

CHURCH OF THE HOLY SPIRIT

*Funeral Planning
Guidebook*

A Guide to Catholic Funeral Rites

From the Pastor

The sadness of death should give way in our liturgy to the promise of resurrected life. Our celebration of a person's life should reflect our conviction that in Jesus Christ we have life beyond life.

The Church of the Holy Spirit is pleased to offer its parishioners and friends the complete rites as a means of consolation for the living and grace-filled assistance for the deceased. These rites, which include a funeral Mass and the possibility of a vigil in the church or funeral home, are most properly celebrated in the parish church of the deceased, in the presence of their faith community.

Reflecting on death and funeral arrangements is a difficult task for many, but also a necessary one. Reflecting on and preparing for one's own death, or that of someone we know, is a part of living. As Christians and Catholics, we know that death is not our enemy, but our passage to the next life that God is preparing for us.

The first step to take when planning a funeral liturgy is to consult with our Director of Worship, who is here to assist you with any questions or concerns you may have.

Whether you are pre-planning a funeral liturgy for yourself or you have suffered the loss of a loved one, it is our pleasure to assist you during your time of need.

Fr. Mark Dreves

Pastor



Types of Services

The most common form of Catholic funeral has the following elements:

- Vigil service with either the body or ashes present.
- Funeral Mass or service with either the body or ashes present.
- Graveside service with burial of the body or ashes.

Another option is a memorial Mass or service with no remains present. These can take place close to the time of death or at some convenient time for the gathering of friends and family.

Types of Vigil Services

- Prayer service [suitable for congregations of mixed faiths].
- Prayer service with rosary – see below [suitable for congregations of mixed faiths].
- Rosary alone – usually five decades of the rosary. [Suitable where most of the congregation are Catholic.]

The vigil service may be held at the funeral home, the church or at a private home. Vigils may be led by a priest, deacon or commissioned lay minister.

The vigil is the best time to have memorials, eulogies, as well as secular music and readings, such as poems.

Outline of Vigil Service with Rosary

Introductory Rites: Includes prayers and an introduction from the priest or deacon.

Meditations: Commonly include a short reading from Scripture to illustrate a decade of the rosary, followed by the praying of that decade.

Homily/Reflections: Here the priest/deacon will preach a suitable homily based on the life of the deceased in relation to the gospel. Reflections, other readings, and eulogies may follow.

Concluding Prayers: Prayers conclude the vigil service.

Catholic Church View on Cremation

In April 1997, the Congregation for Divine Worship and the Discipline of the Sacraments granted an indult for the United States to allow the diocesan bishop to permit the presence of the cremated remains of a body at a Funeral Mass. Later that year, the Congregation confirmed the special texts and ritual directives, which were then published as an appendix to the Order of Christian Funerals. Frequently, the Secretariat of Divine Worship receives requests for clarification or suggestions for best practices regarding the presence of cremated remains and funerals and their appropriate final disposition or committal.

The practice of cremation has grown and become more commonplace in the United States, and it is often presented as a more affordable alternative to traditional burial. What is often overlooked is the Church's teaching regarding the respect and honor due to the human body. The Order of Christian Funerals' Appendix on Cremation states: "Although cremation is now permitted by the Church, it does not enjoy the same value as burial of the body. The Church clearly prefers and urges that the body of the deceased be present for the funeral rites, since the presence of the human body better expresses the values which the Church affirms in those rites" [No. 413].

Ideally, if a family chooses cremation, the cremation should take place at some time after the Funeral Mass, so that there can be an opportunity for the Vigil for the Deceased in the presence of the body [during "visitation" or "viewing" at a church or funeral home]. This allows for the appropriate reverence for the sacredness of the body at the Funeral Mass: sprinkling with holy water, the placing of the pall, and honoring it with incense. The Rite of Committal then takes place after cremation. Funeral homes offer several options in this case. One is the use of "cremation caskets," which is essentially a rental casket with a cardboard liner that is cremated with the body. Another is a complete casket that is cremated [this casket contains minimal amounts of non-combustible material such as metal handles or latches].

When cremation takes place before the Funeral Mass, and the diocesan bishop permits the presence of cremated remains at the Funeral Mass, the Appendix provides adapted texts for the Sprinkling with Holy Water, the Dismissal for use at the Funeral Mass [or the Funeral Liturgy outside Mass], and the Committal of Cremated Remains. The introduction provides further specific details about how the funeral rites are adapted. In all, the rite notes:

The cremated remains of a body should be treated with the same respect given to the human body from which they come. This includes the use of a worthy vessel to contain the ashes, the manner in which they are carried, and the care and attention to appropriate placement and transport, and the final disposition. The cremated remains should be buried in a grave or entombed in a mausoleum or columbarium. The practice of scattering cremated remains on the sea, from the air, or on the ground, or keeping cremated remains in the home of a relative or friend of the deceased are not the reverent disposition that the Church requires. [No. 417]

Types of Funeral Mass

Funeral Mass with body or ashes present.

The funeral Mass is held at the church; the remains are treated with great respect [including ashes]. At the entrance to the church the body is sprinkled with holy water and covered with a pall, a reminder of baptism. A bible and a crucifix, symbols of Christian faith, may also be placed on the casket.

An urn of ashes may be carried in procession or placed on a table at the front of the church before the service begins.

A flag may be placed on the casket after the Mass has concluded.

Memorial Mass [no remains present]

The memorial Mass is held in church just like a funeral Mass, but no remains are present. The opening of Mass is like a more usual Mass with an opening song, greeting and penitential rite.

Outline of a Funeral Mass

Introductory Rites

Sprinkling w/Holy Water, Placing of Pall, Symbols of Christian Faith placed on Casket

The Liturgy of the Word

First Reading

Responsorial Psalm [sung]

Second Reading

Gospel Reading

Homily

Prayers of the Faithful

Liturgy of the Eucharist

The Offertory – Presentation of Bread and Wine

The Eucharistic Prayer

The Lord's Prayer and Sign of Peace

Communion



Final Commendation and Farewell

The body is honored with incense and the pall is removed.

Scripture Readings at Mass

We encourage family members and friends to take part in the Liturgy of the Word by reading the First Reading and Second Reading. Copies of the readings will be provided for the Mass. Readings may also be included in a vigil service.

Other Considerations

Tributes and Eulogies:

Normally, individual tributes should be reserved for the vigil service the afternoon or evening before the day of the Funeral Mass or for a reception following. The homily at Mass is when the priest will preach on the gospel you have chosen and make specific references to the deceased. One short tribute may be read at Mass [no more than 2 or 3 minutes]. This is best read from a script, and it is very helpful if a copy of this is available to the priest before the Mass.

☐ Displays and Photographs:

We welcome displays of photographs and memorabilia at the entrance to the Church. A single framed portrait may be displayed on an easel near the altar; all others are to be placed in the foyer of the church.

☐ Financial Considerations:

Although there is no fee for a funeral Mass, the recommended donation for use of the church is \$150⁰⁰. No one will be denied the services of the Church for financial reasons. These donations/stipends may be paid through the funeral home or by a family member and are usually taken care of before the funeral liturgy.

☐ Flowers:

We welcome flowers as part of the funeral celebration – in moderation – they may be placed in the foyer of the church. During Lent, we do not use flowers on the altar, but they can be displayed around the casket in the foyer of the church.

☐ Memorial Gifts:

You may wish to encourage friends and family to make Memorial Gifts to the Church of the Holy Spirit or Holy Spirit School. These gifts are received in the name of the one who has died, and the immediate family is notified. Memorial gifts may be used for the general needs of the church or may be designated for a specific purpose. Please contact our Director of Finance, who will be more than glad to assist you.

Bereavement Ministry

We have a ministry dedicated to providing companionship to you during this sad time. This group is comprised of those who have also experienced the loss of a loved one and are available to help you understand and share the pain you are suffering. We also have a Bereavement Support Group which meets regularly. If you want more information about our Bereavement Ministry or Support Group, please contact Mrs. Sandy Williams at [937] 215- 8060 or via email at willijs@att.net.

Music

Music is an important part of the ritual, and we encourage families to make full use of the Church's rich tradition and the parish's musical resources.

- Music before & after the Mass:

Instrumental music can provide a quiet and prayerful atmosphere at the beginning of the service when mourners are likely to be upset and in need of a calming atmosphere. At the end of the Mass, when the cortège leaves the church for the final resting place, it is good to have some uplifting and reassuring music.

- Hymns and Psalms:

During a liturgy, it is good to allow everyone present to participate in the singing. The hymns, psalms, and spiritual songs that are chosen should be familiar to a good number of the congregation so that the singing is strong. Our hymnals contain appropriate musical selections from which you may wish to choose.

- Recorded Music

We recognize the importance of certain recorded songs. Recorded music may be appropriate at a vigil service or at a reception; however, not during Mass.



Musicians

- Music is part of the prayer of the Catholic liturgy and is not considered an “extra”. All music must be in keeping with Catholic liturgical tradition. Lyrics and melodies must clearly express the Christian faith and be conducive to prayer. Therefore, songs associated with movies, theatre, or popular culture are not permitted in the church before, during, or after the wedding ceremony.
- Since music plays such an important role in the wedding liturgy, we are pleased to provide you with a variety of talented musicians and vocalists. Our music staff is highly qualified and experienced ministers of music who will be able to assist you in determining what songs are appropriate for your celebration and familiar to the community. No pre-recorded music is allowed.
- Please contact the Director of Worship for assistance with acquiring the music minister’s contact information, for information on additional musicians [flute, guitar, violin, etc.], or questions concerning the pipe organ.
- You are to deal directly with the approved staff musicians; they charge a separate fee from the suggested church offering, so please inquire about this fee in your conversations. **Musicians/Vocalists from outside the parish are not permitted.**
- Music equipment in the church is to be used by authorized personnel only. In the rare or extreme case that an outside musician is granted permission to play by the Pastor and Director of Worship, said musician will need to provide his/her personal equipment and submit a listing of the music that will be used within the liturgical celebration for approval by the Director of Worship. Under these special circumstances, only the piano may be made available for use.

"Music is integral to the Funeral rites. It allows the community to express convictions and feelings that words alone may fail to convey. It has the power to console and uplift the mourners and to strengthen the unity of the assembly in faith and love. The texts of the songs chosen for a particular celebration should express the paschal mystery of the Lord's suffering, death, and triumph over death and should be related to the readings from Scripture." Thus, while Funeral music may express "convictions and feelings," its subject must always be the paschal mystery and it must be related to the readings from Scripture. Rather than adopting popular secular songs which are inappropriate to a liturgical setting, we should seek out good liturgical music on a paschal theme which can "support, console, and uplift participants and help to create in them a spirit of hope in Christ's victory over death and in the Christian's share in that victory." [Order of Christian Funerals, number 31]

Musical Suggestions for Funeral & Memorial Masses

Mariachis & Bag Pipes

Mariachi and Bag Pipes are sometimes culturally important. We welcome their use on the steps of the church before or after a service or to lead a procession in/out of church. We do not allow them to be played during a Mass or Service.

To assist you with planning, we have included a listing of the most requested hymns:



Gathering Songs

Amazing Grace
Here I Am, Lord
Lift High the Cross
On Eagles Wings

Be Not Afraid
I Have Love You
Lord of All Hopefulness
We Walk by Faith

Canticle of the Sun
Just a Closer Walk with Thee
Morning Has Broken

Offertory Songs

Amazing Grace
Go Silent Friend
I Have Loved You
Prayer of St Francis

Be Not Afraid
Here I Am, Lord
In the Garden
Tree of Life

Eye Has Not Seen
Hosea
I Know My Redeemer Lives
We Remember

Communion Songs

Eat This Bread
I Am the Bread of Life
Panis Angelicus
The King of Love

Eye Has Not Seen
I Have Loved You
Song of the Body of Christ
We Come to Your Feast

Gift of Finest Wheat
One Bread, One Body
Taste and See
We Remember

Recessional Songs

Amazing Grace
For All the Saints
Holy God We Praise Thy Name
Jesus Remember Me
On Eagles Wings

Be Not Afraid
Go Forth
How Great Thou Art
Joyful, Joyful
Precious Lord

Faith of our Fathers
Going Home
Jesus Christ is Risen Today
Let There Be Peace on Earth

Funeral Planning Worksheet

TYPE OF VIGIL:

- ☐ Vigil Prayer Service
- ☐ Vigil with Rosary
- ☐ Rosary

LOCATION OF VIGIL SERVICE:

- ☐ Funeral Home
- ☐ Church

TYPE OF FUNERAL:

- ☐ Funeral Mass
- ☐ Memorial Mass
- ☐ Graveside Service



MEMORIAL GIFTS:

Do you wish to encourage friends and family to make Memorial Gifts to Holy Spirit?

- ☐ Yes ☐ No

If yes, please contact our Business Manager, who will be glad to assist you.

SELECTIONS FOR THE MASS:

Will there be a viewing before the Mass? ☐ Yes ☐ No

Funeral Planning Worksheet

Opening Song: _____

1st Reading: _____

Reader's Name: _____

Psalm [Sung]: _____

2nd Reading: _____

Reader's Name: _____

Gospel [Priest]: _____

Offertory Song: _____

Gifts [2 people]: Bread: _____ Wine: _____

Mass Setting: _____

Communion Song: _____

Words of
Remembrance: _____

Recessional Song: _____



If you have any questions,
require further information or need assistance planning the liturgy for your loved one,
please feel free to contact us:

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