



FUNERAL PLANNING GUIDE St. Thomas the Apostle Catholic Church



Introduction

This funeral planning guide is provided to assist families who have just lost a loved one as well as for those who are making funeral preparations for themselves or a loved one prior to their death. The additional forms are meant to help you with general preparation; for more specific details, you can contact Nick Coffman, Director of Liturgy or consult the parish website at www.stthomasbillings.org.

Funeral Rites

The church offers these three formal services, all or some of which may be used depending upon the desires and wishes of the family:

Vigil for the Deceased: This takes place the evening prior to the funeral liturgy at the funeral home. The service as given to us by the church is a Liturgy of the Word. Remembrances of the deceased (both spoken reflections and/or a video remembrance) are allowed during this service. It can also include a portion of the rosary during the service or the entire rosary led by the family prior to the vigil service.

Funeral Mass: Catholics 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 Creator and Author of life. The Mass, the memorial of Christ's death and resurrection, is the principal celebration of the church's funeral rites.

Rite of Committal/Graveside Service: This is celebrated at the place of burial/inurnment. Special remembrances of the deceased can also take place at the graveside. The Rite of Committal is strongly encouraged immediately following the funeral, prior to the funeral luncheon.

Planning Resources

Our parish staff is here to assist you and yours during this time. If you are pre-planning, you may wish to consult the resources on our parish website under the "Liturgy" heading, or phone the office to request hard copies. Also available on the website are the *Sacred Scriptures for Funerals* and *Music for Funerals* resources. The reverse side of this sheet is a *Funeral Planning Form* to help make you aware of the various needs for the funeral Mass.

Frequently Asked Questions

Who assists with the funeral planning? The funeral rites are planned in coordination with the family of the deceased, the Parish Pastor (Fr. Steve Zabrocki) and the Director of Liturgical Music (Carolyn Peters). During this meeting at the church, assistance is provided in selecting Sacred Scriptures, appropriate liturgical music and the needed liturgical ministers (Proclaimers, Eucharistic Ministers, gift bearers, etc.).

When are funerals held at St. Thomas? Funerals are held at St. Thomas at 10:00 am during the weekdays. Before publishing the date, it is imperative to have the date confirmed with the parish as there is always the potential for a conflict.

What about a luncheon reception? St. Thomas is fortunate to have several individuals who help coordinate and serve food for funeral luncheons. However, a significant portion of the food is purchased by the parish such as ingredients for sandwiches and desserts as well as beverages. We ask that you consider a contribution to the parish to defray expenses in the amount of \$3.00 - \$4.00 per person. A funeral luncheon at St. Thomas is not required, as you may wish to have one catered elsewhere.

**ST. THOMAS THE APOSTLE CHURCH
FUNERAL PLANNING FORM**

General Information

Funeral for: _____ Age: _____
First Middle (Maiden) Last

Person responsible for coordinating funeral: _____
First Middle Last

Address: _____ Phone #: _____
Number Street City Zip State Area Code

Email: _____ Cell #: _____
Area Code

Funeral Mass

Day/Date (Estimate): _____ @ 10 am Estimated Attendance: _____

Funeral Home: _____ Funeral Home Staff Present: Yes / No

Casket or Cremons: _____ Accompanist: _____

Cantor: _____ Other Musician(s): _____

Gathering Song: _____

1st Reading [OT]: _____ Reason: _____

Proclaimer: _____

Responsorial Psalm [Sung by Cantor]: _____

2nd Reading [NT]: _____ Reason: _____

Proclaimer: _____

Gospel [G, Read by Priest/Deacon]: _____ Reason: _____

Intercessions are read by the second Lector if no Deacon is present

Preparation Song: _____

Gift Bearers [2 or more]: _____

Extraordinary Ministers [2-3 < 150 attendance > 5-7]: _____

Communion Song: _____ (Meditation Song): _____

Funeral Luncheon at St. Thomas? Yes / No Estimated Attendance: _____

Fees/Stipends

Your funeral home of choice provides information on costs and typically manages all church payments. Stipend costs approximate \$200/presider, \$100/pianist, \$75-\$100/cantor. Funeral Luncheon fee is \$3.00-\$4.00/person to defray costs to the parish.