

**ST. GERTRUDE'S ROMAN CATHOLIC CHURCH FUNERAL MASS PLANNING FORM**

**1. WORD OF GOD**

- A) FIRST READING Choose Reading and decide if family member or friend will proclaim Reading.
- B) PSALM Choose Psalm – usually sung by Cantor/Choir.
- C) SECOND READING Choose Reading and assign Reader – can be same person as for First Reading.
- D) Gospel – Priest will choose the reading

2. PRAYERS OF THE FAITHFUL/GENERAL INTERCESSION Choose family member, friend to read petitions.

3. OFFERTORY PROCESSION Decide on between 2-4 people to bring up the Gifts of Bread and Wine in Offertory Procession.

4. MUSIC Decide whether you wish to have Organist and Cantor for Funeral Mass.

5. ALTAR SERVERS Do you have any family members (children) who are Altar Servers and might wish to serve the Funeral Mass?

6. VISITING PRIESTS/DEACONS If you have any Priest/Deacon relatives/friends who may be attending, please advise the Pastor. They are most welcome to concelebrate and assist at the Funeral Mass.

7. VIGIL PRAYER TIME: \_\_\_\_\_ PLACE: \_\_\_\_\_

8. CEMETERY LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

**FUNERAL ARRANGEMENTS**

NAME OF DECEASED: \_\_\_\_\_

FAMILY CONTACT: \_\_\_\_\_

CONTACT PH #: \_\_\_\_\_

DATE/TIME OF FUNERAL: \_\_\_\_\_

CEMETERY: \_\_\_\_\_

PRAYERS/VISITATION: \_\_\_\_\_

CELEBRANT: \_\_\_\_\_

FUNERAL HOME: \_\_\_\_\_ PH #: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

ORGANIST: \_\_\_\_\_ (YES) (NO)

ALTAR SERVERS:

(1) \_\_\_\_\_ (CONTACTED)

(2) \_\_\_\_\_ (CONTACTED)

(3) \_\_\_\_\_ (CONTACTED)

(4) \_\_\_\_\_ (CONTACTED)

(5) \_\_\_\_\_ (CONTACTED)

SACRISTAN: \_\_\_\_\_ (CONTACTED)

INFORMATION ABOUT THE DECEASED:

SPECIAL INSTRUCTIONS: