

Funeral Planning Sheet

"You have been taught that when we were baptized into Christ Jesus we were baptized into his death" Romans 6:3

Name of Deceased:			
City of Residence:	Birth date:	Date of Death:	Age:
Family contact Person:		Relationship to deceased:	
Phone Number:		Email Address:	
Please list funeral home name and number if not Peterson Chapel: (Peterson - St. Michael 497-5362/ Buffalo 682-1363)			

Part 1: WAKE SERVICE

Date of Wake:	Time of Wake:
Location of Wake:	Vigil Service:
Celebrant of Vigil:	Words of remembrance at Wake? YES / NO

Part 2: FUNERAL

Date of Funeral:	Time of Funeral:
Celebrant:	Confirmed Deacon:
Visitation prior to funeral? YES/NO Music during visitation YES/NO Do you need a CD player?	
YES/NO	
Time:	

**** READINGS – Prefer they be Catholic**

First Reading from Old Testament Reader Name:	Booklet # Reference or Book/Verses:
<i>Please list Responsorial Psalm in Music Section below</i>	
Second Reading from New Testament Reader Name:	Booklet # Reference or Book/Verses:
Gospel Reader Priest/Deacon	Booklet # Reference or Book/Verses:
Intercessions - If Deacon is assisting, Deacon will read	

**** MUSIC – Parish Musician(s) will be contacted by the parish office.**

Gathering Song:	Responsorial Psalm:	Song at Preparation of Gifts:
Communion Song(s):	Song of Farewell – <i>Standard arrangement</i>	Closing Song:
Cantor Name:	Soloist Name:	If soloist, what songs will they sing:
Special notes/requests in regard to music:		

**** LITURGICAL MINISTERS**

Please note if there will be any visiting clergy attending the funeral? If yes, name/parish _____

Reader(s) Typically, the family chooses *two* readers. *If the Ministry Scheduler should find readers, check here:* _____

Reader # 1: _____ Reader #2: _____

Please list the Gift Bearers: (*Typically 2*): _____

The church will provide Altar Servers and Extraordinary Ministers as needed. If you have family or friends, that are trained and commissioned at the Church of St Albert, you may list them and we will reach out to them if needed.

Altar Servers (min 2, prefer 3): _____

Extraordinary Minister: _____

Family/friends serving as a Liturgical Minister need to be at church at least 20 min prior to Mass for instructions.

Part 3: BURIAL

Will deceased be cremated prior to funeral:	Date/time of burial if <u>not</u> immediately following funeral:
Location of Burial	

Part 4: LUNCHEON

Funeral Luncheon: YES / NO	If yes, how many people are expected?
Words of remembrance at luncheon? YES / NO <i>If YES</i> , would you like a microphone set up?	

OFFICE USE ONLY

Celebrant:

Please give a copy of this sheet to Parish Office Administrative Assistant ASAP and she will distribute as needed. Please remember to pray for deceased and make announcement of arrangements at daily Mass.

Parish Office Staff:

- ☐ Reserve needed space and contact parish Custodian
- ☐ Contact parish Musician
- ☐ Contact Lead Sacristan
- ☐ Contact Ministry Scheduler
 - ☐ Altar Servers, EMEs, and Readers (if the family is not providing)
- ☐ Contact Adoration Chapel Coordinator for closing the chapel
- ☐ Contact Deacon if requested (Deacon Ravnika is not available Tuesday or Thursday.)
- ☐ Contact Funeral Lunch Coordinator
- ☐ Contact Cemetery Coordinator (Peterson Chapel also contacts them directly.)
- ☐ Prepare Liturgical Binder