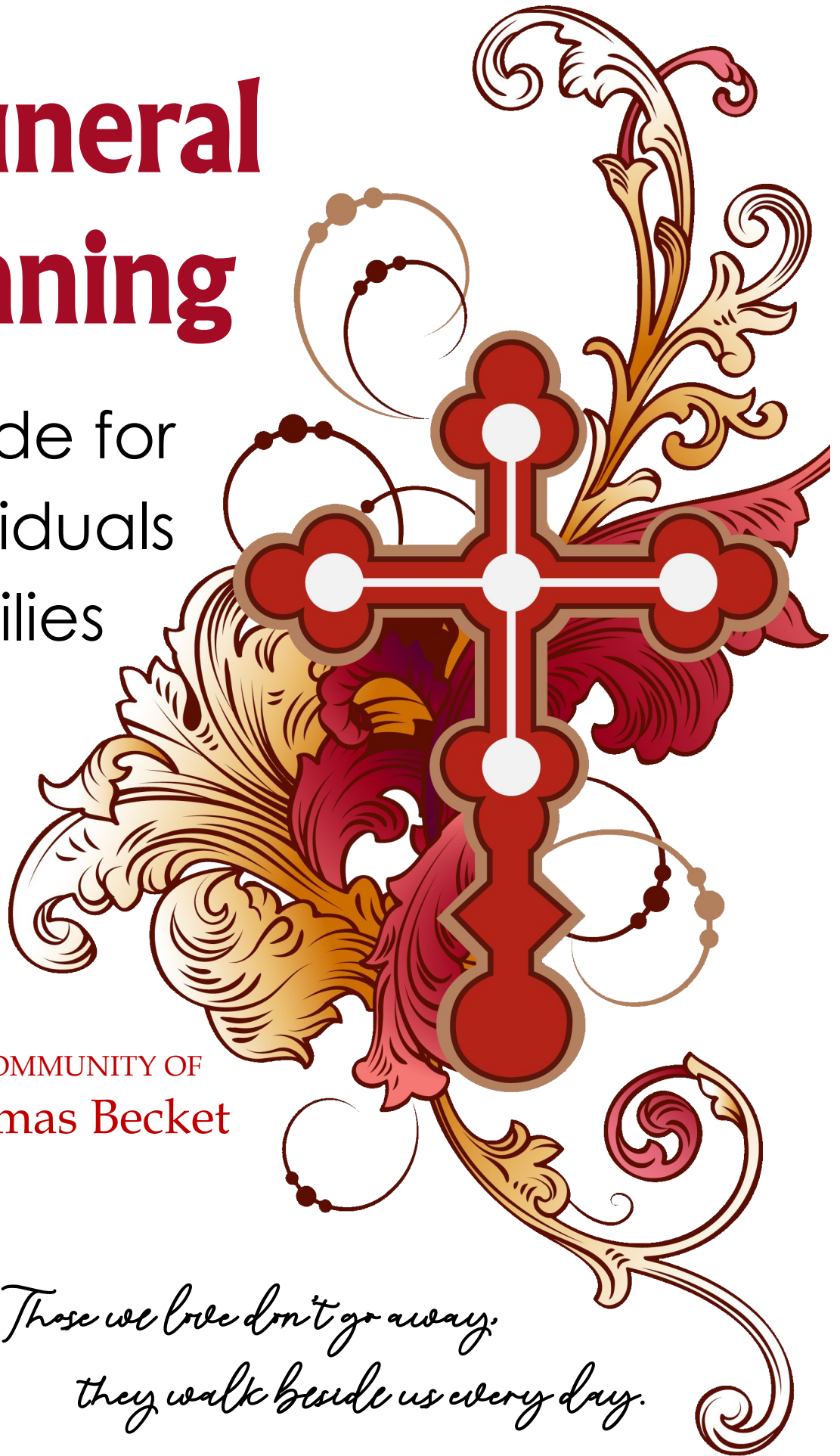


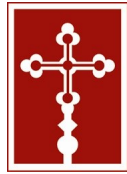
# Funeral Planning

A Guide for  
Individuals  
& Families

CATHOLIC COMMUNITY OF  
Saint Thomas Becket

*Those we love don't go away,  
they walk beside us every day.*





CATHOLIC COMMUNITY OF  
Saint Thomas Becket

*“Today you will be with me in paradise” Luke 23:43*

*Making plans for a funeral liturgy can be an overwhelming task, no matter when or how a person dies.*

*This booklet is a guide to help with the decisions that need to be made, it will take you through what you need to know as you prepare to celebrate your loved one's life. Or this booklet may be used to pre-plan your own funeral.*

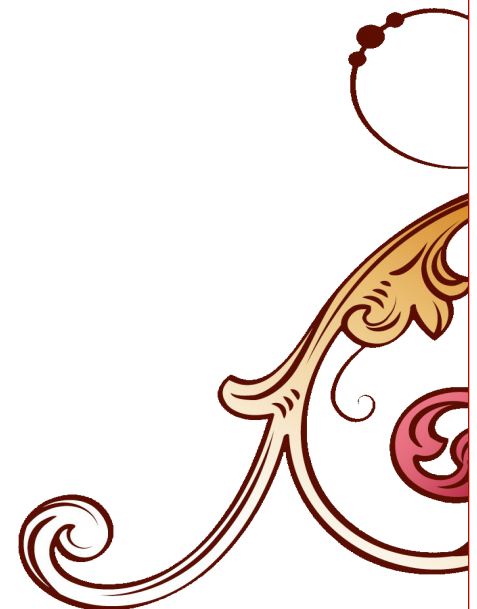
*Each funeral is a celebration of the life we shared with a loved one. We prayerfully stand together in hope and are reminded that each of us share in the joy and peace we have inherited because of Christ's death and Resurrection.*

*Peace,*

*Fr Tim Wozniak*

*Pastor*

*Catholic Community of St Thomas Becket*



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## **St Thomas Becket Catholic Community**

4455 South Robert Trail, Eagan, MN 55123



**Parish Office** - (651) 683-9808





## When a loved one is close to death or has died

### Initial Contacts to begin funeral planning:

#### Call the Funeral Home or Cremation Services

<b>Parish Office</b> – <i>Becky Olson</i>	651- 9808	<a href="mailto:beckyo@stbeagan.org">beckyo@stbeagan.org</a>
<b>Mary McDonald</b> – <i>Pastoral Associate</i>	651-9808 Ext. 108	<a href="mailto:marym@stbeagan.org">marym@stbeagan.org</a>
<b>Fr Tim Wozniak</b> – <i>Pastor</i>	651- 9808 Ext. 104	<a href="mailto:timw@stbeagan.org">timw@stbeagan.org</a>
<b>Chris Angel</b> – <i>Parish Music Director</i>	651- 9808 Ext. 107	<a href="mailto:chrisa@stbeagan.org">chrisa@stbeagan.org</a>



# What You Need to Know as you Prepare

There are many decisions that need to be made in preparation for a loved one's funeral. The St. Thomas Becket funeral staff and volunteers will assist and guide you through the entire process.

Many people are overwhelmed when faced with any sort of decision making during the initial stages of grief. We will answer your questions and offer suggestions. Please read through this funeral guide to make choices that you feel are best. You are not limited to the Scripture readings and music in this guide. Please let us know as we meet to plan your loved one's service what you would prefer.

Please fill out as much as you can in the *information you need for the family planning meeting* section of this guide and bring it with you when we meet to make final plans for the celebration of your loved one's life.

## Scheduling a Funeral Mass and Luncheon at Church:

The date of the funeral is dependent on the day of death, schedule of the family, funeral home, schedule of the Priest and facility availability.

## Funeral Visitation Options:

A Visitation may be held at the funeral home the evening before the funeral Mass  
**AND / OR**

A Visitation may be held one hour before the Funeral Mass at St Thomas Becket.

## Type of Funeral:

Mass with the body present

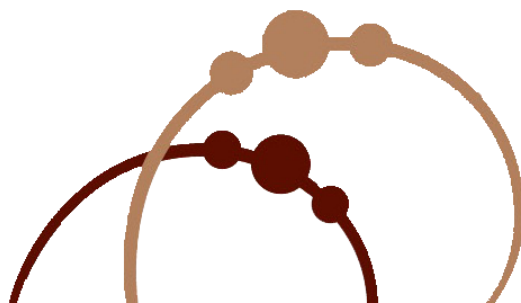
Mass with the body present and cremation later

Mass with cremated remains present

Visitation and Mass all on one day

Rite of Christian Burial without a Mass at the funeral home or church

Memorial Mass or service when the body or cremated remains are not present



# A Family Funeral Planning Meeting

The St. Thomas Becket funeral staff, Fr Tim Wozniak (Pastor), Chris Angel (Music Director), and Mary McDonald (Pastoral Associate) will want to meet with you and your close family members shortly after the death of your loved one. This meeting will last 1 ½ - 2 hours so we have time to hear about the story and attributes of your loved one's life, choose the scripture readings and music, consider who of your family and friends may participate in and before the Mass by; sharing the remarks of remembrance, carrying the urn (or pall bearers), carrying a photo for display during Mass, readings, offering of the gifts, prayers of the faithful or serving as a Eucharistic Minister. This is also the time to plan the luncheon detail if you choose to do this onsite.

## Remarks of Remembrance

The opportunity for remarks of remembrance about your loved one takes place in the Church, when all are seated before the Mass begins.

One person is invited to share a 3 – 6 - minute reflection of the deceased person's life. These remarks include the most meaningful and memorable things about your loved one. Remarks are to be written down.

Bullet points followed by a sentence or two will keep the words of remembrance clear and focused.

If you feel that more people will want to offer remarks, we can provide a microphone and podium in the Commons so people can share freely during the luncheon.

## Display of Photos and Memorabilia

Set up for the funeral is done prior to the Visitation and Mass. The Visitation is about one hour (10am – 10:50am) before the Mass (11am – Noon). Families and readers are asked to arrive by 9:30am.

Families are encouraged to bring photos and memorabilia to display in the Commons. Easels for picture boards are provided and some tables of various sizes. We also have a limited choice of medium to large flower vases. Families may also put together a video presentation of the life of the deceased to display on the Commons television monitors. This requires that the family bring a ready USB or jump drive to plug into the monitors (use one or both). There is no sound to accompany the rolling display of photos.

Families are encouraged to bring a guest book and if desired, print a remembrance / prayer card honoring the deceased (printing is not done at STB).



# Choosing Scripture Readings for the Funeral Mass

Choose one reading from the Old Testament and one reading from the New Testament. The Psalm is usually sung, (see music suggestions) and the Presider of the Mass will choose a suitable Gospel reading.

The following list of readings are suggestions, please feel free to choose different Scripture readings if you prefer something else.

## Old Testament Readings

Isaiah 40: 28-31 – They that hope in the Lord, will run and not grow weary

Wisdom 3: 1-6, 9 – The souls of the just are in the hand of God

Isaiah 43:1-5 – Do not be afraid for I am with you

Isaiah 25: 6,7-9 – God will wipe away tears from all faces

Ecclesiastes 3:1-11 – To everything there is a season

Proverbs 31:10-12,15-18, 20-21,25-31 – A worthy wife, her value is far beyond pearls

Sirach various verses – a faithful friend, a good husband, loves his children

## New Testament Readings

Romans 8:31,38-39 – nothing can separate us from the love of God

Philippians 4:4-7 – rejoice in the Lord always, dismiss anxiety from your minds

2 Timothy 4:7-9 17-18 – I have competed well, finished the race, kept the faith

Colossians 3:12-17 – be clothed in sincere compassion, kindness, humility, gentleness, patience

1 Thessalonians 5:11,15-18 21-23 – encourage and build each other up, be joyful, pray continually

1 Corinthians' 12: 31 – 13:8a – love is patient, love is kind, bears all things, hopes & endures all things

Thessalonians 4: 13-18 – grieve, and hope in the Lord

## Funeral Music Suggestions

\*Four songs needed for Mass:

1. The Gathering Song

2. Preparation of Gifts

3. Communion

4. Going Forth

\*Sung or instrumental prelude music may be added before the Mass begins



# Music Suggestions

The following songs are in the parish Gather Comprehensive Hymnal. If there is another song of faith that is not in our hymnal but in another, please ask!

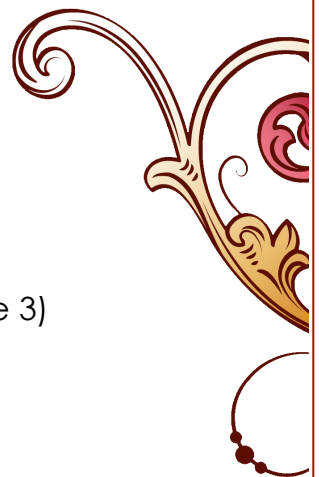
\*= Multi-denominational    **Bold** = Most well known

## Songs for Gathering, Preparation of Gifts, Going Forth

All Are Welcome	#753
<b>Amazing Grace*</b>	<b>#612</b>
Be Not Afraid	#608
City of God	#678
Come to Me	#647
Eye Has Not Seen	#638
For All the Saints	#793
How Can I Keep from Singing*	#603
<b>How Great Thou Art*</b>	<b>#494</b>
I Have Loved You	#504
I Know that My Redeemer Lives* (Duke St)	#430
I Want to Walk as a Child of the Light	#507
Jerusalem, My Destiny	#390
Jerusalem, My Happy Home	#771
Jesus, Remember Me	#404
Joyful, Joyful, We Adore You	#528
Let There Be Peace on Earth	#731
Lord of All Hopefulness* (melody- Be Thou My Vision)	#578
Make Me a Channel of Your Peace (St Francis)	#726
Precious Lord, Take My Hand*	#874
<b>Sing with all the Saints in Glory*</b> (Ode to Joy)	<b>#442</b>
Soon and Very Soon*	#770
<b>We Shall Rise Again</b>	<b>#772</b>
You Are Near	#604

## Other Songs—not in hymnal

Blessed and Beloved (Montgomery)  
Blessed Assurance\*  
I'll Fly Away (Albert Brumley)  
In the Garden\*  
The Old Rugged Cross\*  
Rock of Ages\*  
10,000 Reasons – Bless the Lord\* (Myrin/Redman - especially verse 3)





## Communion Songs

Eat this Bread	#838
<b>I Am the Bread of Life</b>	#828
One Bread One Body	#830
Taste and See (Moore)	#814

## Psalms

<b>Shepherd Me, O God</b> - (Psalm 23 – Haugen)	#31
Shelter Me - (Psalm 23 – Joncas)	
To You, O Lord (Psalm 25 – Haugen)	#36
The Lord is Kind & Merciful (Psalm 103 – Cotter)	#99
The Lord is Kind & Merciful (Psalm 100 – Haugen)	#100
With the Lord There is Mercy (Psalm 130)	#127
<b>On Eagle's Wings*</b> (Psalm 91)	#611

## Commendation (to commit or entrust our loved one)

**The Hand of God Shall Hold You** (Haugen – tradition at STB) # 859

### **Other possibilities:**

In Paradisum (traditional chant)

Celtic Song of Farewell – (tune of Danny Boy / Londonderry Air)

## Solos (optional – may be used as Prelude or at the Preparation of Gifts)

And Jesus Said (Tony Alonso)

Ave Maria (Schubert or Bach / Gound)

Borning Cry (I was there to hear your) – Ylvisaker

Go Silent Friend (tune of Danny Boy / Londonderry Air)

I Can Only Imagine (Mercy Me / Bart Millard)

Pie Jesu (Lloyd Webber or Manalo)

Quietly, peacefully (Going Home / New World Symphony tune; arr. Lori True)

## Mass Sung Responses

### Gospel Acclamation

Celtic Alleluia (is standard) #258

Other alleluias / acclamations in Lent avail. upon request

### Eucharistic Acclamation

Mass of Creation (revised) – is standard.

Other Mass settings available upon request



# Burial

Burial is done immediately following the Funeral Mass, after the luncheon or at a future time.

**The cemetery is the family's choice. Here are three area possibilities:**

**Resurrection Cemetery** – is the closest of the Catholic Cemeteries in our Archdiocese. It is located at Lexington and Highway 110. The family or Funeral Home can make an appointment for you to meet and select the burial site.

Website - [Catholiccemeteries.org](http://Catholiccemeteries.org) or Phone – 651-228-9991

**Fort Snelling** – is located in Minneapolis, internments may be scheduled by the Funeral Home. All burials there are scheduled by appointment. The deceased must be a Veteran or family member of a Veteran. Phone – 612-726-1127

# Suggested Ways to Use the Material in this Booklet

## **Planning a funeral for a family member**

This material can help you have a head start on planning the Funeral Mass. Knowing the questions that will be asked of you ahead of time will help you to begin thinking about what your family might choose to do for your loved one.

## **Pre-planning your own funeral**

We all want to have some say about our lives; and this is one way we can have something to say about our dying and funeral arrangements. There are many decisions that must be made in a relatively short time, and it is a great comfort and relief to have the funeral liturgy planned in advance.

## **Planning with a Family Member who is dying**

Planning the funeral Mass for a dying loved one can be a very rewarding and meaningful experience. Reading and talking through scriptures and songs can create an opportunity for sharing faith and life stories. Your loved one will be so grateful that you want to share the process with them.

## **Having a discussion with your family on death and dying**

Very often we think of this discussion as being morbid. But it can become a most life-giving exchange. It can be a wonderful sharing with each other about our hopes, fears and concerns around death and dying; and a great comfort to know that you have told others about your funeral wishes. We also can learn and even be surprised by what each other thinks, values and wants. Consider sharing funeral planning with loved ones.



# Parish Funeral Costs:

## A \$250 donation to the Church includes:

Keyboard - \$150

Facilities - \$100

## Other Costs:

- **Cantor** (by separate check please) - **\$150**
- **Funeral Lunch Charge - \$7 per estimated guest**
- **Funeral Reception Charge - \$4 per estimated guest**
- **Catered Luncheon** – If the family chooses to have the meal catered, the charge is \$2 per estimated guest to pay for compostable paper and silver ware products. Before service, all caterers are required to provide proof of a 1-million-dollar certificate of liability insurance waiver that includes documentation that St Thomas Becket is additionally insured.
- **Live Streaming Charge / \$150** - if desired (by separate check please.)  
*Streaming is available only if a technician can be engaged by the parish. The family may hire a live streamer, but they must use their own equipment. We will assist them with placement.*

*If a **slide show** is desired the family may use the parish TV monitors in the Commons. Please bring a USB/Memory stick with your photos or video (make sure either they are all photos or a video). Another option is to bring your laptop ready with pictures loaded.*

# Parish Hospitality Options:

#1. No hospitality desired

#2. Luncheon – available mid-day to families for groups of 200 attendees or less.

**Menu includes** ham and turkey bread rolls, salads, potato chips, desserts, coffee and lemonade. Condiments provided. The approximate cost is **\$7 per person.**

**Choice of salads: Two recommended**

- ☐ Mixed Fruit
- ☐ Coleslaw
- ☐ Rainbow rotini pasta
- ☐ Tomato mozzarella salad
- ☐ Green onion and egg potato salad



**Dessert:**

- ☐ Cake + Cookies      ☐ Cake only      ☐ Assorted Cookies only

**Cake Choices**

- ☐ Chocolate
- ☐ Marble
- ☐ White
- ☐ Carrot Cake

**Frosting Choices**

- ☐ White      ☐ Chocolate
- ☐ White      ☐ Chocolate
- ☐ White      ☐ Chocolate
- ☐ Has Cream Cheese frosting

#3. **Dessert and Coffee Reception**

Coffee, lemonade, fruit and assorted dessert trays are available for family and friend gatherings of any size. The approximate cost is **\$3 per person.**

#4 **Catered –**

The parish funeral committee will be happy to serve a catered luncheon for the family at no cost. The family is responsible for ordering the meal and having it delivered to St Thomas Becket. The Caterer must provide liability insurance in advance. The Parish cost for compostable paper and silverware is **\$2 per guest.**

**What remains from the luncheon  
is repackaged and given to the family.**

# **Information Needed for the Funeral Planning Meeting**

Please fill out as much as you are able  
and bring it with you when we plan your loved one's service.

# FUNERAL PLANNING SHEET

CATHOLIC COMMUNITY OF ST. THOMAS BECKET

## Funeral Planning Meeting

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Deceased: \_\_\_\_\_  
First Middle Last

Date of Death: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Family Contact Person: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Family Members: Spouse \_\_\_\_\_

Children: \_\_\_\_\_  
\_\_\_\_\_

Parents of deceased \_\_\_\_\_

Grand children \_\_\_\_\_

Great Grand children \_\_\_\_\_

Funeral Home : \_\_\_\_\_ Contact: \_\_\_\_\_ Ph: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Funeral Liturgy/Mass of Resurrection

Day & Date of Funeral: \_\_\_\_\_ Body: \_\_\_\_\_ Cremated Remains: \_\_\_\_\_ Time: \_\_\_\_\_

Visitation 1 hour before? Yes \_\_\_ No \_\_\_ Time: \_\_\_\_\_ Anticipated # attending/ Worship aids \_\_\_\_\_

Funeral Coordinators \_\_\_\_\_ Funeral luncheon leaders \_\_\_\_\_

Greeters (2) \_\_\_\_\_ Sacristan \_\_\_\_\_ EM's \_\_\_\_\_

Musicians – Keyboard \_\_\_\_\_ Cantor \_\_\_\_\_ Sound Board \_\_\_\_\_

Livestreaming of the Mass Yes \_\_\_ No \_\_\_ Live Streamer \_\_\_\_\_

Bulletin Announcement Yes \_\_\_ No \_\_\_

STB Funeral Luncheon or Reception - Day & Date: \_\_\_\_\_ # of Guests \_\_\_\_\_

Before or after Interment/Inurnment? \_\_\_\_\_

Burial location: \_\_\_\_\_

Interment/Inurnment: Day & Date: \_\_\_\_\_ Time: \_\_\_\_\_

Presider/Leader: \_\_\_\_\_

STB Funeral Luncheon or Reception - Day & Date: \_\_\_\_\_ # of Guests \_\_\_\_\_

Before or after Interment/Inurnment? \_\_\_\_\_



# MASS OF RESURRECTION/RITE OF CHRISTIAN BURIAL

Prelude Music: \_\_\_\_\_

Sprinkling with Holy Water

Place the Pall \_\_\_\_\_ Pall Bearers (6) \_\_\_\_\_

Urn Carried by \_\_\_\_\_ Photo of deceased carried by \_\_\_\_\_

Procession with Gathering Song: \_\_\_\_\_ page \_\_\_\_\_

Remarks of Remembrance: Yes \_\_\_\_ No \_\_\_\_ (4-7 min) By: \_\_\_\_\_

## The Liturgy of The Word:

Old Testament Reading: \_\_\_\_\_

Read by: \_\_\_\_\_

Responsorial Psalm: \_\_\_\_\_

Cantor: \_\_\_\_\_

New Testament Reading: \_\_\_\_\_

Read by: \_\_\_\_\_

Gospel Acclamation: (Usually Celtic Alleluia) or \_\_\_\_\_

Gospel: \_\_\_\_\_ (chosen by Presider)

Prayers of Faithful - Read by: \_\_\_\_\_

Names to be remembered: \_\_\_\_\_

## The Liturgy of The Eucharist:

Gift Bearers: (1) \_\_\_\_\_, (2) \_\_\_\_\_,  
(3) \_\_\_\_\_

Preparation of the Gifts song or instrumental \_\_\_\_\_

*Holy, Holy – Memorial Acclamation – Great Amen – Lamb of God (Seasonal selections)*

Eucharistic Ministers: \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_

Communion Song: \_\_\_\_\_ Page \_\_\_\_\_

*Final Commendation: Incensing - The Hand of God Shall Hold You* Page 859

or: \_\_\_\_\_ Page \_\_\_\_\_

Recessional Song: \_\_\_\_\_ Page \_\_\_\_\_

STB Luncheon: \_\_\_\_\_ Immediately or after burial? \_\_\_\_\_



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