

ST. MARY'S ABBEY

Funeral Guidelines

1. Reservation of the abbey church for a Funeral Mass is made through the abbey administrative assistant, Mrs. Karen Schiner. Please contact Mrs. Schiner at (973) 538-3231 or at kschiner@delbarton.org, to arrange the date and time of the funeral and to plan liturgical rites and music.
2. A donation of \$300 minimum (check payable to *St. Mary's Abbey*) is requested for the use of the Abbey Church. A donation of \$50 is requested for the sacristan. The funeral director should present these checks at the time of the funeral Mass. An honorarium to the celebrant is separate from the above donations.
3. Times for funerals are set around the hours of prayer for the monks. It is suggested that you schedule the Funeral Mass after 9:00 a.m. and no later than 10:30 a.m., or between 1:00 and 3:00 p.m.
4. Music is coordinated with the Abbey Principal Organist, Mr. Matthew Zabiegala. He can hire additional musicians or vocalists as desired, for an additional fee. You can contact Mr. Zabiegala by [e-mail](#). All music selections must be appropriate for the liturgy and conform to *Music in Catholic Worship*, per the USCCB and the Diocese of Paterson.
 - a. A stipend of \$250 is payable to the organist. The cantor receives \$200. Ideally, all fees can be remitted by the funeral director prior to the liturgy.
5. Members of the family or close personal friends are invited to place the funeral pall, and serve as lectors, servers, and communion ministers at the Funeral Mass provided these people have experience with these ministries in their own parish.
6. One relative or close personal friend may offer a eulogy (5 mins. max) after the introductory rites and before the Collect, per diocesan policy. A written text, appropriate for the sacred liturgy, may be reviewed by the celebrant. Other memories and stories can be offered at the wake, grave/mausoleum or repast.
7. The following are also useful:
 - a. The main entrance of the Abbey Church is ADA-compliant. Limited handicap parking is available in front of Vincent House for those with permits. No parking in the circle.
 - b. The church parking lot (east gate road visitor/student lot) accommodates 88 cars. If you expect an unusually large congregation to attend the Funeral Mass, the funeral director is to arrange for parking attendants.
 - c. The abbey church sound system is also ADA-compliant. A limited number of earloops are upon request from the sacristan. You may also wish to live stream the liturgy.
 - d. The funeral director is invited to back the hearse to the front steps of the church, with other vehicles in front of it.
 - e. Restrooms are located behind the organ near the west door of the abbey church.