



OUR LADY OF SORROWS CATHOLIC CHURCH



LITURGY PREPARATION SHEET FOR MASSES OF CHRISTIAN BURIAL

General Information

Name of the Deceased: _____ AGE: _____

Date of Birth: _____

Baptized: Yes No Date: _____

Which 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

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: _____

Any other clergy invited? _____

Pall Bearers: _____

Altar Servers? Yes No Names: _____

Eulogy / Remembrance (5 minutes max): _____

Readings: First Reading: _____ Reader: _____

Second Reading: _____ Reader: _____

Gospel reading: _____ Reader: _____

Note: Please suggest readings from the church proposals only. The Gospel Reading is read by the presiding priest, and the Responsorial Psalm may be proposed but the Cantor decides

Family members bringing up the gifts? Yes No

Family Members' Names: _____

Date and Time of Burial / Internment: _____

Cemetery: _____ Clergy Requested: Yes No

#Please note the catholic church teaches about dignified and sacred interment of the body or ashes. Burial.

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

If you can't get hold of them, please call or email the office.

****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 (If reception follows immediately, please head to the hall).

Note: if interment follows immediately after the mass, please assemble in your cars as soon as possible. Cemeteries work with strict schedules.

At the Cemetery

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

Honorariums

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

Church fee:	\$400 (non-parishioner)
	\$250 (active parishioner)
Priest	\$200-\$350(Suggested stipend)
Organist:	\$150
Cantor:	\$150
Reception Coordinator:	\$150
Reception Cost:	\$7 x (number of people you are expecting) =
	\$ _____

Example: If you are expecting 100 people, the cost of the reception will be \$700 (\$7 x 100). Please request receipts if you need them.

If the cost of the reception is more than prescribed, the family contact person will be billed for the difference.

***Funeral Coordinator fee of \$100-150** is suggested if the funeral is for a **non-parishioner** or the family has not invited funeral (home) directors to the service.

Please have the funeral home write separate checks for the above fees. The family should feel free to donate or not to the priest directly or through the funeral home. If the family has financial strains, please let us know and we will advise and assist where we can.

Names of Ministers (for checks) :(names given during the meeting).

Priest: _____

Organist: _____

Cantor: _____

*Funeral Coordinator (see note above)_____

Reception Coordinator: _____

Church fee and Reception cost: Our Lady of Sorrows Catholic Church

For help with music (we strictly use sacred music in OCP Missal or St. Michael Hymnal)

Organist (Please contact Gina for suggestions.)

Gina Piroli,
(Coordinator and
Cantor) (503) 415-0607

Patrick Driscoll(cantor) (503) 314-2812

Ethan...(Cantor)