

Our Lady of the Woods Catholic Parish

Funeral Information Sheet

Please Print

Primary Contact	Relationship
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Contact Phone Number	Alternate Phone Number
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Email Address

Date of Funeral: _____ Church: _____

Deceased Information:

Full Name of Deceased (including Maiden Name, if applicable)

Full Street Address

Apt# _____

City/ State/ Zip

Marital Status: Single Married Divorced

Parishioner: Yes No

Home Parish with City/State/Zip

Date of Birth: _____

City & State of Birth: _____

Date of Death: _____ Age at Death: _____

City & State of Death: _____

Funeral Information Sheet

Spouse's Name: _____

Father's Name: _____ Mother's Name: _____

Other Immediate Family Members (Siblings, Children, Grandchildren, etc.) & Relationship

Additional Notes:

A Mass program will be made for the deceased's service and an obituary and/or picture is greatly appreciated. Please attach it to this form or email it to msmitholw@gmail.com.

Funeral Information Sheet

Vigil of the Deceased (evening prior to funeral)? Yes No

Gathering in the Presence of the Beloved (30 min. before Funeral) Yes No
or

Rosary (30 min. before Funeral) Yes No

Funeral at church:

Full Catholic Mass Yes No

Liturgy of the Word (without Communion) Yes No

Date of Funeral: _____ Time of Funeral: _____

Location of Funeral: _____

Location of Burial: _____

Reception Yes No

Place of reception: _____

Address: _____

Reception Phone Number: _____

Number Expected at Reception: _____

Coffee and Cake: \$3.00 per person

Luncheon (sandwiches, salads, coffee, tea, water): \$4.50 per person

Would you like the church to send out an email about the funeral/vigil to parishioners?

Yes No

Would you like a BeFriender to visit or call you after the funeral/vigil?

Yes No Maybe

Funeral Information Sheet

Vigil Service

The evening prior to the funeral.

Vigil of the deceased: Yes No

Eulogy: Yes No

By Whom? _____

Gathering in the Presence of the Beloved

Liturgy of the Gathering in the Presence of the Beloved Yes No
30 minutes before Funeral Liturgy

Eulogy: Yes No

By Whom? _____

Limit of 2 speakers with maximum of 10 minutes each

Rosary (optional) 30 minutes before Mass Yes No

Secular music may be presented at this time if this is important to the family.

Funeral Information Sheet

Funeral Liturgy

Celebrant: _____

Sacristan: _____

Altar Server(s): _____

Musician: _____

Cantor: _____

Number of Immediate Family/Friends to have reserved seats in church proper: _____

Body Present: Yes No

Cremains Present: Yes No

Check one: Liturgy of the Word (Scripture & Prayer, without Communion)

Liturgy of the Eucharist (full Catholic Mass)

Pictures, religious symbols, sacred images: Yes No

Prelude Music (Choose 2): _____

Introductory Rites

Greeting of family and friends at the door (In case of cremation, the Gathering Rite begins with the family seated.)

Blessing with Holy Water (Priest)

Placing of the pall (by family or friends) By whom? _____

Placing of Christian symbols

Family Cross: Yes No By whom? _____

Family Bible: Yes No By whom? _____

Funeral Information Sheet

Gathering Rite

Opening chant (choose one): _____

Entrance Procession

Opening prayer

Liturgy of the Word

Old Testament Reading: _____

Old Testament Reader: _____

Psalm 23: "Shelter Me, O God" Gather #35

New Testament Reading: _____

New Testament Reader: _____

Alleluia (sung)

Gospel Reading (read by Priest or Deacon): _____

Homilist (Priest or Deacon): _____

Universal Prayers - Option A B C or D (Check one)

Universal Prayers read by whom: _____

Liturgy of the Eucharist (Full Mass with Communion)

Offertory chant (choose one): _____

Lord's Prayer (recited)

Extraordinary Ministers of Holy Communion (must be currently commissioned by the Bishop):

Communion chants (choose 2): _____

Funeral Information Sheet

Eulogy (Optional)

One person reading a maximum of two double-spaced typed pages)

Eulogy: Yes No

By whom: _____

Final commendation

Invitation to Prayer

Song of Farewell:

“The Hand of God Shall Hold You” Gather #981

Prayer of Commendation

Procession to the Place of Committal:

“May the Angels Lead You” Gather #978

Recessional Chant (choose one): _____

Rite of Committal

Where: _____

When: _____

Celebrant: _____ Number Attending: _____

Eulogy: Yes No

By whom: _____

Committal Location Address: _____

Time: _____ Phone Number of Location: _____

Recommended Funeral Offerings

It is highly commendable to make an offering to the Church for use of the Church for funerals. These offerings help offset costs incurred by the parish for facility usage and staff. Families may also wish to make a donation to the priest who celebrates the funeral. These donations are not expected but are highly appreciated. There are necessary fees involved for the use of parish musicians.

Families in genuine financial distress may discuss this privately with the Pastor. Inability to make these donations would never prevent a parishioner from having their funeral celebrated at the parish.

Recommended offerings from non-registered parishioners:

Church Offering	\$350
Clergy	\$125
Musician	\$150

Reception costs are separate from the usage offering.