

St. Andrew the Apostle Catholic Church  
Gibbsboro, NJ

# Planning Funeral and Memorial Liturgies



**St. Andrew the Apostle Roman Catholic Church**  
**27 Kresson-Gibbsboro Road**  
**Gibbsboro, NJ 08043**  
**856-784-3878**  
**[ChurchofSaintAndrews.org](http://ChurchofSaintAndrews.org)**

## ***From the Pastor: Arranging Funeral and Memorial Masses***



The Roman Catholic Faith teaches us that the sadness of death will be overcome by Our Savior's bright promise of eternal life for those who believe in Him. During the Funeral Mass, we celebrate the life of your loved one the eternal life promised for all believers.

St. Andrew the Apostle parish encourages our parishioners to celebrate the complete Funeral Rites as a means of consolation for the living and grace-filled assistance for the deceased. These Rites, which include a Funeral Mass are most properly celebrated in the parish church of the deceased, in the presence of their faith community.

Funerals are normally celebrated on Monday through Friday at times depending on the availability of the Church and clergy. ***The first step*** when planning a funeral liturgy is to inform the parish and then immediately contact the Funeral Director of your choice. The Parish office telephone number is 856-784-3878. After you have communicated with the Funeral Home, the Director will contact the Parish to schedule the arrangements accordingly. Scheduling through the Funeral Director is critically important as he/she must also integrate the cemetery schedule in the arrangements.

St. Andrew the Apostle Parish will provide you assistance in planning your loved one's Funeral Mass through our Funeral/Bereavement Ministry. Once the Mass has been scheduled at the church, the next of kin or their designate will receive a telephone call from one of our ministers to schedule a meeting with the family to assist in planning the funeral liturgy. The Funeral Minister will coordinate all aspects of the Liturgy so that family members can spend this important time with loved ones, and not be consumed with details of the Liturgy.

**PRIOR TO MEETING WITH THE BEREAVEMENT MINISTER,** I ask that you review this planning booklet that has been prepared for you and your family. **It is extremely important that you complete page 3 of this booklet before you meet with the Funeral Minister, and bring this page with you to the meeting.** If you have any questions about any of the information contained in this booklet, I invite you to speak with the bereavement minister, parish office, or the Priest that will be presiding at the Mass. The clergy and staff at St. Andrew the Apostle are here to serve you and your family during this difficult time. If I may be of assistance to you at any time before, during or after the Funeral Mass, please don't hesitate to contact me.

A handwritten signature in dark ink, reading "Msgr. Louis A. Marucci".

(Rev.) Msgr. Louis A. Marucci, D. Min, Pastor

# Planning Sheet for the Funeral Liturgy

(Please complete this Planning Sheet and bring it with you to the meeting with the minister.)

Placing of Pall: (Usually 3-4 immediate family members)

Family Members to Place Pall:

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Entrance Hymn: (see List of Funeral Hymns on page 9)

Hymn/Song: \_\_\_\_\_

First Reading (see List of Old Testament Readings on page 10-11)

Reading Selection:

Reader: \_\_\_\_\_

Second Reading: (see List of New Testament Readings on page 12-15)

Reading Selection: \_\_\_\_\_

Reader: \_\_\_\_\_

Gospel Reading: (proclaimed by priest) (see List of Gospel Readings on page 16-17)

Gospel Selection: \_\_\_\_\_

Prayer of the Faithful: \_\_\_\_\_

Offertory: Song/Hymn: \_\_\_\_\_

Gift Bearers (2+): \_\_\_\_\_

Communion Hymn/Song: \_\_\_\_\_

Solo of Ave Maria by Cantor    Yes    or    No    Version: \_\_\_\_\_

Recessional Hymn/Song: \_\_\_\_\_

During your meeting with the Bereavement Minister, you will also be asked to share a favorite story, a few special life moments or the life lessons that were most memorable about your loved one. These remembrances may be incorporated into the Priest's homily during the Mass.

## Planning Sheet for the Funeral Liturgy (continued)

(Please complete this Planning Sheet and bring it with you to the meeting with the minister.)

Please identify the individuals that you would like to be listed in the Mass Program (Order of Worship).

Name of any surviving and deceased **Spouse** to be listed in the order of worship.

1. \_\_\_\_\_ Living or Deceased

Name of any surviving and deceased **Parents / In Laws** to be listed in the order of worship.

1. \_\_\_\_\_ Living or Deceased

2. \_\_\_\_\_ Living or Deceased

3. \_\_\_\_\_ Living or Deceased

4. \_\_\_\_\_ Living or Deceased

Names of any surviving and deceased **Children** to be listed in the order of worship.

1. \_\_\_\_\_ Living or Deceased

2. \_\_\_\_\_ Living or Deceased

3. \_\_\_\_\_ Living or Deceased

4. \_\_\_\_\_ Living or Deceased

Names of any surviving and deceased **Grandchildren** to be listed in the order of worship.

1. \_\_\_\_\_ Living or Deceased

2. \_\_\_\_\_ Living or Deceased

3. \_\_\_\_\_ Living or Deceased

4. \_\_\_\_\_ Living or Deceased

Names of any surviving and deceased **Siblings** to be listed in the order of worship.

1. \_\_\_\_\_ Living or Deceased

2. \_\_\_\_\_ Living or Deceased

3. \_\_\_\_\_ Living or Deceased

4. \_\_\_\_\_ Living or Deceased

## *When Death is near....*

When a loved one dies or is in the imminent process of dying, it is obviously a time of great stress and emotion. It may be difficult to make decisions or know what to do, especially if the circumstances are sudden. Whether one is personally facing the death of a spouse, parent, or child, or whether you are stepping in to assist a close friend/neighbor in that situation, the parish is here to support and assist you. This booklet, along with the support of our Bereavement Ministry Team will help to guide you through the process from beginning to end.

## *The First Steps....*

When your loved one dies, or is in the imminent process of dying, *the first telephone call* you should make should be to the parish priest. If your loved one is very near death, he/she (and his/her family) may find great comfort in the spiritual support offered at the time of death. If your loved one has already passed, the priest will provide important information related to the protocol surrounding the funeral ritual. Second, *the next person* that should be immediately contacted is the Funeral director. The parish will suggest a reputable funeral home, if the family does not already have a strong preference. Generally, it is the responsibility of the Funeral director to arrange to transport the body or remains. Experts caution against dealing with a distant funeral home via telephone, particularly one picked at random over the internet. A reputable local funeral director will know the appropriate laws necessary to expedite the process and may be able to save you much unwarranted expense.

*The next important task* is to notify immediate family members, particularly those who live a distance. Such prompt notice assures that those closest to the deceased do not learn of the death through the grapevine; and will provide ample time for family members to make their visitation arrangements, if required.

## *Planning the Rite...*

After you have communicated with the Funeral Home, the Director will contact the Parish to schedule the arrangements accordingly. Scheduling through the Funeral Director is critically important as he/she must also integrate the cemetery schedule in the arrangements.

St. Andrew the Apostle Parish will provide you assistance in planning your loved one's Funeral Mass through our *Funeral/Bereavement Ministry*. Once the Mass has been scheduled at the church, **the next of kin, or their designate, will receive a telephone call from one of our ministers** to schedule a meeting with the family to assist in planning the funeral liturgy. The Funeral Minister will coordinate all aspects of the Liturgy so that family members can spend this important time with loved ones, and not be consumed with details of the ceremony.

Numerous people, especially the elderly, have made provisions to preplan their funeral arrangements. Anyone assisting in making funeral arrangements should ascertain first whether the deceased may have left instructions regarding death. If prearrangements have been made, the Family member should bring these to the attention of the Bereavement Minister immediately. Since the Funeral Mass is extremely sacred, things of secular nature (songs, poems, readings, etc) are not permitted during the Mass. Such things can be incorporated during the viewing or graveside. The Bereavement minister will guide the family through the necessary planning steps, outlining some of the options that are available.

A principal distinction between Catholic theology and many other faiths concerns the efficacy of praying for the dead. In the Catholic funeral tradition, we not only comfort the bereaved, but we also pray for the deceased. The Catholic Church teaches that “though separated from the living, the dead are still at one with the community of believers on earth, and benefit from our prayers and intercession.”

## **Funeral Rites: Common Form**

1. **Viewing or Vigil service** (with preference that the body is present.)
2. **Funeral Mass** (with preference that the body is present.)
3. **Graveside service** (with burial or the Cremains (cremated remains).
4. **Memorial Mass** (with neither the body nor remains present)

Note: The Memorial Mass is often celebrated when the deceased lived a distance away, and family members in the area wish to commemorate their loved one. The Mass can be scheduled close to the time of death or at some convenient time for the gathering of friends and family.

## **Vigil Services**

1. Prayer service (suitable for congregations of mixed faiths)
2. Prayer service with rosary – see below (suitable for congregations of mixed faiths)
3. Rosary alone – usually five decades of the rosary. (suitable where most of the congregation are Catholic).

The vigil service may be held at the funeral home, the church, or at a private home. Vigils may be led by a priest or deacon. The vigil is the best time to have memorials, eulogies, as well as secular music, poems, or readings.

## **Funeral Mass**

### **1. Funeral Mass**

The funeral Mass is celebrated in the church. At the entrance to the church the casket is sprinkled with holy water and members of the immediate family may assist to cover the casket with a funeral pall, (white garment symbolic of the deceased's Baptismal garment) . Immediately following the prayers, during the entrance song, the Ministers, followed by Casket and then family members, process to the front of the church. Christian Symbols, such as an open bible and a crucifix, may be placed on the casket.

An urn of cremated remains may be carried in procession or placed on a table at the front of the church before the service begins.

A flag may be placed on the casket, after the Mass, when the Funeral Pall is removed. The Casket is processed to the cemetery with the American Flag honoring the deceased.

### **2. Memorial Mass (no remains present)**

The memorial Mass is celebrated in church similar to the Funeral Mass, but no remains are present. The opening rites take the form of the Mass celebrated in the appropriate liturgical season.

# **Outline of the Funeral Mass**

**\*\*\***Hymns and songs may be inserted in the following places.

## **Opportunities for Family Participation**

### **1) Placing of the Pall during the Introductory Rite (usually the immediate family members)**

### **2) Readings during Mass (2 or 3 opportunities)**

We encourage family members and friends to take part in the Liturgy of the Word by reading the First Reading, Second Reading, and the Universal Prayers (Prayer of the Faithful). Copies of the authorized readings are included at the back of this booklet. Other readings may be included in a vigil service. Readers must be at least sixteen years of age, and have been properly Confirmed.

### **3) Presentation of the Bread and Wine (usually 2 people)**

#### **Introductory Rites\*\*\***

##### **The Liturgy of the Word**

- First Reading
- Responsorial Psalm\*\*\* (sung)
- Second Reading
- Gospel Reading
- Homily
- Universal Prayers (Prayer of the Faithful)

##### **Liturgy of the Eucharist**

- The Offertory\*\*\* (Bread and wine are brought to the altar)
- The Eucharistic Prayer
- The Lord's Prayer and The Sign of Peace
- Communion\*
- Communion Meditation\*\*\*

##### **Final Commendation and Farewell\*\*\***

- Closing Song.\*\*\*

## **Other Considerations**

### **Displays and photographs**

We welcome displays of photographs and memorabilia at the entrance to the church . A single framed portrait may be displayed on an easel near the altar., when the cremains are present.

### **Art and Environment of the Church**

The Art & Environment of the church has been planned and prepared by the Art and Environment Committee of the Parish according to the norms of the liturgical season. Families should be mindful that the liturgical and seasonal altar displays must remain intact and will not be removed for funerals and memorial services. Please consider providing flowers that will coordinate with the liturgical and seasonal environment of the church since this will serve to provide a beautiful environment for the house of the Lord while enhancing the memorial for your loved one.

### **Flowers**

We welcome flowers and wreaths as part of the funeral celebration. Flowers used at the funeral home for the Vigil service may be brought to the church. They are most appropriate in the main entryway along with the guest book and, possibly, some photos. The environment of the sanctuary is set for the liturgical season. Please consider leaving a few arrangements from the funeral at the church. Members of the Art & Environment ministry will be pleased to care for the flower arrangements and ensure that they are properly displayed in the church. During Lent we do not use flowers on the altar, but they can be displayed around the casket or in front of the altar.

### **Memorial Gifts**

Families frequently ask for information regarding a memorial gift to the Church on behalf of their loved one. If you are interested in remembering your loved one through our Memorial Fund at St. Andrew the Apostle Church, please contact Msgr. Marucci for more information. Please inform the funeral director of your wishes in order that it can be published along with the funeral announcement. To do this, we ask that you publish "In lieu of flowers, the family requests relatives and friends to honor (the deceased) by making a contribution to the St. Andrew Church Memorial Fund. These gifts are received in the name of your loved one and provide the means for the Church to continue its extensive charitable and pastoral services.

### **Military Honors**

If there will be military honors taking place at the cemetery, your funeral director will assist with necessary arrangements. If the casket comes to the church draped in a flag, the flag is removed before the liturgy begins and then put back on the coffin after the pall has been removed at the end of the liturgy.

### **Bereavement / Consolation Ministry**

We have a ministry dedicated to providing continued spiritual support, companionship, and grief counseling to you after the funeral services. Please contact the parish office (856) 784-3878. for additional information.



## **Old Testament Readings** (choose one)

**#C1        Maccabees 12:43-46**

**#C2        Job 19:1, 23-27a**

**#C3a       Wisdom 3: 1-9 (longer version)**

**#C3        Wisdom 3: 1-6, 9 (shorter version of #3a)**

**#C4        Wisdom 4:7-15**

**#C5        Isaiah 25:6a, 7-9**

**#C6        Lamentations 3:17-26**

**#C7        Daniel 12: 1-3**

## New Testament Readings (choose one)

#E1 Romans 5:1-11

#E2 Romans 5:17-21

#E3a Romans 6:3-9 (long version)

#E3b Romans 6:3-4, 8-9 (short version)

#E4 Romans 8:14-23

#E5 Romans 8:31b-35, 37-39

#E6 Romans 14:7-9, 10c-12

#E7a 1 Corinthians 15:20-28 (long version)

#E7b 1 Corinthians 15:20-23 (short version)

#E8 1 Corinthians 15:51-57

#E9 1 Corinthians 4:14-5:1

#E10 2 Corinthians 5:1, 6-10

#E11 Philippians 3:20-21

#E12 1 Thessalonians. 4:13-18

#E13 2 Timothy 2:8-13

#E14 1 John 3:1-2

## Gospel Readings (choose one)

#G1        Matthew 5:1-12

#G2        Matthew 11:25-30

#G4        Matthew 25:31-46

#G12       John 6:37-40

#G13       John 6:51-58

#G14       John 11:17-27 or 11:21-27

#G15.       John 11:32-45

#G16       John 12:23-28 or 12:23-26

## **Music**

Music is an important part of ritual, and we encourage families to make full use of the Church's rich tradition and the parish's musical resources. Music for all liturgies is under the direction of our Director of Music and Liturgy. Organ music can provide a quiet and prayerful atmosphere at the beginning of the service, when mourners are likely to be upset and in need of a calming atmosphere. At the end of the Mass, when the cortège leaves the church for the final resting place, it is good to have some uplifting and reassuring music.

## **Hymns, Psalms and Spiritual Songs**

During a liturgy that lasts around 60 minutes, it is good to allow everyone present to participate in the singing. The hymns, psalms and spiritual songs that are chosen need to be familiar to a good number of the congregation so that the singing is strong. Our music selections contain many fine items from which you may wish to choose.

## **Organist and Cantor**

On occasion, people request family members to participate in the Music Ministry for the Funeral Mass. The Salary Scale for the Parish Principal Organist includes all weddings and funerals. Cantors who are selected to sing for Funerals at St. Andrew are selected because they donate their talent to enhance our Sunday Worship. Although outside Cantors and Organists are not permitted, St. Andrew the Apostle Church will allow skilled members of the family to sing or play one selection during the Funeral to honor their loved one. This must be prearranged in advance with our Pastoral Associate for Worship & Music at St. Andrew Parish. Phone 856-784-3878.

Music stipends are not given to the Church but are paid directly to the Musicians. The stipend allotment for the organist is \$200; the stipend for the Cantor is \$200. These fees are to be paid by the funeral director directly to the musicians. They should be paid on the day of the funeral.

## **Recorded Music**

We recognize the importance of certain recorded songs. Recorded music may be proper at a viewing or vigil service or at a reception but not during Mass.

## **Bag Pipes**

Bag pipes are sometimes culturally important. As they are instruments designed to be played outdoors we welcome their use on the steps of the church before or at the end of a service or to lead a procession out of church. Please contact Thom Carter, The Happy Bagpiper, if you wish to hire the services of a Piper.

## **Printed Order of Worship**

The parish provides a printed Order of Worship to guide the assembly with music and prayers, to provide brief descriptions of the special liturgical rites and symbols, and to list citations of readings. It is less a piece of memorabilia to list names or a vehicle to thank people for attending than a practical tool for the liturgy. The funeral home usually provides a book listing ministers, those involved in various tasks, and the friends who attended the services.

*Come to Me, all you who labor and are overburdened, and I will give you rest. Shoulder my yoke and learn from me, for I am gentle and humble of heart, and you will find rest for your souls.*

*The Clergy, Religious and Staff of St. Andrew the Apostle Church are here to assist you during this time of sorrow. If we can be of any assistance to you at this time or in the future, please contact the Parish Office.*

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## **Notes and Questions to Ask the Priest or Minister**

