited by the presider to offer some words of remembrance. The brief words need to be prepared. Spontaneous remarks and eulogies can be offered at the luncheon afterward. (See Guidelines for Words of Remembrance on pages 5-6).
- Non-religious symbols may not be displayed in church at the Funeral Mass.
- To choose the readings and universal prayers please visit our website at www.sfastl.org. Click on the Liturgy and Sacraments tab and then Funeral.

CREMATION

The Church's definite preference is for burial of the body. In 1997, the Vatican gave the bishops of the United States permission to allow the celebration of the Funeral Mass with the cremated remains present. The Church **strongly** prefers that cremation take place **after** the full funeral liturgy with the body. The presence of the body most clearly brings to mind the life and death of the person and better expresses the values that the Church affirms in its rites. Cremated remains must be buried or entombed. The scattering of cremated remains is not a reverent disposition. Please consult with the priest about a funeral with cremains.

FUNERAL STIPENDS

The following stipends are based on services rendered by St. Francis staff. It is preferred that all stipend arrangements should be completed by the funeral home rather than the family. [In case of financial hardship, all fees may be waived.]

Church	\$200
Organist	\$130
Cantor/Soloist*	\$100
Organist sings and plays alone	\$230
Servers	\$10 cash each (3 servers for Funeral Mass)
Priest	\$50-\$100 (family preference)
Deacon	\$50-\$100 (family preference)

*Soloists are not standard. If a soloist is requested, please let the Music Director know. For more information about **music** stipends, please refer to **page 7** of this packet.

GUEST PRIEST/DEACON

If the family of the deceased requests a guest priest or deacon to be present at the Funeral Mass, the priest from St. Francis is to be informed. The family would need to provide the name and phone number of the guest clergy. Typically, a guest priest or deacon who is presiding would meet with the family to plan the Funeral Mass. The St. Francis clergy can also assist, if necessary. A guest priest or deacon is always welcome to concelebrate (or assist in the case of a deacon), as long as he is in good standing. At the discretion of the presider, the guest priest/deacon may be permitted to give the homily, final commendation and lead the committal service at the cemetery.

CHARITABLE DONATIONS

Charitable donations to St. Francis of Assisi are a great alternative for families who don't want to receive a lot of flowers, and are particularly appropriate when the deceased has suffered from a specific illness or disability.

We offer an online giving option as a one-time guest for those who wish to give electronically. They can visit our website at www.sfastl.org and click on the "online giving" icon. Then click on the "quick give" section.

We also have offering envelopes that can be placed at the funeral home or given to family and friends.

GUIDELINES FOR LAY SPEAKERS OFFERING WORDS OF REMEMBRANCE

The funeral rite allows for “a member or friend of the family to speak in remembrance of the deceased before the final commendation begins.” (#170) Note that the intention is that it be one person and not a series of persons. It takes place following the Prayer after Communion. This is a time of thanksgiving to God, especially for the life of the deceased.

What is the difference between a “eulogy” and “words of remembrance?”

Eulogies and biographical sketches of the deceased's life should not be spoken within the Mass, but are appropriate at the conclusion of a wake, at the family gathering after the burial, or may be included in the printed worship aid. A eulogy recounts some or all of the significant events in the life of the deceased.

Words of remembrance do not attempt to give a biography, but to share some insight into the faith and values of the deceased as seen in one or two examples from his/her life. A eulogy by its very nature tends to be lengthy, while words of remembrance are brief.

- The words of remembrance should be supportive to the bereaved and should deepen our faith in eternal life as a Catholic Christian.
- Therefore, one would speak on behalf of the deceased, how he or she lived out faith within the family, workplace, community or church. Statements ought to reflect how the deceased cared for his/her spouse and children, his/her honesty in the work place, his/her participating and helping in community events to make things better for others, his/her attending Mass and the reception of the Sacraments, and his/her helping in church activities and ministries. The words of remembrance are not a time to theologize or preach a second homily.
- The speaker is encouraged to write out his or her remarks.
- Three to five minutes (or less) is suitable time for words of remembrance. If the interment is to be at Jefferson Barracks National Cemetery, this time frame is even more crucial.
- Within (or in place of) the words of remembrance it would be good to simply thank everyone for attending and for their prayers and support.

REFLECTION GUIDELINE QUESTIONS

1. Do the statements tell of the Christian legacy left behind for others to learn from?
2. Are the statements helpful to the family and friends in their time of loss?
3. Do the statements help others put this person's life into the broader context of Christian faith – that while this is a personal loss it must be seen through the eyes of faith?

Personal remembrances help us to go through grief. It is necessary to remember and recognize our relationship with loved ones. This helps us to say good-bye and, at the same time, reflect on our relationship with the deceased and one another. Eventually we come to realize that we still have a spiritual bond with those who have gone before us marked with the sign of faith.

WORDS OF REMEMBRANCE (A MODEL)

If I were to choose a few words that would aptly characterize my mother as I remember her, "selfless", "compassionate", and "gracious" immediately come to mind. In addition to being a faithful and loving wife and mother, she patiently, gently and lovingly cared for her own mother, our grandmother, who lived with us and was physically disabled for the last fifteen years of her life. I recall no words of complaint about the tediousness of the day-to-day nursing care nor the frequent limitations placed upon her own social life. She taught me that patience, selflessness and compassion are the true qualities of both a devoted mother and daughter. My mother was a woman of gracious hospitality.

Family, friends and neighbors were always warmly welcomed into our home. My mother would respond immediately whenever a neighbor had a need. If there was a death in someone's family, or if a neighbor became ill, she was there to offer comfort, or to prepare and deliver a meal. As children, we quickly learned from her words and example, that it was not our place to judge or be critical of other people, but to always look for the positive qualities in another person.

Her parish family was also very important to her. Mom was actively involved in the Rosary and St. Anne Sodality at St. Francis Parish. While we were in school there, she participated in many school and church functions through the years. She considered her friends in our parish community as part of our extended family. Our hearts are filled with gratitude that God blessed us with such a wonderful wife, mother, friend and woman of faith!

MUSIC FOR CATHOLIC FUNERAL RITES

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.

MUSIC IN THE CATHOLIC FUNERAL RITE

Because the Mass is a public act of worship of the church, the parish is ultimately responsible for the music in the liturgy. Hymns should reflect the idea of resurrection and hope. The assembly is called to actively participate in the readings and songs. Music is sung prayer. The Director of Sacred Music & Liturgy can help you choose music that would be appropriate for the funeral liturgy.

The texts of the hymns chosen should express the paschal mystery of the Lord's suffering, death, and triumph over death and should be related to the Readings from Scripture.

Due to the sacredness of the funeral, secular music, even those that were the favorite of the deceased, are not permitted during the Funeral Rite, nor are national or ethnic songs. They have a proper place at the funeral home after the Vigil Service, or at a family celebration following the burial. Pre-recorded music is also not permitted under any circumstances.

STIPENDS FOR PARISH MUSICIANS

Most funeral homes itemize all costs within their billings. Included should be the stipend for the musicians' [organist and cantor] checks. We prefer that all the stipend arrangements be completed by the funeral home rather than the family taking care of stipends on their own.

If this is a Memorial Mass and not handled by a funeral home, unless other arrangements have been made, it is preferred that the stipend be paid prior to the Mass to the musicians at the church or left with the parish secretary in the rectory office.

CONTACT INFORMATION

Funeral directors and families should contact the parish *Director of Sacred Music & Liturgy, Jeremy Boyer*, to arrange stipend payments. To reach Mr. Boyer directly the preferred method of contact would be via email at jboyer@sfastl.org. If you wish to contact him by phone he may be reached on his cell phone at (314) 606-0820 or by calling the rectory.

The parish music director makes arrangements to schedule the parishes resurrection choir or parish cantors (when available) for all funerals and memorial services taking place at St. Francis of Assisi. If a particular parish cantor is requested, that request will be honored if possible. Our parish music director can also play and sing if necessary or by request.

Fee Schedule for Funerals:

Organist: \$130.00*

Cantor: \$100.00

Organist sings & plays alone: \$230.00

**Stipend includes any planning or consultation with the family or funeral home, as well as coordinating and rehearsing with a parish cantor or choir as necessary.*

USE OF NON-PARISH MUSICIANS

While the Director of Music has the right of first refusal to play for all parish services, the use of an outside singer or organist, while not encouraged, is permitted. The singer and/or organist should be a professional who is trained in sacred literature and has an academic degree in music. We highly recommend using a parish cantor, not just a friend or a relative with a “nice voice.”

Outside soloists and instrumentalists are allowed to perform under the following conditions:

- A. Musical selections are to be made or approved by the Director of Sacred Music & Liturgy.
- B. Additional meetings and rehearsals with non-parish musicians cost \$75.00 per occasion, payable to the Director of Music/Organist in addition to the \$130.00 initial fee.
- C. Any outside vocalists and instrumentalists should be experienced, professional musicians with a liturgical background as well.

MUSICAL SELECTIONS

All music listed below can be found in our parishes Breaking Bread hymnals. Selections may be exchanged in different parts of the Mass. While this is not a definitive list, it is recommended that songs be selected from the choices below.

Please select (1) Gathering Hymn, (1) Responsorial Psalm, (1) Hymn for Preparation of Gifts, (1) Hymn for Communion, (1) Song of Farewell (not used for Memorial Masses) & (1) Recessional Hymn.

Please consult with the *Director of Sacred Music & Liturgy, Jeremy Boyer*, if you have any questions, need help selecting music or if you prefer he select the music at jboyer@sfastl.org

Hold Control Key + Click with mouse over selection to hear an audio sample of each song!

Gathering Hymn	Communion
<input type="checkbox"/> All Creatures of Our God and King <input type="checkbox"/> Alleluia! Sing to Jesus <input type="checkbox"/> Amazing Grace <input type="checkbox"/> Holy, Holy, Holy <input type="checkbox"/> Hosea (Come back to me) <input type="checkbox"/> I Have Loved You <input type="checkbox"/> I Heard the Voice of Jesus <input type="checkbox"/> I Know that My Redeemer Lives (Soper) <input type="checkbox"/> Jerusalem, My Happy Home <input type="checkbox"/> O God, Beyond All Praising <input type="checkbox"/> On Eagle's Wings <input type="checkbox"/> To Jesus Christ, Our Sovereign King <input type="checkbox"/> We Walk by Faith	<input type="checkbox"/> Be Not Afraid <input type="checkbox"/> Go in Peace <input type="checkbox"/> Hail Mary: Gentle Woman <input type="checkbox"/> Holy Darkness <input type="checkbox"/> How Great Thou Art <input type="checkbox"/> I Am the Bread of Life <input type="checkbox"/> I Received the Living God <input type="checkbox"/> I, the Lord <input type="checkbox"/> Now We Remain <input type="checkbox"/> O Lord, I Am Not Worthy <input type="checkbox"/> One Bread, One Body <input type="checkbox"/> Prayer of St. Francis <input type="checkbox"/> Take and Eat <input type="checkbox"/> Taste and See (Moore) <input type="checkbox"/> The Supper of the Lord <input type="checkbox"/> We Will Rise Again <input type="checkbox"/> You Are Mine <input type="checkbox"/> You Are Near <input type="checkbox"/> Instrumental Selection on Organ/Piano
Responsorial Psalm	Song of Farewell (Incensing of the Casket)
<p><i>Songs or hymns may not be used in place of the Psalm.</i></p> <input type="checkbox"/> Ps. 23: (1) The Lord is my shepherd (Krieg) <input type="checkbox"/> Ps. 23: (2) The Lord is my shepherd (Alstott) <input type="checkbox"/> Ps. 23: I Shall Live in the House of the Lord <input type="checkbox"/> Ps. 25: (1) To You, O Lord, I lift up (Joncas) <input type="checkbox"/> Ps. 25: (2) To You, O Lord, I lift up (Soper) <input type="checkbox"/> Ps. 27: The Lord is my light (Holtz) <input type="checkbox"/> Ps. 63: My Soul is Thirsting for You, O Lord <input type="checkbox"/> Music Director's Preference	<p><i>This is typically sung by the cantor or choir</i></p> <input type="checkbox"/> Come to his/her aid, O Saints of God *** <input type="checkbox"/> O Loving God (Londonderry Air) *** <input type="checkbox"/> May the Choirs of Angels
Preparation of Gifts	Recessional Hymn
<input type="checkbox"/> Amazing Grace <input type="checkbox"/> Ave Maria (Schubert) <input type="checkbox"/> Be Still, My Soul <input type="checkbox"/> Give Me Jesus <input type="checkbox"/> Here I Am, Lord <input type="checkbox"/> Hosea (Come back to me) <input type="checkbox"/> I Know that My Redeemer Lives (Soper) <input type="checkbox"/> In Every Age <input type="checkbox"/> Prayer of St. Francis <input type="checkbox"/> Softly and Tenderly Jesus is Calling <input type="checkbox"/> We Will Rise Again <input type="checkbox"/> You Are Mine <input type="checkbox"/> Instrumental Selection on Organ/Piano	<input type="checkbox"/> Go in Peace <input type="checkbox"/> Hail Holy Queen, Enthroned Above <input type="checkbox"/> Holy God, We Praise Thy Name <input type="checkbox"/> How Great Thou Art <input type="checkbox"/> Jerusalem, My Happy Home <input type="checkbox"/> Let There Be Peace on Earth <input type="checkbox"/> Lift High the Cross <input type="checkbox"/> Sing With All the Saints in Glory <input type="checkbox"/> To Jesus Christ, Our Sovereign King <input type="checkbox"/> Ye Watchers and Ye Holy Ones

MUSIC SELECTIONS FOR LITURGICAL SEASONS

The music below may also be considered during the appropriate liturgical season.

Advent	Lent
<input type="checkbox"/> Creator of the Stars of Night <input type="checkbox"/> Lo, How a Rose E'er Blooming <input type="checkbox"/> O Come, Divine Messiah <input type="checkbox"/> O Come, O Come Emmanuel <input type="checkbox"/> O Sanctissima <input type="checkbox"/> On Jordan's Bank <input type="checkbox"/> Soon and Very Soon <input type="checkbox"/> The Advent of Our King <input type="checkbox"/> The King Shall Come when Morning Dawns	<input type="checkbox"/> At the Cross Her Station Keeping <input type="checkbox"/> Attende Domine (Have mercy on us, O Lord) <input type="checkbox"/> Forty Days and Forty Nights <input type="checkbox"/> Hosea (Come back to me) <input type="checkbox"/> I Heard the Voice of Jesus <input type="checkbox"/> Jesus, Remember Me <input type="checkbox"/> Led By the Spirit <input type="checkbox"/> Lift High the Cross <input type="checkbox"/> Lord, Who Throughout These 40 Days
Christmas	Easter
<input type="checkbox"/> Angels We Have Heard on High <input type="checkbox"/> Good Christian Friends Rejoice <input type="checkbox"/> Hark the Herald Angels Sing <input type="checkbox"/> Joy to the World <input type="checkbox"/> Lo, How a Rose E'er Blooming <input type="checkbox"/> Night of Silence <input type="checkbox"/> O Sanctissima <input type="checkbox"/> O Come, All Ye Faithful <input type="checkbox"/> O Little Town of Bethlehem <input type="checkbox"/> Silent Night <input type="checkbox"/> What Child is This?	<input type="checkbox"/> Alleluia! Alleluia (Hymn to Joy) <input type="checkbox"/> Alleluia! Let the Holy Anthem Rise <input type="checkbox"/> At The Lamb's High Feast <input type="checkbox"/> Be Joyful, Mary <input type="checkbox"/> Christ the Lord is Risen Today <input type="checkbox"/> Festival Canticle: Worthy is Christ <input type="checkbox"/> Jesus Christ is Risen Today <input type="checkbox"/> Sing to the Mountains <input type="checkbox"/> The Strife is O'er <input type="checkbox"/> Three Days <input type="checkbox"/> Ye Sons and Daughters

MUSICIANS FOR THE LITURGY

Congregational Singing

The **Resurrection Choir** is made up of men and women of the parish who might be free on weekday mornings, most of whom are retired. The choir volunteers to provide music to enhance funeral liturgies and to provide comfort to the mourners. There is no fee for the Resurrection Choir.

The **Resurrection Choir** leads congregational singing for all funeral liturgies. However, if you prefer to have a **Parish Cantor** instead of the choir, one can be provided.

A **Parish Cantor** can also lead congregational singing at funeral liturgies, but could also serve as a soloist during the preparation of gifts or during communion, perhaps by singing the "Ave Maria," or another suitable sacred song or hymn. The fee for a Parish Cantor is \$100.

Please indicate your preference by selecting which option you prefer:

Resurrection Choir: **Parish Cantor:** **Both:**

THE FUNERAL LITURGY PLANNING SHEET

Selection form for the readings and ritual actions to be used in the Funeral Mass.

Name of the Deceased _____

Date of Mass _____ Time _____

Presiding Priest _____ Deacon _____

Other Clergy _____

Altar Servers: Family to provide _____ Church to provide _____

Part I: Introductory Rites

Greeting and Sprinkling Casket with Holy Water

Placing of the Pall (The pall is a white cloth placed on the casket. This is not the pall bears.)

By funeral directors _____ By family members or friends _____

Placing of Christian Symbols (optional)

A symbol of the Christian life, such as a favorite prayer book, a Bible, or a cross, may be carried in procession, then placed on the coffin.

Christian Symbol(s) _____

Placed by _____ No _____

Part II: Liturgy of the Word

Please select readings and universal prayers from the "[Funeral Readings & Prayers](#)" document found on our parish website. (Select the Responsorial Psalm from the Music Selection sheet, on page 9).

Readings

Reading I: choose one of the "OT" readings or "ES" readings during the Easter Season

OT or ES- _____

Read by _____

Reading II: choose one of the "NT" New Testament readings

NT- _____

Read by _____

Gospel: choose one of the "G" Gospel readings

G- _____ (Read by priest or deacon)

Homily

Universal Prayers: choose 5 or 6

Numbers _____

Read by _____

Part III: Liturgy of the Eucharist

Preparation of the Gifts

Bread and wine brought forward by _____

Communion under both kinds: Yes _____ No _____

If yes, there must be enough ministers to help distribute.

Estimated # of Catholics receiving Holy Communion: _____

Eucharistic Ministers provided by family: Yes _____ How many _____ No _____

Part IV: Final Commendation

Words of Remembrance (optional)

Yes _____ By whom _____ No _____

Part V: Procession to the Place of Committal

Song of Farewell

*This is a standard hymn that is sung at the end of a Funeral Mass during the incensing of the casket.
This hymn is not used at a Memorial Mass.*

Recessional

Any other particular arrangements need to be discussed with the presiding minister:

