# Catholic Funeral Planning Guide

Prepared by or on behalf of

for the benefit of my loved ones.

Information provided by:



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### Introduction

The Christian meaning of death is revealed in the light of the Paschal Mystery of the Death and Resurrection of Christ in whom resides our only hope. The Christian who dies in Christ Jesus is "away from the body and at home with the Lord" (2 Cor 5:8).

- Catechism of the Catholic Church 1681

The Catholic Foundation of North Georgia is honored to provide you with this funeral planning guide. Planning is a gift you give to yourself and to your loved ones. Even though as Christians we look to being "at home with the Lord," speaking about death and dying, as well as funeral planning, is not easy.

We hope and pray that this guide will help you have some of the necessary conversations. Planning your own funeral ensures that your wishes are clear to your family. Helping a loved one plan a funeral will help you to know that their wishes are carried out.

When it comes to planning your Catholic legacy, the Catholic Foundation is here to help. If you would like more information about how to make a legacy gift in your estate plans that will sustain your favorite Catholic organization(s), please contact us. All of our planning services are free, and we will work with you and your professional advisors to fulfill your intentions.

May this guide be a trustworthy companion enabling your family and friends to honor your intentions with dignity and reverence.



Helping Catholics with faith-inspired giving and legacy planning, while stewarding funds for the long-term sustainability of the Catholic organizations in our community.

### **My Information**

\*\*These pages filled out by the preparer of this booklet

I have created this record to provide my family with information they will need after my death. I have included here my own name and address. It includes financial and personal information that will be needed to settle certain affairs, as well as preferences and suggestions for arrangements that must be made. I hope this record will help make a difficult time easier for my family.

Name (first, middle, last):
Address, City, State, Zip:
Phone:
Email:
Birth Date (mm/dd/yyyy):
Where I keep this information on file: We suggest selecting two or more of the below to keep this document once completed.
Church (Parish):
Funeral Home:
Lawyer:
Home:
Family:
Other

### **Legal Documents**

Your most important estate documents are those designed to protect your assets and to safeguard the rights of your family and loved ones in the event of your death. Certain other legal documents that allow for your wishes to be carried out in the event you are incapacitated are also important. If you have not already done so, please prepare the documents described on this page. Visit freewill.com/catholicfoundation to write a will for free.

#### **Last Will & Testament**

Location

A Last Will & Testament allows you to specify how your assets will be distributed when you die. It will allow you to appoint an executor for your estate to ensure that your wishes be carried out. In a will, you can appoint a guardian to care for your children, and a trustee to manage assets that are left to children and young adults. Your will should be updated whenever appropriate.

Date of will

Attorney/Firm who drew will	Phone/Email	
various types of trusts, including a "bypass" tru allows you to assign any or all of your assets to transferring ownership of the trust to your heirs date. As with a will, your living trust can be cha	ates more complete protection for your assets. There are set that can protect your heirs from heavy estate taxes. It to the trust, which then "bypasses" estate taxes by and delaying the payment of taxes until a much later inged, revoked and/or updated at any time. Without ne how your assets will be distributed and how much tax	
Location	Date of Trust	
Attorney/Firm who drew trust	Phone/Email	
Power of Attorney Is it important that someone is able to make your financial decisions if you become incapacitated. A Durable Power of Attorney (DPA) allows you to grant this person as much power as you wish over your affairs, and to designate an alternate in the event your first choice is not available.		
Location	Date of DPA	
Attorney/Firm who drew DPA	Phone/Email	

#### **Health Care Directive**

An Advance Health Care Directive (AHCD) allows you to control the types of medical procedures that you want provided or withheld in the event of an incapacitating illness or injury. An AHCD allows you to specify if you want to go on life support in extreme situations, and to designate someone who will make sure that your wishes are carried out. Without an executed DPA or AHCD, the courts may have power over such decisions.

Location	Date of AHCD
Primary Agent	Phone/Email

#### Charitable Bequests

Have you considered a charitable gift in your estate plans to help the parish? Your gift to the parish endowment fund will last in perpetuity and will continue your parish legacy after you pass. Gifts to endowment funds are not spent, but rather, are invested to provide annual distributions to sustain the parish for future generations. Just like our predecessors built the parish we grew up in, we have the opportunity to ensure that the parish will continue to serve future generations of Catholics. Consider leaving a charitable bequest in your will or as a beneficiary designation of a financial account.

### **Catholic Funeral Rites Explained**

The funeral rites evoke the soul's passage from this life to the next: "The funeral liturgy mirrored the journey of human life, the Christian pilgrimage to the heavenly Jerusalem" (Order of Christian Funerals, no. 42). **Along the funeral pilgrimage, there are three parts**: (1) the Vigil (wake) and its related rites and prayers; (2) the Funeral Liturgy: preferably the Funeral Mass or, if this is not possible, the Funeral Liturgy Outside of Mass, and (3) the Rite of Committal. Each of these rites emphasizes a particular dimension of the Church's prayer for the deceased.

### The Order of Catholic Funeral Rites

#### **Anointing of the Sick & Apostolic Pardon**

Once a loved one has entered their final days, it is important to call a priest to administer the last sacraments of the Church.

### **Prayers after Death**

These prayers, offered at the time of death or shortly thereafter, are led by a priest, deacon, or other minister of the Church. This rite usually takes place in a hospital, nursing home, hospice facility, or home of the deceased. Alternatively, these prayers can be recited at the parish church when the family comes to make funeral arrangements for the deceased.

#### **Prayers in the Presence of the Body**

These prayers are usually recited either privately or at the funeral home before the viewing of the body.

#### Part One: Vigil (Wake)

"The vigil for the deceased is the principal rite celebrated by the Christian community following death and before the funeral liturgy, or if there is no funeral liturgy, before the rite of committal" (Order of Christian Funeral, no. 54). Therefore while devotions such as praying the Rosary are commendable, they do not possess the same value or efficacy as the Vigil, which is the official prayer of the Church. Two options are provided for the Vigil: (1) a Liturgy of the Word, or (2) some form of the Office of the Dead from the Liturgy of the Hours. The Vigil usually takes place the evening before the Funeral Liturgy, either in the funeral home or church.

#### **Part Two: Funeral Mass**

The Church encourages the celebration of a Funeral Mass for the deceased. All Catholics are entitled to a Funeral Mass, which should not be denied them even though family members and friends may not themselves be Catholic. The Funeral Mass should generally be celebrated in the parish church of the deceased.

#### Part Two: Funeral Liturgy Outside of Mass

If, for some reason, it is not possible to celebrate a Funeral Mass, the Funeral Liturgy outside of Mass is used. A Mass for the deceased should be scheduled after the funeral, at a date and time convenient for the family.

#### **Part Three: Rite of Committal**

The burial (Rite of Committal) takes place at the cemetery, where the body is interred in sacred ground or in an above-ground burial space (mausoleum).

### Cremation

Cremation may be a confusing issue for Catholics. At one time, the Church prohibited cremation, but this is no longer the case. The Church continues to prefer and encourage the faithful to bury or entomb the bodies of their departed loved ones. However, if cremation is chosen for worthy motives, the Church wishes to support the faithful in honoring the life, faith, and memory of the departed.

We have provided some answers to the most commonly asked questions and we hope this will be helpful in making your decision. If you need further information, please contact your parish.

#### When did it become allowable for Catholics to be cremated?

In 1963, the Catholic Church lifted its prohibition forbidding Catholics to choose cremation. Canon 1176 of the 1983 Code of Canon Law states, "The Church earnestly recommends the pious custom of burying the bodies of the dead be observed, it does not, however, forbid cremation unless it has been chosen for reasons which are contrary to Christian teaching."

### When should cremation take place?

The Church prefers the cremation take place after the full Funeral Liturgy wherein the body is present. The Church's belief in the sacredness of life and the resurrection of the dead encourages us to celebrate the Funeral Liturgy with the body present while affirming the value of human life. If it is not possible for the body to be present at the Funeral Mass, the Catholic Church has granted permission for the celebration of the Funeral Mass with the cremated remains of the body present in the church. Since it is the "earthly" remains and not the body of the deceased that is present, there are slight adaptations in the liturgy.

#### How are the cremated remains of the body laid to rest?

The cremated remains of the body should be buried or entombed. Scattering the cremated remains of the body, keeping them at home, or dividing them among various family members is not the reverent disposition the Church requires.

### What Catholic rites are available for those choosing cremation?

The Order of Christian Funeral presents the Church's plan for the celebration of the death of one of the faithful. These rites assume the presence of the body, but adaptations are available for those choosing cremation. Contact a parish or a priest to prepare for the Order of Christian Funerals.

The Order of Christian Funerals consists of three parts: Vigil (part one); the Funeral Liturgy (part two); and the Rite of Committal (part three). The "Rite of Committal" is our farewell to our beloved brother or sister in Christ. At this time we turn over the care of our loved one to the cemetery staff, as we await the resurrection of the dead along with the communion of saints.



## **My Wishes**

ress	City	State/Zip Code
	emetery Arrangement	·
Listed Owner of Gravesite (if d	eceased is different than owner)	Phone/Email
Section Name		Row
Grave, Crypt, or Niche#		
Name of Funeral Home		
Address	City	State/Zip Code
Please Contact	Phone	e/Email
	emation Arrangements	
***Some cemeteries requir dimension requirements.	e an urn vault. Columbarium may al	so have specific
Burial Location  ☐ Above-Ground Niche		
☐ Above-Ground Niche		
<ul><li>☐ Above-Ground Niche</li><li>☐ In-Ground Grave</li></ul>	Inscription and Symbols	
<ul><li>□ Above-Ground Niche</li><li>□ In-Ground Grave</li><li>□ Other</li></ul> Urn Type		
<ul> <li>□ Above-Ground Niche</li> <li>□ In-Ground Grave</li> <li>□ Other</li> <li>Urn Type</li> <li>□ Decorative</li> </ul>		

### Wake & Burial

Casket	<b>Burial Location</b>	Casket
Metal	Above-Ground	Open Casket
Wood	Crypt In-Ground	Closed Caske
Fiberglass	Grave	Rosary
Exterior Coloring:	Exterior Coloring:	Vigil
		No Vigil
Interior Coloring Material:		Family Only
Clothing		Flag
		Yes
New Clothing		☐ No
From my wardrobe		(During the Catholic Funeral Liturgy, the casket is always
Preferences:	Organ/Body Donation	
	Yes, I have agreed to	donate my body
	Please Contact:	
Jewelry and Glasses:	Address:	
Remain on		
Return to:	O:4./04-4-/7:	
Designated to:	City/State/Zip:	
Other personal items:	Phone/Email:	

### Services and Memorial

Funeral Planning  ☐ I would love my family to decide with ☐ I would like to offer suggestions for r ☐ I would like to plan my funeral (see b	my service (see below)	•
Type of Funeral  Vigil, followed by morning Mass and Funeral Mass, Cremation, and buria  Memorial Service, no Mass, burial Graveside service only, no church so	l	
Committal/Graveside Service ***ch Traditional: Led by priest, deacon, o Veteran: Color guard, gun salute, se Other: Led by family or funeral direct Notes/Questions	ervice flags, taps tor	PF
Location of Services		
Name of Church		
Address	City	State/Zip
Please Contact (Priest or Deacon)	Phone	Email
Name of Funeral Home		
Address	City	State/Zip
Please Contact	Phone/Email	

## Vigil

### **Scripture Readings**

1st Reading	Read by:
nd Reading Read by:	
Other favorite prayers or poems to be read before	ore or after the Vigil:
E 1 (at)("."  O ' E E D'()	
Eulogy (at Vigil Service or Funeral Rites)  Read by:	
Read by:	
Music (Live is strongly encouraged)	
☐ Live ☐ Pre-Recorded (if live is not available)	No Preference (if live is not available)
If live, name and phone numbers of preferred r	musicians, groups, singers:
Music Selections:	
Flower Preferences (Color and Type):	
Additional Personalization:	
☐ Slideshow ☐ Photo Display	
Other:	

### **Funeral Mass**

### **Scripture Readings**

1st Reading:	Read by:	
1st Reading Options 2 Maccabees 12:43-46 2 Job 19:1, 23-27A Wisdom 3:1-9 Wisdom 4:7-15 Isaiah 25:6A, 7-9 Lamentations 3:17-26	Daniel 12:1-3 Acts of the Apostles 10:34-43 Revelation 14:13 Revelation 20:11 - 21:1 Revelation 21:1-5A, 6B-7 Ecclesiastes 3:1-9	
Responsorial Psalm Read Sung is preferred		
2nd Reading:	Read by:	
2nd Reading Options Romans 5:5-11 Romans 5:17-21 Romans 6:3-9 Romans 8:14-23 Romans 8:31B-35, 37-39 Romans 14:7-9, 10C-12 1 Corinthians 15:20-28 1 Corinthians 15:51-57	1 Corinthians 4:14 - 5:1 2 Corinthians 5:1, 6-10 Philippians 3:20-21 1 Thessalonians 4:13-18 2 Timoth 2:8-13 1 John 3:1-2 1 John 3:14-16	
Gospel:		
Gospel Options Matthew 5:1-12A Matthew 11:25-30 Matthew 25:1-13 Matthew 25:31-46 Mark 15:33-39; 16:1-6 Luke 7:11-17 Luke 12:35-40 Luke 23:33, 39-43 Luke 23:44-46, 50, 52-53; 24: 1-6A Luke 24:13-35	John 5:24-29 John 6:37-40 John 6:51-59 John 11:17-27 John 11:32-45 John 12:23-28 John 14:1-6 John 17:24-26 John 19:17-18, 25-39	

Prayers of the Faithful
Read by:
Presentation of Gifts
Brought forth by:
Music
☐ Live ☐ No Preference
Name and phone numbers of preferred musicians, groups, singers:
Music selections:
Flower preferences (fresh, color, & type):

"In my Father's house there are many dwelling places. If there were not, would I have told you that I am going to prepare a place for you? And if I go and prepare a place for you, I will come back again and take you to myself, so that where I am you also may be."

John 14:2-3

## Reception

Venue		
Address	City	State/Zip
Please Contact	Phone/Email	
Luncheon		
☐ Catered ☐ Provided by the parish		
Catering provided by:		
Phone:		
Additional Personalization: Slideshow Photo Display		
People to Include		
Priest or Deacon *** <i>if available a</i>	t time of death	
Name		Phone/Email
Name		Phone/Email
Lectors		
Name		Phone/Email
Name		Phone/Email

#### Pallbearers/Ushers

Name	Phone/Email
Name	Phone/Email
ivanie	Priorie/Email
Name	Phone/Email
Name	Phone/Email
Name	Phone/Email
Obituary	
Publications	
Local Town or Community Newspaper	
Online	
Other	
Please include (see following pages to be more speci	ific)
Picture	
☐ Place of Birth	
Cause of Death	
College Degrees	
Military Service	
Memberships Held Outstanding	
Work	
List of Survivors	
List of Family Preceded in Death	

Additional Notes
Please list hobbies, personal achievements, favorite memories, unique character traits, or other personal information you would like to have in your obituary.
In Lieu of Flowers  Would you prefer donations to a specific Catholic charity or nonprofit, like the Catholic Foundation of North Georgia, restricted for your parish, school, or other ministry through an endowment fund? Including the parish endowment fund in your will or in lieu of flowers is a wonderful way to give thanks for the Church who has been there throughout your life.
Where would you like donations to be made? If possible, please include an online giving link to the organization or parish endowment fund of your choice.

## **Personal and Family History**

## **Personal Information**

Name (first, middle, last, include maiden if applica	ble)	
Address	City/State/Zip	
Birth Date (mm/dd/yyyy)		
Location of birth certificate		
Father's Full Name	Father's Birthplace	
Mother's Full Name	Mother's Birthplace	
Marriage		
Name of Spouse (first, middle, last, include maide	n name if applicable)	
Date and Place of Marriage		
Location of Marriage Certificates		
Additional Marriage Information:		

## Children

Child #1 Name	
Spouse Name (if applicable)	
Address	City/State
Child #2 Name	
Spouse Name (if applicable)	
Address	City/State
Child #3 Name	
Spouse Name (if applicable)	
Address	City/State
Child #4 Name	
Spouse Name (if applicable)	
Address	City/State
Child #5 Name	
Spouse Name (if applicable)	
Address	City/State

## Education | Work | Service

### **Schools Attended**

Name/Location		From/To	Degree
Name/Location		From/To	Degree
Name/Location		From/To	Degree
Location of diplomas			
Work History			
Company Name	Position		# of Years
Company Name	Position		# of Years
Company Name	Position		# of Years
Military Service			
Position		# of Years	
Branch of Service	Rank		Serial #
Join Date		Discharge Da	ate
Location of Discharge Papers			
Citations Recognitions and Awards			

### **Clubs and Organizations**

Name

<b>3</b>		
Name	From/To	Position
Name	From/To	Position
Name	From/To	Position
Relatives and F	riends (siblings, in-la	aws, nieces, nephews)
Relatives		
Name		Relationship
Address		City/State
Name		Relationship
Address		City/State
Name		Relationship
Address		City/State
Friends		
Name		
Name		
Name		

Medical
\*include specific types if possible\*

I have been treated for:	
Cancer (briefly describe)	
Heart disorder (briefly describe)	
Diabetes	
Diabetes	
Other (briefly describe)	
<u> </u>	
Please list any implanted medical devices	
hysicians	
Name	Email/Phone
Name	Email/Phone
Name	E 1/D!
Name	Email/Phone

### Additional Notes

### **Guidance for Loved Ones**

The following pages are for loved ones of the deceased

#### How to Use This Guide

Following a death of a loved one, you may have questions as to what should be done, and where to start. This booklet is designed to help assist you during this time. Information provided by your loved ones within these pages should give you the direction and guidance you need.

### **Before Death**

It is best to accomplish these tasks while still of able mind and body:

- Plan a meeting with the parish priest upon loved one entering hospice
  or understanding death is imminent, so he can administer the sacraments
  to the dying family member and answer any questions the family may have
  about death and the church's funeral rites.
- **Discuss your dying family member's wishes**, taking into consideration what is best for him or her. Honoring the wishes of the dying is outlined in this planning guide.
- Make any arrangements you can before the death of your loved one, including planning the funeral rites and selecting cemetery property.

### At the Time of Death

- Call the parish priest for prayer and comfort, and consult the family in preparing for funeral rites. At the parish, a priest or parish representative will help you choose readings and responses and offer music selections, if they have not been pre-selected.
- Contact a funeral home. It is important not to hand over all the responsibility for the Vigil, Funeral, and Burial to the funeral director alone. Consult with your priest. After major decisions have taken place by the family with their priest, the funeral director can confirm all the plans.
  - At the funeral home you will plan for the Vigil (if not at the church) and viewings.
  - You will select a burial casket or urn.
  - You may also provide information to the funeral director for the death certificate. This includes all vital statistical information including the deceased's social security number, life insurance information, veteran's benefits, etc.

- Order flowers and arrange transportation for services.
- o Provide information for death notice or obituary in the newspaper.
- Burial options if your loved one has not pre-purchased their committal space (grave, columbarium niche, etc.) you need to select a burial location based on the type of committal (full body or cremation). In some cases, you will need to select an outer burial vault (standard or protective), and select and review any memorialization (marker, headstone, plaque, lettering, etc.) you would like to include on your loved one's burial location. Memorialization can be selected at a later time. At the funeral home, you will also confirm the committal service dates and times.

### Following a Death

Meet with the funeral director to finalize arrangements. He or she will assist you in completing the details of arrangements and filing the obituary notices.

NOTE: it is vital to consult with the parish and/or priest or deacon to set the times for the services. Service times should not be finalized until they have been agreed to by the parish and/or minister.

Ш	regarding memorial donations and flowers.
	If the deceased lived alone: Make sure the residence is closed and secure and notify the landlord (if applicable); transfer valuables and important documents to a safe place; contact utility companies to discontinue services; arrange for the forwarding of mail.
	Contact the attorney who prepared the Living Trust or Will and obtain instructions. It is recommended that you schedule a meeting with the attorney so that he or she can guide you regarding the legal details following your loved one's death.
	Arrange to have any appreciated assets valued.
	Obtain certified copies of the death certificate from the funeral home. Consider the extent of your loved one's assets in deciding how many original certificates you require. Some institutions do not accept copies, so it may be wise to err on the side of ordering more than you think you may need (recommended to request 10 copies).

Assemble important papers such as the Living Trust, bank books, stock certificates, real estate deeds, insurance policies, etc.
Provide each insurance company with the deceased's full name (including maiden name if applicable), social security number, and a certified death certificate.
Contact the Social Security Office (800.772.1213 or www.sss.gov) for benefits information. Benefits vary according to the number and ages of children and the age of surviving spouse.
If the deceased was a veteran, an application should be made for the benefits from the US Department of Veterans Affairs (www.va.gov).
Contact the deceased's employer, and, if applicable, union or professional organizations. Contacting your loved ones employer can help ensure that all necessary arrangements are made and any benefits or entitlements due to your loved one are addressed (i.e. benefits/insurance, personal effects, condolences, etc.)
Current installment loan, service contracts, and credit card bills should be gathered. If credit cards were in joint names, remove the deceased's name from the credit cards. If the cards were in the deceased's name alone, cancel the cards. Some may be covered by credit life insurance. Similarly, check to see if the deceased had a mortgage insurance policy, which repays the outstanding mortgage upon the death of the policy holder.
Locate evidence of indebtedness (or debt owed) due by the estate. Examine all checkbooks, tax returns, and other financial reports for this purpose.
Make a list of any claims against the estate. Contact the attorney if any of the claims are disputed.
Change the title of the deceased assets to co-trustee, successor trustee or successor beneficiary as applicable. An attorney should be used to transfer title of real estate.
Contact your accountant to prepare the estate's tax returns. State and federal income tax returns must be filed and taxes paid. Income taxes are not excusable by death. A surviving spouse may still file a joint return for the year of death of the deceased spouse.

### After Death

Grief doesn't end with the funeral rites, and can have lasting effects on individuals. Individuals grieve in different times, spaces, and manners. Many parishes offer resources to help loved ones deal with grief after the death of someone - including, but not limited to: consolation of grief workshops, prayer services, Masses, events (Memorial Day, All Soul's Day, Dia de Los Muertos, etc.). Other resources you may reach out to include: grief support groups, bereavement groups, faith-based groups, and counseling.



#### **Our Mission**

Helping Catholics with faith-inspired giving and legacy planning while stewarding funds for the long-term sustainability of the Catholic organizations in our community.

#### **Our Vision**

Fostering a thriving Catholic community with the financial resources to serve and make a difference in the lives of current and future generations.

