



SAINT JUDE CATHOLIC CHURCH

92-455 MAKAKILO DR.

KAPOLEI, HI 96707-1270

FUNERAL SERVICES GUIDELINES & AGREEMENT

1. GENERAL INFORMATION: We are deeply sorry for the passing of your loved one and you have our sincere condolences in your time of grief. Please be assured of our prayers for the soul of the deceased and for consolation for the family.

1.1 All baptized Catholics are entitled to full Catholic funeral and burial services. Out of respect for the faith for the person deceased, funeral and burial services are usually provided by the parish at which the deceased person had participated in religious services in life. Please call the parish office at 808.672.8669 or submit a message to us online at www.stjudehawaii.org/contact-us to schedule your initial meeting with a representative of the parish in planning for your loved one's funeral services.

1.2 ***Full Funeral and Burial Rites:*** Catholic funeral rites consist of *three* distinct services, ALL of which ought to be honored for the deceased: a wake service, a funeral Mass, and a burial service. None of these services should be omitted for any person baptized Catholic, regardless of the degree to which they may have faithfully lived their Catholic faith.

1.2.1 ***Wake, Vigil, or Memorial Service:*** a wake, vigil, or memorial service is intended to celebrate the memory and life of the deceased. This service (or these services) can vary depending on the culture of the deceased. In some cultures, these services can extend for a week or more. Locally, this is often celebrated the night before the funeral Mass. However, this service can also occur even on the same day of the funeral Mass, just prior to it, depending on the availability of the Church.

There is great flexibility in the wake service, which can include a rosary or other prayer service, eulogies, viewing of the casket, a memorial slide or video presentation, reflective music, etc. When these occur beyond the Saint Jude Church campus, the family's observance of this service may be subject to certain restrictions by the mortuary or any other place of celebration.

1.2.2 ***Funeral Mass:*** This celebration happens at a time after the vigil or wake service, or after any other celebration of the memory and life the deceased loved one, and after the casket of the deceased is closed for the final time, which often happens at the church at which the funeral Mass is to take place. After the final closing of the casket, the casket will be reoriented so as to face the altar and crucifix.

In the event of a funeral Mass where only the cremated remains of the deceased are available, the urn will be placed near the altar upon arrival from the Church and will remain situated there until the conclusion of the funeral Mass.

This service is led by the priest, who offers the Holy Mass for the eternal repose of the soul of the **deceased**. While the funeral Mass can be of great



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consolation to the family of the deceased, the *primary purpose* of this celebration is to pray for God's mercy *for the departed loved one*. As a baptized Catholic, the deceased is *entitled* to this most powerful prayer within the Church's arsenal, which ought *never* to be omitted except for the most extraordinary of circumstances, whether or not the surviving family of the deceased are themselves Catholic or not.

For extraordinary reasons (as was the case during the COVID pandemic or in instances where the Church space is not available for the celebration of a funeral Mass), in lieu of a funeral Mass, a funeral service outside the Mass is permissible, which may be celebrated by a parish priest or deacon at a mortuary or other place of reverence.

1.2.3 Burial Service: The Catholic Church believes in the Resurrection of the Dead on the Last Day, which includes the restoration of the union between body and soul for all human persons. Therefore, the Catholic Church greatly respects the bodies of the faithful departed and reverences the remains of the deceased as holy ground. All Catholic remains *must* be buried according to the Catholic ritual. No *non-Catholic* ritual is to be tacitly approved, endorsed, or facilitated by the Catholic Church nor her representatives. Prohibited practices include the scattering of ashes or other practices that render the burial of human remains impossible.

1.2.4 Burial at Sea: Burial at sea (not the scattering of ashes) is permissible. The family of the deceased is responsible for adhering to all civil laws with respect to the burial of the remains of a loved one at sea (e.g. committing a biodegradable urn into the ocean at least three miles from shore).

1.3 As a Catholic celebration, all persons attending funeral services for the deceased *must* be respectful towards the Catholic Church and conduct themselves in a manner worthy of the sacred space. Modesty in dress, appearance, and decorum is required. This includes, but is not limited to, covered shoulders and cleavage when on Church property, dresses and bottoms of knee-length or longer, clothing devoid of polarizing images, symbols, or emblems, the removal of ballcaps and other head coverings unsuitable for Church celebration while indoors, and the respectful use of language, tone, and volume.

2. SCHEDULING AND COORDINATION:

2.1 Church Worship Space: Pending schedule availability, the Church space may be reserved for funeral services on *Mondays, Wednesdays, Fridays, and Saturdays*, from 9 a.m. to 1 p.m. Ordinarily, this time period may involve the reception of the body and casket of the deceased (or the cremated remains) to the Church, a period of visitation prior to the funeral Mass, the funeral Mass itself, and the departure of the deceased to the place of burial.



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2.2 ***Other Service Locations:*** While the funeral Mass itself can only be celebrated within the Church, services *other* than the funeral Mass may occur beyond the Saint Jude Church campus, as in the case of the wake or vigil service, which may be celebrated either at the Church or at another appropriate place of reverence for the deceased, such as at a mortuary.

With regard to the burial or committal service, burial of the deceased is expected to occur elsewhere. While Saint Jude is happy to provide a celebrant to lead the burial service, and any other service beyond the parish campus, the responsibility of planning with the overseeing mortuary falls to the family of the deceased.

2.3 ***Parish Bereavement Committee:*** Pending availability, volunteers from our parish bereavement committee may be able to support you on the day of your loved one's funeral service, who can assist you in setting up, getting acquainted with the Church space, and other areas of orientation. Please inquire with one of our parish secretaries on how to get in touch with this charitable ministry.

3. **FUNERAL SERVICES OFFERING:** The *total* offering is **\$300** for our regular funeral and burial services. While the mission of Saint Jude Church is the care of souls and is *not* a for-profit entity, Saint Jude Church nevertheless has financial obligations like any other non-profit organization. Saint Jude Church employs Catholic and non-Catholic employees and other professional contractors, and must adhere to all civil laws governing salaries, wages, and benefits, as well as compensate other entities for the services and products they provide. The church also owns and operates a church facility and campus that requires regular repair, maintenance, improvement, and utility services.

3.1 A **\$150** deposit to the parish is required *prior* to reserving the Church space and finalizing any dates on the parish calendar.

3.2 The remaining balance of **\$150** is due to the parish no later than 10 calendar days prior to any service. At the sole discretion of the pastor, this \$150 may be waived for parishioners with a history of tithing to Saint Jude Catholic Church in the total amount of \$150 or more within the period to include the previous and current calendar year. The pastor may also waive this offering at his sole discretion for those families upon whom this may pose undue financial burden.

3.3 Though not required, it is also customary to provide a monetary gift to the celebrant on the day of the funeral.

3.4 In the event that services are canceled for any reason, any and all offerings may be refunded to the family at their request within 30 days after notice of the cancellation. To cancel requested services from Saint Jude, the family representative who initially requested services must submit a written cancelation notice in-person to the parish office no later than 72 hours prior to the scheduled start of the service. The representative may also elect to mail a notarized written cancelation notice to our parish office, signed by the family representative, and



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post-marked to later than three days prior to the service date. The refund will go to the person who submitted the initial deposit or subsequent offering.

3.5 For extraordinary reasons, though it is not encouraged, a family may on their own decide not to seek funeral services that would ordinarily occur within the Church space. An example of this might be a family who requests a prayer service for their deceased family member to happen only at the funeral home in lieu of a funeral Mass within the Church. In such instances, Saint Jude requests a total offering of **\$75** to Saint Jude Church, rather than the **\$300** ordinarily requested when providing full funeral and burial rites. This **\$75** offering can be submitted on the same day of the prayer service.

4. LITURGY, MASS READINGS, & PROGRAMS: When meeting in person with a parish representative, you will be provided with a booklet that includes a selection of readings from which you may choose passages from the Old Testament and the New Testament to be proclaimed during the Funeral Mass of your deceased loved one. You may take this booklet home to reflect on passages with other family members. Please promptly inform the parish of your choices for readings. With regard to lectors (those who participate in the Mass by proclaiming the readings), you may ask a friend or extended family member who has been trained to lector at Mass celebrations. Otherwise, a parish lector will be assigned to lector the readings at the funeral Mass.

Saint Jude Church does not create or provide programs for any of our services. However, if the family of the deceased chooses to distribute programs while on Church property, we kindly request to be provided with a draft program prior to distribution, in order to ensure that no anti-Catholic messages or other offensive images or language are included within the program.

5. MUSIC: the following guidelines apply:

5.1 *Wake or Vigil service:* certain secular music may have been cherished by the deceased during his or her lifetime or may be deemed special by the family which may accompany the celebration of the memory and life of the deceased. However, this music must be approved by the pastor and must not be offensive to the Catholic faith.

5.2 *Funeral Mass:* **only** sacred songs and instrumental music appropriate for Catholic liturgy are permitted in the funeral Mass and must also be approved by the pastor. All music *must* be coordinated with the parish musician, who can be contacted through the parish office, unless other arrangements are made and approved with the pastor. Other non-parish musicians requested by the family are welcome to participate in the funeral Mass must be approved by the pastor, and coordinate their musical contribution with the parish musician. The family of the deceased is responsible for the conduct and compensation of non-parish musicians they might bring into the ceremony.



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6. FLOWERS AND CHURCH FURNISHINGS: You are welcome to add flower arrangements (except during Lent), provided that they do not obstruct the view of the altar, ambo, presider's chair. All decorations must be removed following the ceremony, and must not be taped, nailed, pinned, glued, or tacked to the furnishings (clip flower arrangements are allowed).

7. PHOTOGRAPHY/VIDEOGRAPHY: Professional photographers and videographers are welcome to take pictures and record any of the funeral services, provided that no flash photography is used, and the ceremony is not disrupted in any way. Photographers/videographers must refrain from entering the sanctuary space and must not impede the movement of the participants. Photographers and videographers are encouraged to speak with the officiating priest or deacon to avoid any unpleasant surprises.

8. HOSPITALITY, FOOD AND/OR BEVERAGES, AND SMOKING: Neither is allowed *inside* the church. No alcoholic beverages or containers are permitted on church property. There is a hospitality area adjacent to the Church that may be used to distribute food (e.g. *bentos* after Mass or refreshments beforehand). However, we do not have a kitchen on campus available to support funeral services. No smoking is permitted in or near any of our facilities.

Saint Jude Church has a volunteer bereavement committee that assists with hospitality for our guests. They can assist with flower arrangements, the physical layout of photos, the use of the Church's audio/visual equipment, use of our multi-purpose room and the adjacent lanai for purpose of serving refreshments before and after the funeral, and general setup and cleanup.

The family is responsible for assisting with setup and cleanup, providing food/beverages, tableware, utensils, paper products, etc., unless prior arrangements have been made with our bereavement committee, and for emptying trash bins to the main dumpster on Church property.

8. BRINGING YOUR OWN PRIEST OR DEACON: If you wish to have another priest or deacon preside at the celebration of the deceased who is an active priest or deacon of the Diocese of Honolulu in good standing, he simply needs to receive written permission from the pastor of Saint Jude in order to do so. However, if you wish to have another priest or deacon who resides *outside* the State of Hawaii preside at services at Saint Jude, it is necessary that he obtain a *Letter of Suitability* from his Ordinary or Religious Superior and provide that to the Office of the Vicar for Clergy at the Diocesan Chancery.

9. LIABILITY: Saint Jude Church reserves the right to cancel any and all activities, events, and functions before or during the program that are not, in our judgment, in agreement with Catholic principles and practices. The Church is not responsible for any personal property of the guests, vendors, or any contractors, and is not responsible for any personal injuries happening in or on the property of Saint Jude Catholic Church.