

St. Michael's Catholic Church

FUNERAL PLANNING

Name of Deceased: _____ Date of Death: _____

Family Contact Person/Phone: _____

Date of Funeral: _____ Time: _____

Visitation Date and Times: _____ Vigil/Rosary: _____

Funeral Home: _____ Phone: _____

Presider for Funeral: _____ Phone: _____

Times family is available to meet for planning: _____

VIGIL SERVICE

Location: _____ Date & Time: _____

Presider: _____ Phone: _____

Circle One: Scripture Service or Rosary Any Reading Preferences: _____

Will any family members or close friends offer some words at Vigil? Yes or No

BURIAL

Burial Date/Time: _____ Location of Burial: _____

Do they need to purchase a grave site: Yes / Already purchased / No, burial not here

Will there be a veteran service: Yes or No ☐ Has Jon been Contacted? 231-750-8366

LUNCHEON: Yes or No Approx. how many? _____ ☐ Tom & Norine Fox contacted? 616-384-2008

Tables set up when: _____ Tables taken down when: _____ ☐ Knights of Columbus Contacted?

CHECKLIST FOR FUNERAL DAY: Person responsible for setting up: _____ Arrival Time _____

- ☐ Air Conditioners/Heat On ☐ Ambo Mic On ☐ Readings and Petitions in Binder ready
- ☐ TV/DVD Player Needed in the family center? ☐ Put Fire Alarm in Test Mode (Riverside 1-800-832-1144 Acct # 08-7563)
- ☐ Pascal Candle up front ☐ Pall ☐ Holy Water ☐ Candles Lit ☐ Incense ready (to be lit during "Our Father")
- ☐ Reserved Signs ☐ Boxes of Tissue in pews ☐ Walk through cues with Family (procession, readers, gifts, etc)
- ☐ Put things away after, turn off lights, lock up ☐ Talk to family about Masses to be said, Thank you for bulletin

MISC:

- ☐ Has Carol been contacted? Text: 616-292-2119
- ☐ Snow plowing needed? Call Eric 616-540-6102
- ☐ Put in weekend Mass Announcements?
- ☐ Put on Prayer Line? Chris: 616-403-7110
- ☐ Cemetery Map printed for West Michigan Burial?
- ☐ Recorded in Death Register (Book and Computer File)
- ☐ Burial Recorded in Records (Black Book & Computer File)
- ☐ Parish Registration Updated (Gray Binder & ACS People)

(Update Spouses Status to Widowed if applicable)

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FUNERAL LITURGY PLANNING

Name of Deceased: _____

☐ *The family has read the St. Michael's FUNERAL INFORMATION document?*

MUSIC: Musician: _____ Phone: _____

Opening Hymn: _____ Song# _____

Responsorial Psalm: _____ Song# _____

Preparation of Gifts: _____ Song# _____

Communion: _____ Song# _____

2nd Communion Song (if needed): _____ Song# _____

Song of Farewell: _____ Song# _____

Exit Hymn: _____ Song# _____

Songs Family does **NOT** want to hear: _____

READINGS:

1st Reading (Old Testament): _____ Read by: _____

2nd Reading (New Testament): _____ Read by: _____

Gospel: _____ *Read by priest or deacon*

Petitions Read by: _____

Optional Reflection after Communion read by: _____

(Please provide a written copy of what will be said to Father Mike before the Mass begins)

OTHER MINISTERS:

Altar Server (1-3): Provided by: Church or Family *(Circle one)*

Name(s): _____

Communion Ministers (2-7): Provided by: Church or Family *(Circle one)*

Name(s): _____

Gift Bearers (2-6): _____

Pall Bearers: _____

LUNCHEON: Approximately how many people for the luncheon? _____

Choose Option: ☐ Standard Luncheon (\$2.50 per person) or ☐ Cookie reception (\$1.00 per person)

Total Luncheon Cost: \$ _____ ☐ Funeral Home notified of the luncheon price.