

Church of St. Patrick's Funeral Guidelines

3535 72nd Street East, Inver Grove Heights, MN 55076, (651) 455-6624

The Catholic funeral provides comfort and meaning for those mourning the death of a loved one. A funeral has many parts: the scheduling and planning, the vigil service, the main liturgy, the reception, and the burial rite. The Church of St. Patrick encourages the family and friends of the deceased to participate in all these parts. The following information will guide the family through this time of transition as they celebrate the life of their loved one.

I. Funeral Homes

When a death occurs, both the funeral home and the family are asked to contact the pastor immediately. Fr. Brian's cell phone number is (612) 242-9151. Scheduling the date for the funeral begins with the pastor. Next, family representatives are asked to attend a planning session facilitated by the pastor and/or liturgist.

All funerals held at the Church of St. Patrick are required to have at least one person from the funeral home present at the Church. These professionals handle the many details involved before, during and after the service. The Church does not have the personnel to manage all these parts of your family's celebration.

II. Guest Clergy

The pastor reserves the right to preside at all services. If the family would like to invite another priest, deacon or religious leader to participate in the service, then they are asked to discuss this with the pastor. Please have the guest clergy contact Fr. Brian directly. These individuals are welcome to preach and/or offer the eulogy at the service.

III. Music

For all funerals at the Church of St. Patrick, a parish organist, a parish cantor, and our funeral choir will be utilized. This is necessary to ensure the musical consistency of worship.

In the event the family requests that someone from outside of our parish serve as a musician, our music staff will need to ascertain that the requested individual is experienced and capable of meeting the needs of the Catholic liturgy. For example, if he/she is a singer, but not familiar with being a cantor, then the singer's musical contribution can be made during a specific portion of the service; such as the Prelude, the Offertory or after Communion. A parish cantor will still need to be present for the required service parts.

Since the funeral celebration is the prayer of the Church, all guidelines for Church music apply. This means that the music should be *liturgical/sacred* in nature. The music is there to assist us in prayer, and for that reason no popular secular songs should be included in the liturgy proper. The prelude and postlude are exceptions (see section IV “Additional Music”).

We use the Gather Hymnal 3rd edition. If you have requests that are not part of this resource, then you are asked to discuss them with the pastor and the Director of Music.

IV. Video Requests

If you request a DVD/Video at the visitation, we require the media to be delivered to the office at least 2 business days prior to the time of the service. This will ensure that we have enough time to work out all the details so your video is ready for the service.

We will do our best to accommodate the request for a video during a visitation at the church.

Videos will be played in our Gathering Space during the visitation.

Videos formats accepted:

- MP4
- AVI

Files can be provided on a USB drive. External hard drives are not compatible with our software.

We cannot accept photo discs, photo files or any other video format. This includes picture files on a thumb drive/jump drive.

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### Additional Music (secular or sacred) used for the prelude or postlude:

If the family requests music that is not part of our parish’s music resources, upon approval of the pastor and Director of Music, such songs may be used during the prelude or postlude. Another idea is to play such selections during the reception following the service.

- The family of the deceased must provide the music, whether in written or electronic format.
- If the music is in an electronic format, then it must be provided on a CD playable on CD player. Data discs will not be accepted.
- Please provide this music to the parish office at least 2 business days prior to the service.

Phones and other media devices will not be able to be connected to the sound system in the Church. Please do not bring portable speakers, boom boxes or other music players.

## V. The Eulogy

The Archdiocese of St. Paul and Minneapolis no longer encourages the offering of a eulogy during the main liturgy. This offering can take place at the vigil service (i.e., a prayer service offered the night before the main liturgy) or the reception following the main liturgy.

For the present, the Church of St. Patrick will continue its tradition of allowing a eulogy during the main liturgy. The offering should be three to four minutes in length (typically one typed sheet of paper can be read in 3 minutes), and it should be scripted (i.e., no spontaneous speeches). There will be only one speaker. Additional reflections can be offered at the vigil service or the reception.

Here are the options available:

- 1) If the family would like someone to speak during the main liturgy, then this will take place near the end of the service. The family is asked to provide an **advance draft** of the eulogy **to the pastor by noon of the day before the main liturgy**. The draft can either be delivered to the parish office or emailed to the pastor at [bfier@churchofstpatrick.com](mailto:bfier@churchofstpatrick.com). If the family is unable to meet this expectation, then option 2 will be utilized.
- 2) People can speak at the vigil service or the reception. A microphone will be set up to accommodate the family's wishes.

A eulogy, strictly considered, is "good words" offered on behalf of the deceased, a speech of praise regarding the one who has died. It should ideally be an attempt to highlight the life of faith and the works of love that marked the one who has passed, especially as experienced by coworkers, friends and/or family members.

## VI. Mass of Remembrance

On the first Sunday of November the Church of St. Patrick celebrates a Mass of Remembrance for those who have died during the past year. In September the family of the deceased will be extended an invitation to join us for this special Mass followed by a reception in Shamrock Hall. The family will be asked to provide the contact information of a designated member.

## VII. Funeral Meals

In addition to the funeral liturgy, all families are welcome to have a meal for their family and guests here at the church. Here are a few guidelines to consider:

- 1) When scheduling your funeral with the pastor, you will be asked to estimate the number of "meal guests." Typical funeral meals serve from 50 to 200 people.

- 2) The funeral meal takes place immediately after the liturgy. Typical meals last from 75 to 90 minutes. If the burial is scheduled for another day, then we ask your family to be respectful of the time limitation.
- 3) At the parish's **funeral planning meeting** you will be expected to provide a final number. This number will then be used to determine your bill to the parish. Please see "Funeral Expenses" table for exact prices.
- 4) Meals are normally held in Shamrock Hall (capacity 350). If Shamrock Hall has a previously booked engagement that cannot be moved, then Emerald Hall may be available (capacity 175). If both halls are booked, then the parish cannot host the meal.
- 5) Families will set up the meal with a catering service. Some local options are listed below.

**Possible Caterers:**

- |                              |                |
|------------------------------|----------------|
| A. HyVee – Eagan:            | (651) 405-3660 |
| B. Kowalski's Catering       | (651) 313-6870 |
| C. Tinucc's – Newport:       | (651) 459-3211 |
| D. The Coop – South St. Paul | (651) 455-7566 |

- 6) Please contact **Linda Unten (651-457-4869) our Funeral Lunch Coordinator**, when arrangements have been made with your caterer. She will discuss the details with you. Payments for food will be made directly to the caterer.
- 7) Funeral Meal Committee volunteers will be present for the meal to receive the food from the caterer, set up, serve and clean up.
- 8) Your **final bill** will be paid through the funeral home. In the event a funeral home is not involved, then the family will be expected to settle the bill directly with the parish office. Payment is due before the start of the funeral liturgy.
- 9) Any leftover food will be packaged for you to take with you after the burial (unless the burial is scheduled for another day, then the food will be available after the meal).

Questions can be directed to the pastor or parish administrator at the parish office. We are honored to serve you during this important time in your family's history.

## VIII. Funeral Expenses

|                                     | <u>Registered*</u> |                 | <u>Not Registered</u> | <u>Includes</u>                |
|-------------------------------------|--------------------|-----------------|-----------------------|--------------------------------|
|                                     | <u>Active</u>      | <u>Inactive</u> |                       |                                |
| <b>1) Vigil service:</b>            | \$300              | \$400           | \$500                 | Night before if held<br>at the |
| church                              |                    |                 |                       |                                |
| <b>2) Liturgy options:</b>          |                    |                 |                       |                                |
| A) Church                           | \$750              | \$1,050         | \$1,400               | Church & Graveside             |
| B) Funeral Home                     | \$400              | \$500           | \$700                 | Funeral Home &<br>Graveside    |
| C) Cemetery                         | \$200              | \$300           | \$400                 | Graveside                      |
| <b>3) Parish Facilities Upkeep:</b> |                    |                 |                       |                                |
|                                     | \$100              | \$200           | \$300                 |                                |
| <b>4) Meal options:</b>             |                    |                 |                       |                                |
| A) Outside caterer                  | \$200              | \$400           | \$600                 | Hall usage                     |
|                                     | +                  | +               | +                     |                                |
|                                     | \$1.50/plate       | \$1.50/plate    | \$1.50/plate          | Service                        |

\*registration must be on file for 1 year.

## IX. Burials at St. Patrick's Cemetery:

10499 Rich Valley Blvd. Inver Grove Heights, MN 55077

|                               | <u>Registered<sup>s</sup></u> |                 | <u>Not Registered</u> |
|-------------------------------|-------------------------------|-----------------|-----------------------|
|                               | <b>Active</b>                 | <b>Inactive</b> |                       |
| <b>A Grave / Niche Sites:</b> |                               |                 |                       |
| 1 Standard                    | \$1,100                       | \$1,700         | \$2,200               |
| 2 Cremation                   | \$500                         | \$1,000         | \$1,400               |
| 3 Infant                      | \$400                         | \$800           | \$1,100               |
| 4 Columbarium - single        | \$1,722                       | \$2,122         | \$2,522               |
| 5 Columbarium - double        | \$2,722                       | \$3,122         | \$3,622               |

*Columbarium Niche sales include a brass nameplate.*

*Date plates for pre-purchased niches are \$170.*

*See cemetery rules / regulations for more information on monuments and markers.*

### **B Opening / Closing\***

Summer Rates: (May 1 to October 31)

|                         |         |         |         |
|-------------------------|---------|---------|---------|
| 1 Standard Grave Burial | \$1,150 | \$1,250 | \$1,350 |
| 2 Cremation Burial      | \$700   | \$800   | \$900   |
| 3 Infant Burial         | \$700   | \$800   | \$900   |
| 4 Columbarium           | \$50    | \$100   | \$150   |

Winter Rates: (November 1 to April 30)

|                         |         |         |         |
|-------------------------|---------|---------|---------|
| 1 Standard Grave Burial | \$1,450 | \$1,550 | \$1,650 |
| 2 Cremation Burial      | \$1,350 | \$1,450 | \$1,550 |
| 3 Infant Burial         | \$1,350 | \$1,450 | \$1,550 |
| 4 Columbarium           | \$50    | \$100   | \$150   |

\* *Saturday burials add \$350 for grave, \$150 for niche.*

*Overtime fees (after 4:00pm) add \$280 per hour.*

*There are no Sunday burials.*

|                                  |       |       |       |
|----------------------------------|-------|-------|-------|
| <b>C Administrative Service:</b> | \$300 | \$300 | \$300 |
|----------------------------------|-------|-------|-------|

**There is a 4% surcharge on all purchases by credit.**

A portion of all columbarium and grave sales is placed in our Perpetual Care Fund.

<sup>s</sup> Registration must be on file for one year.

## X. Payments

- 1) **All fees are to be paid through the Funeral Home to the Church.** The funeral home will issue one check covering all church fees. The Church will then issue separate checks to the cantor and organist. The exception is the purchase of the grave site or columbarium niche which is done directly through the parish office.
- 2) **All fees are to be paid before the start of the funeral service.** If there are questions, please contact our Parish Administrator at the parish office.
- 3) **If the number of people served at the funeral meal turns out to be larger** than the original guestimate offered by the family, then the family will be asked to increase their offering to the parish.
- 4) **If the family would like to offer a gift to the presider**, this must be done by a separate check made out directly to him. According to Archdiocesan guidelines, all sacramental stipends go to the local parish; thus, if the family would like to offer the presiding clergy a gift of appreciation, then this is done over and above the church fees.
- 5) **If the family would like to invite guest clergy or musicians to participate in the funeral**, then it will be up to the family to provide the appropriate compensation for these individuals for their services.
- 6) **If financial assistance is necessary, or if the family has further questions**, please feel welcome to discuss your situation with the pastor.
- 7) **Memorial Funds:** A separate donation in memory of the deceased may be made to one of the parish's memorial funds. These include:
  - a. **The Emergency Assistance "Bounty" Fund** --- this fund provides financial assistance to community families that are in distress. Needs include: rental assistance, food, medical, legal, etc. This fund also helps those families who need assistance in covering the expenses for their loved one's funeral service.
  - b. **Cemetery Fund** --- this fund supports the upkeep of our parish cemetery, or can be directed to several different dedicated memorials:

### St. Patrick's Cemetery Columbarium –

The first columbarium (a structure with Niches to hold cremains) was installed at the St. Patrick's Cemetery in 2015. Due to steady demand, two new Columbaria were installed in 2021. Memorial donations can be made in honor of loved ones to the Columbarium project. Future plans include angel statues, benches, planters, shrubs and trees.



St. Patrick's Cemetery, Angel Statue –

Future plans include a statue of an angel in honor of those lost to abortion to be on display just west of the lower section of graves.

