OUR LADY OF SORROWS CATHOLIC CHURCH

Updated 8/1/25

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**LITURGY PREPARATION SHEET FOR MASSES OF CHRISTIAN BURIAL**

# General Information

Name of the Deceased: AGE:

Date of Birth:

Baptized:

 Yes  No

When:

Parish:

City of Residence: State:

Date of Death:

Parents' / Spouse’s Name:

Family Contact: Phone:

Relationship to the Deceased:

Address:

E-mail:

Funeral Home: Director:

Phone:

Rosary:  Yes  No Date / Time:

Location:

Who will lead the Rosary?

Date and Time of Funeral:

Mass:  Yes  No

Do we have a casket or urn?

Did the funeral home provide you with a crucifix?  Yes  No

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Will there be memorial flowers?  Yes  No

*Note: the church will be unlocked two hours prior to the start of the service for flower deliveries.*

Will you have a book for guests to sign at one or both entrances of the church?

 Yes  No

Presider:

Are there any other clergy you would like to invite?

Pall Bearers:

Altar Servers?  Yes  No Names:

Eulogy / Remembrance:

Readings: First Reading: Reader:

Second Reading: Reader: Gospel Suggetion: Reader:

*Note: The Gospel Reading is read by the presiding priest, and the Responsorial Psalm is chosen and led by the cantor.*

Family members bringing up the gifts?  Yes  No

Family Members’ Names:

Date and Time of Burial / Internment:

Cemetery: Clergy Requested:  Yes  No

*Note: if you would like to have additional Masses prayed for the repose of your loved one’s soul, you can request Mass Intentions by stopping in to the Parish Office during business hours* (Monday – Friday, 9 AM to 3 PM), *or calling us at (503) 775-6731. Also, your loved one will be remembered at all the Masses during the month of November, which is the month of All Souls.*

Reception:  Yes  No

Location:

Number of Guests:

*If you would like the reception to be here at Our Lady of Sorrows, we have two locations available, Father Carberry Hall, which seats about 75 people, and the gymnasium, which can seat more than 75 people.*

*If you choose to have a reception following the funeral, the reception coordinator will help you to make the arrangements. If you provide the food yourself, please bring it to the hall two hours before the start of the funeral Mass.*

*Whether you provide the food yourself or not, the parish is happy to provide volunteer servers, plates, napkins, cups, utensils, table coverings, trays and bowls for service, coffee, tea, water, and prepare leftovers for the family.*

*For help with your reception, please contact either of our Reception Coordinators:*

Cynthia Roberti (503) 774 – 4737

Wendy Gonzalez (503) 775 – 2599

***\*Funeral masses here are always celebrated in the church Tuesday-Friday at 12 PM.***

# Order of the Funeral Mass / Service: A Guide for the Family

At the Church

*Any family members who will be processing in with the priest, along with the pall bearers, should gather in the vestibule of the church five minutes before Mass begins. The celebration will begin there.*

1. Reception and blessing of the deceased at the entrance of the church
2. Collect (Opening Prayer)
3. Scripture Readings followed by the Homily
4. Prayers of the Faithful
5. Preparation of the Altar and Presentation of the Gifts
6. Preface and Eucharistic Prayer
7. Holy Communion
8. Prayer after Communion
9. Eulogy / Remembrance (no longer than 5 minutes)
10. Final Commendation (Incensing)
11. Conclusion: the funeral directors come to the front of the church. The priest leaves first, followed by the casket, pall bearers, and family.
12. Procession to the cemetery.

*Note: Please assemble in your cars as soon as possible.*

At the Cemetery

After the cemetery rites are finished, please come back to the hall as soon as possible for the reception, if one is being hosted. Kitchen helpers and guests will be waiting for the family.

# Honorariums

The honorariums (costs) for a funeral are as follows:

Church fee: $400 (non-parishioner)

$200 (parishioner)

Priest: $200 (optional donation)

Organist: Cantor:

Reception Coordinator:

$150

$150

$150

Reception Cost: $6 x (number of people you are expecting) =

$

*i.e. If you are expecting 100 people, the cost of your reception will be $600 ($6 x 100).*

*If the cost of the reception is more than prescribed, the family should feel free to make a donation to cover the excess expenses or simply make a donation.*

\*There is no fee for the services of the Funeral Coordinator if the person who has died was a parishioner.

*Please have the funeral home write one check of the above costs to the parish with the exception of the priest's donation. The family should feel free to donate or not to the priest directly rather than through the funeral home.*

# Names of Ministers (for checks):

Priest:

Organist:

Cantor:

Funeral Coordinator:

Reception Coordinator:

# For help with music:

Organist

Gina Piroli, Cantor

(Please contact Gina for suggestions.)

(503) 415-0607

Patrick Driscoll (503) 314-2812