

**DIOCESE OF DAVENPORT  
CLERGY INSTRUCTIONS FOR FUNERAL LITURGY AND RELATED MATTERS**

Name \_\_\_\_\_

Date \_\_\_\_\_

**Advance Directives and Will**

Location of Living Will \_\_\_\_\_

Location of Durable Power of Attorney for Health Care \_\_\_\_\_

Name of Health Care Agent \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Location of Plenary Power of Attorney \_\_\_\_\_

Location of Will \_\_\_\_\_

Executor's Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Are you an organ donor? \_\_\_\_\_

Do you desire to donate your body to science? \_\_\_\_\_

Do you expect to have an autopsy? \_\_\_\_\_

**Contacts**

Designate the primary person the Bishop or his delegate should contact in case of illness or death to make decisions on your behalf.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

Designate another person to help the one named above. If the first person is a family member, it would be best to designate a priest here. If the primary person is a priest, it is probably best to designate a family member here. If there is no family to be involved in making funeral arrangements, state that here.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

List your immediate and complete family, both living and dead. This will assist in preparing your obituary and letter to the clergy.

Parents (inc. mother's maiden name) \_\_\_\_\_

Address (if living) \_\_\_\_\_

List all brothers and sisters. If sisters are married, give their husband's names. Include addresses and phone numbers or indicate if deceased: (Use reverse side of page if necessary.)

List other important family members here (grandparents, nieces and nephews) (Use reverse side of page if necessary.)

### **General Information**

Mortuary to be called \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Church or chapel at which the funeral Mass is to be offered:  
(If more than one place may be involved, give details on the reverse side.)

Church \_\_\_\_\_ City \_\_\_\_\_

Cemetery for Burial \_\_\_\_\_ City \_\_\_\_\_

If you already have a plot, identify it: \_\_\_\_\_

Memorials are to be made to \_\_\_\_\_

List newspapers and cities for the obituary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a personal Mass stipend account? \_\_\_\_\_

Location of records so obligations may be fulfilled \_\_\_\_\_

Are you a veteran? ☐ Yes ☐ No

If yes, indicate if you wish to have a military honor guard and burial, etc., and provide instructions which include who to contact: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Preparation**

If you have pre-planned your funeral with a mortuary, state:

Name of Mortuary \_\_\_\_\_

City \_\_\_\_\_ Phone \_\_\_\_\_

Have you pre-paid? ☐ Yes ☐ No

Have you already made some other type of arrangement, for example, donation of body? If so, please state what that is and who or what organization should be contacted:

\_\_\_\_\_  
\_\_\_\_\_

### **If Plans Need to be Made**

One of the most difficult decisions is the choice of casket. If you want the cheapest one, you probably should make arrangements with the funeral director yourself beforehand. Generally, one at the lower midrange cost is chosen. Tell the "primary person" named above what your wishes are. Please indicate any specific desire you might have:

\_\_\_\_\_

Vestments are to be supplied: ☐ by Chancery OR ☐ others are to be supplied. If others, please give the information that will complete your wishes:

**The Vigil Service**

*Apart from the vigil, an effort will be made to have open casket visitation prior to the funeral liturgy at the church or chapel. If this is against your wishes, give instructions under "other observations" below.*

Place for Vigil Service \_\_\_\_\_

Priests, deacon or other person who is to be principal leader of the vigil service:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Others to be involved in the liturgical aspects of the vigil (readers, cantors, etc.):

<u>Name</u>	<u>Role</u>
_____	_____
_____	_____
_____	_____
_____	_____

If you wish particular Scripture readings, music, prayers, etc., please indicate. It would be helpful to attach an actual copy of what you want if choosing readings or music.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Rite provides for one or more people to be "story tellers." If you wish specific people to do this, please identify them.

\_\_\_\_\_

\_\_\_\_\_

You know the Rite. Please make any other observations you deem appropriate.

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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## The Funeral Mass

Main celebrant \_\_\_\_\_  
*This is normally the Bishop; you may wish to designate an alternate in the event the Bishop is unable to attend or if you desire another.*

Vested Concelebrants (*If priests of the Diocese of Davenport, give names. If from elsewhere, give enough information so they may be contacted.*)

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Homilist \_\_\_\_\_

Pallbearers (*Give enough information so they may be contacted.*)

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Other instructions, including choice of Scripture readings and readers, music, Christian symbols, etc.  
(*Attach a copy of music if other than most commonly available.*)

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### **Rite of Committal**

If you have special instructions for the committal, i.e., Scripture readings, music, lowering of casket during the rite, gesture of final leave-taking, etc., please indicate here:

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### **Other Instructions**

Are there people other than family to be notified? (*Give enough information so they may be contacted.*)

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Is there an individual (or individuals) other than your executor responsible for disposing of your personal property? (*Give enough information so they may be contacted.*)

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If there is anything you wish that was not included above, please indicate it here or on the reverse.

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