

FUNERAL PLANNING CHECK LIST

After meeting to plan the funeral of a loved one, here is a check list that you may find helpful.

PARTICIPATION

We encourage family and friends to participate in the Funeral Mass.

There are several opportunities during the Mass in which family and friends may be involved.

REHEARSAL TIME: _____

We highly recommend that those participating in the ministries for a Funeral Mass rehearse prior to the celebration to insure they are knowledgeable and comfortable with the space and logistics. It also is a time for those participating to reevaluate if they are able to perform their respective ministry. As a funeral is a time of emotional distress, we understand those who may have wanted to participate may not be able the day of the celebration. In such a case, we have ample time to arrange for staff to fulfill the role.

BEGINNING OF FUNERAL MASS

Casket: Placing of the Pall (2 to 4 people may assist in placing the pall over the casket)

The Pall is a white cloth which is a symbol and reminder of the deceased baptism.

Name: _____

Name: _____

Name: _____

Name: _____

Cremains:

If the deceased has been cremated, who will be designated to hold the urn?

Name: _____

READINGS:

First Reading (1 person) *Choose one Old Testament Reading*

Name: _____

Second Reading (1 Person) *Choose one New Testament Reading*

Name: _____

Gospel: *Choose one Gospel Passage. **The priest will proclaim the Gospel.***

Intercessions (1 Person)

If you have special intentions that you wish to include in the Prayers of the Faithful, please submit them at lease one day prior to the Funeral Mass.

Name: _____

(Over)

GIFT BEARERS (2 PEOPLE)

The responsibility of the Gift Bearers is to bring of the gifts of bread and wine to the priest.

Name: _____

Name: _____

EXTRAORDINARY MINISTERS OF HOLY COMMUNION (2 PEOPLE)

*Extraordinary Ministers of Holy Communion (Eucharistic Ministers)
must be fully initiated and members in good standing in the Catholic Church.*

Name: _____

Name: _____

WORDS OF REMEMBRANCE (1 PERSON)

*A brief reflection on the life deceased may be prepared, lasting 5 to 10 minutes.
As it is a time of grief, it is important that the reflection should be written.*

Name: _____

The Basilica is a large space. A designated time, generally 45 minutes before the beginning of the Funeral Mass, will be established for those participating to rehearse so that they are familiar with the space and customs of The Basilica. Please make sure this is communicated to all those who will be participating.

It is important to realize that the day of the Funeral can be a very emotional time for all. Any or all of the functions listed above can be assigned to Basilica staff. If a person finds that they are unable to fulfill their responsibility, even up to the beginning of Mass, it is quite understandable. A Basilica staff member will be glad to take on the responsibility.

FUNERAL RECEPTION

Funeral Ministry (volunteer staff) will assist with the set-up of the reception space. The Basilica provides linens for the tables, service ware, and beverages (coffee, water, and lemonade) for the reception. The caterer you choose should be in contact with a designated Basilica staff member.

If you choose to bring in your own food, we need to remind you that we do not have the capability to keep cold items cold or hot items hot. You'll be in charge of providing serving platters, bowls and utensil for the items you bring.

If you choose to bring your own food, we also highly encourage you to have a close friend or relative not directly involved in the funeral. Having a close friend take responsibility relieves the immediate family of additional stress during a highly emotional and demanding time.

Name: _____

Memorial Designation: Often checks are sent to The Basilica of Saint Mary as memorials for the deceased. Please let us know how you wish checks to be distributed (i.e. The Basilica Landmark, The Basilica of Saint Mary, (St. Vincent de Paul)

Personal Items: We strongly encourage families not to leave coats, purses or any other personal items unattended. If at all possible, store items securely in the trunk of your car or keep them with you at all times. While a place of worship, unfortunately, there are individuals who may find this as an opportunity for theft. As this is a public space, The Basilica of Saint Mary is not responsible of the theft of unattended items.

We hope you find this check list helpful. If you have any questions, contact Mark Wyss at 612.317.3410. Please return one day prior to the Funeral Mass.