

# **A Planning Guide for Funerals**

Saint Benedict Church  
Shawnee, Oklahoma

## **PRE-PLANNING**

Pre-planning for death is very important and it can be especially helpful for the family and the clergy of the deceased.

This PLANNING GUIDE is an invitation for the family to plan a funeral liturgy. It will help you to choose the readings and sacred music that expresses your Faith, your need, and your prayer. There are also excellent pre-planning books on sale in our Book & Gift Shop.

Remember that opportunities for participating in the funeral Mass and services are open to everyone. In most cases they need not be Catholic.

When pre-planning is completed, consult with the Priest/Parish Office and the funeral home regarding the arrangements.

## **FAMILY RESPONSIBILITY AFTER DEATH**

First contact a funeral home or crematorium to transport the body from the place of death. Note that the prices differ from one business to another, so it is advisable to check services rendered and the price at each funeral home in the area.

Next, notify the Priest, Parish Office and family of the deceased.

If preplanning has been made, the family should go over plans made by the deceased and then follow through with the wishes of the deceased.

## CREMATION

The Roman Catholic Church permits cremation and allows the cremated remains of the body to be present for the funeral rites, including the wake and Mass. The Church would prefer, however, cremation to take place following the Funeral Mass.

Cremation allows for significant cost savings as compared to the purchase of a casket. For example, when the family decides to have a viewing of the body at a Wake or Vigil service at a funeral home, the rental or purchase of a casket is required. When there is cremation, however, the ashes in a box or urn may be on display with pictures etc. at a Wake or Vigil service. This service can be held any place. In other words, it does not necessarily need to be at a funeral home, it may be at a private home. Therefore, cremation can allow the family to eliminate the cost of a funeral director.

There are special guidelines available for cremation in keeping with guidelines of the Roman Catholic Church. The scattering of the ashes is not permitted. The box or urn containing the ashes must be buried in the ground or entombed in a columbarium. It is also unacceptable to have cremated remains made into jewelry, dishes or the like.



## **GUIDELINES FOR CREMATION**

Sometimes families prefer to make their own arrangements, with little assistance from a funeral director. If this is the case, use the following steps as a guide: choose a funeral home offering the service of cremation; discuss cost; arrange for transportation upon death of the body to a crematorium and when cremation is finished, the transportation of the cremated remains in a box or urn to proper place/person.

Upon death, the Parish Office/Priest should be notified. Arrangements are to be made for the funeral liturgy, (Wake/Vigil & Mass). If the cremated remains are to be present at the funeral liturgy, proper time should be given for completion of cremation.

Arrangement with the cemetery for burial of the cremated remains should be made with the cemetery caretaker. If a place of burial has not been purchased, this must be done at this time. The cemetery will take care of the opening of the gravesite as well as the closing.

If the family transports the cremated remains, directions to the cemetery should be given to those attending the burial. If a large number will be going in procession to the cemetery, the family should make arrangements with the police department for an escort from church to cemetery. To be identified as part of the funeral procession the vehicles headlights should be turned on.

Before the service, the box or urn will be placed on a small table near the graveside. Flowers and pictures may surround the cremated remains. When the burial service is finished, the cemetery staff will place cremated remains in the ground and cover the grave.

## **WAKE OR VIGIL SERVICE**

There are three types of service for the Wake or Vigil; Prayer Service (suitable for congregations of mixed Faiths); Prayer Service with rosary (suitable for congregations of mixed Faiths); Rosary alone (suitable where most of the congregation are Roman Catholic).

The Wake or Vigil Service may be held in the funeral home, or a private home.

The Leader of Prayer for the Wake or Vigil Service may be a layperson, Deacon or Priest.

The Wake or Vigil Service is the best time to have memorials, eulogies, as well as secular music and readings, such a poems, if desired.

## **GUIDELINES FOR FUNERAL LITURGIES**

We encourage you to invite your loved ones, family and/or friends to participate in the funeral Liturgies. In most cases, opportunities for participating are open to everyone. They need not be Roman Catholic. Keep in mind that the funeral liturgies pray for the dead and offer comfort and hope to the living.

The funeral Liturgy may include a Wake prayer service the evening before the funeral, or the Rosary prayed in church thirty minutes before the Funeral Mass.

The most common form of Catholic funeral liturgies includes: a Wake/Vigil service with either the body or cremated remains present; a funeral Mass in church with either the body or cremated remains present; and a graveside service with burial.

Another option is a funeral Memorial Mass in church with no body or cremated remains present. This can take place close to the time of death or at some convenient time for the gathering of the family.

## **CEMETERY**

### **PROCESSION TO CEMETERY**

Arrange for police escort

Cars in the procession should have their headlights turned on.

### **CEMETERY**

Remember that the body or ashes must be reverently buried or entombed in a place reserved for the burial of the dead. It is not acceptable to scatter the ashes, or keep them in the home.

Gather at the gravesite with the Priest or Deacon.

### **LUNCH**

The family may invite people to the Parish or their home for lunch. When the funeral Mass is at the Parish, a meal is provided for the family. The Parish does not charge for the meal, however, a donation is appropriate.

## **CALVARY CEMETERY**

The Parish Cemetery of St. Benedict Church is known as Calvary Cemetery, located off Highway 177, southeast of Acne Road (14605 Highway 177 Shawnee, OK 74804)

### **Open to Catholics and non-Catholics.**

Cost \$200 per person per plot for registered members of the parish.

\$400 per person per plot for non-parishioners

### **GARDEN OF CREMAINS**

Cost \$50 per person per plot (20x20) for parishioners

\$100 per person per plot (20x20) for non-parishioners

Call the Parish Office for information 275-0001

Cemetery Caretaker David Koehler 250-8333

## **MEMORIALS**

Memorial funds are an excellent remembrance of the deceased especially in lieu of flowers.

The St. Benedict Church Memorial Fund provides for a lasting remembrance of the deceased. The name of the deceased will be engraved on the Memorial Fund plaque in the north entrance of the church. The fund is used for church related purposes. Special envelopes are available for this memorial at the Parish Office.

It is appropriate to have the deceased remembered at Mass. There are special “Mass Intention” envelopes available and the suggested stipend is ten dollars for each Mass requested.

A memorial gift to the St. Benedict Church Endowment Fund in memory of the deceased is a lasting remembrance. Envelopes for the endowment fund are available.

## **REMEMBRANCE CARDS – HOLY CARDS**

Holy cards are like family photographs, a tangible reminder of people we love. These cards serve several purposes. Many are for devotional use bearing the text of a prayer or biography of a Saint. The name of the deceased, date of birth, and date of death may also be on the card. Holy Cards are a memento of a deceased loved one and a reminder to perform one of the great works of mercy, to pray for the dead. Holy Cards are given at wakes and funeral Masses. Some funeral directors offer this service.

## **STIPENDS**

The usual stipend for a funeral is at least two hundred dollars (\$200) for the funeral Mass; one hundred dollars (\$100) for the priest and one hundred dollars (\$100) for the parish. The organist/cantor is given at least one hundred dollars (\$100) for music at the funeral Mass. Some funeral directors will pay these stipends and then add them to the total bill of the funeral service, unless the family prefers to pay them directly to the priest and organist.

## CONTACTS AT ST. BENEDICT FOR FUNERAL PLANNING

<b>Pastor:</b> Rev. Joseph P. Schwarz	275-0001
<b>Deacon:</b> David Schrupp	273-1173
<b>Deacon:</b> William Thurman	275-0001
<b>Organist &amp; Music:</b> Carolyn Taron	818-9039
<b>Calvary Cemetery:</b> David Koehler <b>Location:</b> 14605 HWY 177	250-8333
<b>Gift &amp; Book Shop:</b> Bill & Renea Birney	623-6642



## **Planning Worksheet**

### **THE ORDER OF A VIGIL/WAKE SERVICE**

#### **INTRODUCTORY RITES**

This includes prayers and an introduction from the Priest, Deacon or Facilitator.

#### **READING**

Old Testament \_\_\_\_\_

New Testament \_\_\_\_\_

#### **MEDITATIONS WHEN PRAYING THE ROSARY (ROSARY OPTIONAL)**

These commonly include a short reading from scripture to illustrate a decade of the Rosary followed by the praying of that decade.

#### **REFLECTIONS**

Here the Priest, Deacon or Facilitator may offer reflections based on the life of the deceased in relation to the gospel. Reflections, other readings, and eulogies may follow.

#### **CONCLUDING PRAYERS**

Prayers conclude the Vigil service

**MASS OF THE RESURRECTION**  
**THE ORDER OF THE FUNERAL LITURGY**

**ENTRANCE RITES**

The family meets in the middle of the church by the coffin or urn. The priest joins the family and offers prayers and a blessing. The family places the funeral pall on the casket as a reminder of the baptism of the deceased.

A congregation song of praise is suggested. If there are many Protestants in the congregation, choose a song familiar to Catholics and Protestants. Please consult the organist with your selections.

Song: \_\_\_\_\_ Page # \_\_\_\_\_

Organ Music Only: \_\_\_\_\_

**THE LITURGY OF THE WORD**

Family members or friends may be asked to read. Select someone experienced who has the confidence to speak before others at this difficult time. (Young children often volunteer, but do not always read clearly and slowly.) If you prefer, someone from the parish is available to read.

Old Testament Reading: Page # \_\_\_\_\_ Person Reading: \_\_\_\_\_

Responsorial Psalm: Page # \_\_\_\_\_ (Indicate Sung or Read) Cantor \_\_\_\_\_  
Person Reading: \_\_\_\_\_

New Testament Reading: Page # \_\_\_\_\_ Person Reading: \_\_\_\_\_

Gospel Reading: Page # \_\_\_\_\_ Priest/Deacon Reads

Homily: Priest/Deacon

## LITURGY OF THE EUCHARIST

During the offertory time, the organist may play a congregational song, solo or music.

Song: \_\_\_\_\_ Page# \_\_\_\_\_

Solo: \_\_\_\_\_

Organ music only: \_\_\_\_\_

## COMMUNION

A congregational song, solo, or organ music is appropriate during Communion.

Song: \_\_\_\_\_ Page # \_\_\_\_\_

Solo: \_\_\_\_\_

Organ music only: \_\_\_\_\_

## PRAYERS OF COMMENDATION

This is the final farewell by the members of the faith community who entrust their loved one to the tenderness and mercy of God. The Song of Farewell in the hymnal may be sung or spoken by the priest and the congregation.

Sung \_\_\_\_\_ Spoken \_\_\_\_\_

## RECESSIONAL

A congregational song or organ music may be played. If the Song of Farewell is sung, we suggest organ music for the recessional.

Song: \_\_\_\_\_

Page # \_\_\_\_\_

Organ music only: \_\_\_\_\_

The family and congregation follow the casket or urn from the church.  
The family carries the urn.

## GUIDANCE FORM TO WRITE AN OBITUARY

### A life story should include the following information:

Name of person \_\_\_\_\_ Age \_\_\_\_\_

(Given, middle or nickname – if any surname)

Parents: Father's full name \_\_\_\_\_

Mother's full name (include mother's maiden name) \_\_\_\_\_

Birth date of deceased: \_\_\_\_\_ Date of Death \_\_\_\_\_

Place of birth \_\_\_\_\_ Place of Death \_\_\_\_\_

Elementary education – where \_\_\_\_\_

Church affiliation: baptized when/where \_\_\_\_\_

Education (where, what studies, when) \_\_\_\_\_

Marriage (when, with whom) \_\_\_\_\_

(Include maiden name of spouse; or if second marriage, also name of previous spouse)

Children (how many, names) \_\_\_\_\_

Career/profession \_\_\_\_\_

(Type of work, what companies/organizations worked for, career changes)

Accomplishments \_\_\_\_\_

(Goals reached, awards, recognition, etc.)

Other activities \_\_\_\_\_

(E.g. gardening, woodworking, cooking, traveling, family events, etc.)

Important events in life \_\_\_\_\_

(Special occasions, milestones, participation in organizations, community life)

Predeceased by \_\_\_\_\_

(Immediate family members – parents, children, spouse, siblings)

Survived by \_\_\_\_\_

(Spouse, children, parents, siblings)

Memorial/funeral service \_\_\_\_\_

(Date, time, place: officiating clergy, name of funeral home)

Place/date of internment \_\_\_\_\_

(Name of cemetery, location, casket or urn; officiating clergy)

## OLD TESTAMENT READINGS

1. **I know that my redeemer lives.** Job 19:1, 23-27a
2. **He accepted them as a holocaust.** Short version Wisdom 3: 1-6 Long version: Wisdom 3:1-9
3. **A blameless life is a ripe old age.** Wisdom 4: 7-14
4. **The Lord God will destroy death forever.** Isaiah 25:6a, 7-9
5. **It is good to visit in silence for the Lord God to save.** Lamentations 3: 17-26
6. **Of those who lie sleeping in the dust of the earth many will awake.** Daniel 12: 1-3
7. **It is good and holy to think of the dead rising again.** Maccabees 12: 43-46

## NEW TESTAMENT READINGS

1. **God has appointed Jesus to judge everyone, alive and dead.**  
Short version: Acts 10:34-36, 42-43 Long version: Acts 10:34-43
2. **Having been justified by his blood, we will be saved from God's anger through him.**  
Romans 5: 5-11
3. **However great the number of sins committed, grace was even greater.** Romans 5: 17-21
4. **Let us walk in newness of life.** Short version Romans 6: 3-4, 8-9 Long version: Romans 6:3-9
5. **We wait for our bodies' to be set free.** Romans 8: 14-23
6. **Nothing can really come between us and the love of Christ.** Romans 8:31b-35, 37-39
7. **Alive or dead, we belong to the Lord.** Romans 14: 7-9
8. **All men will be brought to life in Christ.** Short version: Corinthians 15:20-23,  
Long version: 1 Corinthians 15:20-24a, 25-28
9. **Death is swallowed up in victory.** 1 Corinthians 15:51-57
10. **2<sup>nd</sup> Letter of Paul to the Corinthians.** 2 Corinthians 4:14-5:1
11. **We have an everlasting home in heaven.** 2 Corinthians 5:1, 6-10
12. **Jesus will transfigure these wretched bodies of ours to be his glorious body.**  
Philippians 3: 20-21
13. **We shall stay with the Lord forever.** 1 Thessalonians 4:13-18
14. **If we have died with him, then we shall live with him.** 2 Timothy 2:8-13
15. **We shall see him as he really is.** 1 John 3: 1-2
16. **We have passed out of death and into life because we love the brothers.** 1 John 3: 14-16
17. **Happy are those who die in the Lord.** Revelation 14: 13
18. **The dead have been judged according to their works.** Revelation 20:11-21:1
19. **There will be no more death.** Revelation 21:1-5a, 6b-7

## GOSPEL READINGS

- 1. Rejoice and be glad, for your reward will be great in heaven.**  
Matthew 5:1-12a
- 2. You have hidden these things from the learned and have revealed them to children.**  
Mathew 11: 25-30
- 3. Look, the bridegroom is coming, go out and meet him.** Mathew 25:1-13
- 4. Come, you whom my Father has blessed.** Matthew 25:31-46
- 5. Jesus gave a loud cry and breathed his last.** Short version: Mark 15:33-39  
Long version: Mark 15:33-39, 16:1-6
- 6. Young man, I say to you, get up.** Luke 7:11-17
- 7. Be like men waiting for the arrival of their master.** Luke 12:35-40
- 8. Today you will be with me in paradise.** Luke 23:33, 39-43
- 9. Father, into your hands I commit my spirit.** Short version: Luke 23:44-49,  
Long version: Luke 23:44-49, 24:1-6a
- 10. Was it not necessary that Christ should suffer and so enter into his glory?**  
Short version: Luke 24:13-16, 28-35, Long version: Luke 24:13-35
- 11. Whoever hears my word and believes has passed from death to life.** John 5:24-29
- 12. Whoever believes in Jesus has eternal life and he will raise him up on the last day.** John 6:37-40
- 13. Anyone who eats this bread will live for ever; and I will raise him up on the last day.**  
John 6:51-59 (Greek 51-58)
- 14. I am the resurrection and the life.** Short version: John 11:21-27  
Long version: John 11:17-27
- 15. Lazarus, come out.** John 11:32-45
- 16. If a grain of wheat falls on the ground and dies, it yields a rich harvest.**  
Short version: John 22:23-26. Long version: John 12:23-28
- 17. There are many rooms in my Father's house.** John 14:1-6
- 18. Father, I want those you have given me to be with me where I am.** John 17: 24-26

## **FREQUENTLY SELECTED SONGS**

- 1. Ave Maria**
- 2. Be Not Afraid**
- 3. Amazing Grace**
- 4. How Great Thou Art**
- 5. On Eagles Wings**
- 6. I Know That My Redeemer Lives**
- 7. Here I Am, Lord**
- 8. Sing With All the Saints in Glory (tune is Ode to Joy)**
- 9. I Heard of the Voice of Jesus Say**
- 10. Keep In Mind**
- 11. Be Still My Soul**