



Sacred Heart Church Funeral Planner

Name of the Deceased: _____

Date of Birth: _____ Date of Death: _____

Next of Kin: _____ Relationship: _____

E-mail: _____ Cell Phone: _____

Funeral Home

Funeral Home: _____

Contact Person: _____

E-mail: _____ Cell Phone: _____

Services

Wake Date: (Optional) _____ Time: _____

Location: _____ Wake (Funeral Home) _____ Reception of Guest before Funeral (Church)

Funeral Date: _____ Time: _____

Location: _____ Cemetery Only _____ Funeral Home _____ Sacred Heart Church

Body: _____ Body Present _____ Cremation _____ Memorial

Type: _____ Funeral Liturgy outside of Mass _____ Mass of Christian Burial

(For pastoral reasons the priest and the family may judge that the funeral liturgy outside Mass is a more suitable form of celebration.)

Burial Date: _____ Time: _____

Cemetery: _____

Ministers (For Parish Staff Only)

Priest/Deacon: _____

Organist/Cantor: _____

On behalf of Sacred Heart Parish community, the staff want to offer our prayers and condolences for you as you mourn the loss of your loved one. We would like to help you to make the funeral service a personal tribute to your deceased member as well as a supportive memory for you. Below are some resources that will help you in your planning. In addition, some among you may wish to participate actively in the liturgy.

A member or members of the family may wish to:

- **Words of Remembrance:** Pastorally it is appropriate for only one person to offer Words of Remembrance (*Optional*). Please, ask this person to prepare their remarks in advance and limit them to about 3 minutes. Experience has shown that it is best that they have their remarks written out. It may be done at the wake, Mass of Christian Burial or at the cemetery.

Who will do the words of remembrance? _____

- **Be a Pall Bearer (6 People) / Urn Bearer (1 Person or urn may already be placed on the table)**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

- **Spread the pall over the casket** (*If no one is chosen the funeral home will do it. Not done with a cremation.*)

1. _____
2. _____

- **Choose a Song of Gathering - Choose 1**

_____	♩701	Amazing Grace	https://www.youtube.com/watch?v=M-KL6BxgDI4
_____	♩754	Be not afraid	https://www.youtube.com/watch?v=pEOt7yXCaJI
_____	♩1078	God of Love, Whose Mercies Daily	
_____	♩844	Here I am, Lord	https://www.youtube.com/watch?v=sCkT5cLWCM
_____	♩630	How great thou art	https://www.youtube.com/watch?v=j1hVY7bmqsA
_____	♩1080	I Call You to My Father's House	(Tune: Amazing Grace)
_____	♩804	Jesus, remember me	https://www.youtube.com/watch?v=wmkLOczt7gE
_____	♩755	O God our help in ages past	https://www.youtube.com/watch?v=VHEp08ESDi0
_____	♩_____	Another hymn from Gather	_____

- **Choose a First Reading - Choose 1** (*LV - Long Version / SV - Short Version*)

www.usccb.org/prayer-and-worship/sacraments-and-sacramentals/bereavement-and-funerals/old-testament-readings

_____	C1	2 Maccabees 12:43-46	
_____	C2	Job 19: 1,23-27a	
_____	C3	_____ Wisdom 3: 1-9 (<i>LV</i>)	_____ Wisdom 3: 1-6, 9 (<i>SV</i>)
_____	C4	Wisdom 4:7-15	
_____	C5	Isaiah 25:6a, 7-9	
_____	C6	Lamentations 3:17-26	
_____	C7	Daniel 12: 1-3	
_____		Another suitable reading from the Old Testament	_____

(Note: During the Easter season one of the following readings is used as a first reading instead of a passage from the Old Testament.)

_____	C8	_____ Acts of the Apostles 10:34-43 (<i>LV</i>)	_____ Acts of the Apostles 10:34-36,42-43 (<i>SV</i>)
_____	C9	Revelation 14: 13	
_____	C10	Revelation 20:11-21:1	
_____	C11	Revelation 21 : 1-5a, 6b-7	

Who will proclaim the First Reading? _____

- **Choose a Responsorial Psalm - Choose 1 - This is always sung.**

The texts of the psalms provide great strength on such occasions. The most popular choice is 'The Lord is my shepherd' but there are other psalms suggested by Order of Christian Funerals. Below I recommend some settings of these psalms:

_____	♩	Ps 23	'The Lord is my shepherd, there is nothing I shall want' (Gelineau) https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-23-gelineau-OCF-sampler.m4a
_____	♩	Ps 23	'The Lord is my shepherd, there is nothing I shall want' (Jakob) https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-23-OCF-sampler-Copy.m4a
_____	♩43	Ps 25	'To you, O Lord, I lift my soul' (Haugen) https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-25-OCF-sampler-Copy.m4a
_____	♩	Ps 27	'The Lord is my light' (Walker) https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-27-OCF-sampler-Copy.m4a
_____	♩54	Ps 42	'As the deer longs' (Hurd) https://www.youtube.com/watch?v=7hRpw6nSyII
_____	♩	Ps 63	'For you my soul is thirsting' (Jakob) https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-63-OCF-sampler-Copy.m4a
_____	♩	Ps 103	The Lord is compassionate' (Jakob) https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-103-OCF-sampler-Copy.m4a
_____	♩	Ps 122	'I rejoiced when I heard them say' versions by Walker, Dean and Farrell https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-122-ICF-sampler-Copy.m4a
_____	♩	Ps 130	Out of the depths (Scott Soper) https://sacredheartfla.org/wp-content/uploads/2023/08/Psalm-130-OCF-sampler.m4a
_____	♩	Another psalm from Gather	_____

- **Choose a Second Reading - Choose 1** (LV - Long Version / SV - Short Version)

www.usccb.org/prayer-and-worship/sacraments-and-sacramentals/bereavement-and-funerals/new-testament-readings

_____	E1	Romans 5:5-11	
_____	E2	Romans 5:17-21	
_____	E3	___ Romans 6:3-9 (LV)	___ Romans 6:3-4, 8-9 (SV)
_____	E4	Romans 8: 14-23	
_____	E5	Romans 8:31b-35,37-39	
_____	E6	Romans 14:7-9, 10c-12	
_____	E7	___ 1 Corinthians 15:20-28 (LV)	___ 1 Corinthians 15:20-23 (SV)
_____	E8	1 Corinthians 15:51-57	
_____	E9	2 Corinthians 4:14-5:1	
_____	E10	2 Corinthians 5:1,6-10	
_____	E11	Philippians 3:20-21	
_____	E12	1 Thessalonians 4: 13-18	
_____	E13	2 Timothy 2:8-13	
_____	E14	1John 3:1-2	
_____	E15	1John 3:14-16	
_____		Another suitable reading from the New Testament	_____

Who will read the Second Reading? _____

- **Gospel Acclamation:** There are many settings of the 'Alleluia'. Many of these are perhaps too upbeat for use in funerals. Whilst we are convinced by the joy of resurrection our grief often weighs us down and we need a more solemn setting. I would recommend the traditional plainsong alleluia and, during Lent, Philip Jakob's 'Praise to you, Lord Jesus Christ'.

- **Choose a Gospel - Choose 1** (LV - Long Version / SV - Short Version)
www.usccb.org/prayer-and-worship/sacraments-and-sacramentals/bereavement-and-funerals/gospels

_____	G1	Matthew 5: 1-12a	
_____	G2	Matthew 11 :25-30	
_____	G3	Matthew 25:1-13	
_____	G4	Matthew 25:31-46	
_____	G5	___ Mark 15:33-39; 16:1-6 (LV)	___ Mark 15:33-39 (SV)
_____	G6	Luke 7: 11-17	
_____	G7	Luke 12:35-40	
_____	G8	Luke 23:33, 39-43	
_____	G9	___ Luke 23:44-46, 50, 52-53; 24: 1-6a (LV)	___ Luke 23:44-46, 50, 52-53 (SV)
_____	G10	___ Luke 24:13-35 (LV)	___ Luke 24: 13-16, 28-35 (SV)
_____	G11	John 5:24-29	
_____	G12	John 6:37-40	
_____	G13	John 6:51-59	
_____	G14	___ John 11:17-27 (LV)	___ John 11:21-27 (SV)
_____	G15	John 11:32-45	
_____	G16	___ John 12:23-28 (LV)	___ John 12:23-26 (SV)
_____	G17	John 14:1-6	
_____	G18	John 17:24-26	
_____	G19	John 19:17-18,25-39	
_____		Another suitable reading from the Gospels _____	

- **Choose the Prayer of the Faithful (General Intercessions) - Choose 1**
May write your own or we have a few standard ones to choose from. (See page 7)

_____	H1	Gracious God, hear our prayer
_____	H2	Merciful God, hear our prayer
_____	H3	Loving God, hear our prayer
_____	H4	Compassionate God, hear us.
_____		The family will write the Prayer of the Faithful

Who will read the Prayer of the Faithful? _____

- **Choose a song for the Preparation of the Altar - Choose 1**
Any song from those listed under 'Opening Song' may be used.

_____	♩701	Amazing Grace	https://www.youtube.com/watch?v=M-KL6BxgDI4
_____	♩754	Be not afraid	https://www.youtube.com/watch?v=pEOt7yXCaJI
_____	♩844	Here I am, Lord	https://www.youtube.com/watch?v=sCkT5cLWCM
_____	♩630	How great thou art	https://www.youtube.com/watch?v=j1hVY7bmqsA
_____	♩804	Jesus, remember me	https://www.youtube.com/watch?v=wmkLOczr7gE
_____	♩755	O God our help in ages past	https://www.youtube.com/watch?v=VHEp08ESDi0

Alternatively you may prefer to have a soloist sing

_____	♩	'Ave Maria' by Schubert	
_____	♩_____	Another hymn from Gather	_____

- **Bring up the offertory gifts to the altar.**

Bread _____ Wine _____

- **Eucharistic Acclamations:** Holy - Memorial Acclamation - Amen and Lamb of God
 Generally we would use the 'Mass of Creation' setting by Marty Haugen. During Lent we would suggest using the missal tones.

- **Choose a Communion Song - Choose 1**

Any song from those listed under 'Opening Song' may be used.

_____	701	Amazing Grace	https://www.youtube.com/watch?v=M-KL6BxgDI4
_____	754	Be not afraid	https://www.youtube.com/watch?v=pEOt7yXCaJI
_____	844	Here I am, Lord	https://www.youtube.com/watch?v=sCkT5cLWCM
_____	630	How great thou art	https://www.youtube.com/watch?v=j1hVY7bmqsA
_____	804	Jesus, remember me	https://www.youtube.com/watch?v=wmkLOczr7gE
_____	755	O God our help in ages past	https://www.youtube.com/watch?v=VHEp08ESDi0
_____	749	On Eagles' Wings	https://www.youtube.com/watch?v=oXP-FsNUWOc
_____		Another hymn from Gather	

May be used towards the end of Communion.

_____		We belong to God/Somos del Señor by John Bell
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- **Song of Farewell:**

_____	1073	May the Angels Lead You into Paradise - The Song of Farewell is sung at the end of the celebration while the priest incenses the cremains or the coffin.
_____	1076	May Choirs of Angels Lead You - This is set to the tune of Londonderry Air (O Danny Boy)

- **Closing Song**

_____	563	Sing with All the Saints in Glory
_____	1071	There Is a Place

_____		Another hymn from Gather

Additional Information

- **Cremations**

- The parish will provide a table for the front of the church.
 - The urn will be placed on the table.
 - You may also have a small bouquet of flowers and/or a picture.
 - We have one easel for a picture for a large picture. All other pictures should be in the back.
- The funeral home or family will be responsible for the ashes.

- **Fees**

- The church fee is \$300.00
- The fee for the organist is \$150.00 and should be given to him/her separately.
- The fee for an additional cantor would be \$. This would be based on availability.

- **Flowers**

- Flowers should be delivered the day of the funeral.
- We ask that the family or funeral home remove the flowers after the service.

- **Homily:** To help the priest / deacon to prepare please answer the following questions:

- Name to be used during the service?
- Was this a sudden death, result of a long illness, accidental?
- Did the decedent have dementia/Alzheimer's?
- Was the decedent predeceased by a family member?
- Was the decedent married? How many years? Name of the spouse?
- Did the decedent have children? Names?
- Did the decedent have grandchildren? How many?
- What was the decedent's work history, hobbies, clubs/organizations?
- What are the attributes you will always remember?

- **Language**
 - The Rite of Christian Burial will be done in English. If you would like it in Spanish then you must provide your own priest.
 - The Music Director is able to offer some of the music in Spanish.
 - Latin is prohibited, both in the prayers and in the music. The one exception would be the Ave Maria.
- **Livestreaming**
 - The family would be responsible for setting this up.
 - We will give you the guest password for our internet but unfortunately it isn't always a strong signal.
- **Music**
 - Our Director of Music, Philip Jakob, will assist you with the music.
 - The Director of Music will choose the music for the various mass parts.
 - The Order of Christian Funerals states, 'the music at funerals should support, console, and uplift the participants and should help create in them a spirit of hope in Christ's victory over death and in the Christian's share in that victory'. The community has the great task of singing on the part of the bereaved who may be rendered voiceless by abject grief. However it would be as inappropriate to allow the joy of the resurrection to permeate every song as it would to allow the darkness of grief to dominate. The whole gamut of emotions is present at such occasions and all true emotions can be presented to God.
 - The period after a death is one in which we are often numbed and unable to think as ordinarily as we might. With this in mind our Music Director would like to give some direction as to what has worked well for funerals over the last year or so.
 - 'Hymn' choices might include any from the lists provided but the opportunities to sing a hymn or other appropriate song might be restricted to Opening Song, Song for the Preparation of Gifts and Communion Song and Closing Song. It is also quite frequently the case that the singing of 'Ave Maria' is requested at the Preparation of Gifts and Altar.
- **Obituary:** Please provide a copy or a link of the obituary to the parish.
- **Parking**
 - Sacred Heart Church does not have any parking. There is a parking garage next door (the parking fees vary) and on street parking. For the street parking you are able to use the mobile app "ParkMobile".
 - The funeral home may request five free street parking spots from the City of Tampa. Only the funeral home can request it.
- **Readings**
 - The readings will be in a binder at the pulpit before the Mass. There is no need to bring a copy of the readings.
 - The reader should be someone who is accustomed to reading in public.
 - The pulpit will be in front where the readings will be proclaimed.
- **Repast**
 - If you would like to have a repast at the North Campus, please talk with the priest or deacon presiding at the funeral. The address is 3515 N Florida Ave, Tampa, FL 33603, Google maps might list it as Sacred Heart Academy.
 - Below are the requirements for using the North Campus
 - ▶ Must be a registered parishioner.
 - ▶ The funeral must be at Sacred Heart Church.
 - ▶ The cost for renting the room would be \$350.00, this would include the necessary diocesan event insurance.
 - ▶ Parking would be in the main parking lot only.
 - The room designated will be based upon availability and the number of people attending.
 - ▶ Alumni Hall would be for repast under 50 people.
 - ▶ The Auditorium would be for more than 50 people.
 - ▶ St Francis Hall at the church is not available.
 - ▶ The availability of a room would also depend on whether there is a staff person available:
 - To open and close.
 - To oversee the setup and cleanup of the room.
 - ▶ The time period would be three hours with an additional hour for setup.

- Additional Information
 - ▶ Alcohol is NOT permitted.
 - ▶ Smoking is NOT permitted.
 - ▶ Some A/V equipment is available.
 - ▶ No open flames (*candles*).
 - ▶ The kitchen in the auditorium is unusable at this time, including refrigeration.
 - ▶ Food and drinks would have to be catered.
 - ▶ The parish would provide the following:
 - Tables and chairs
 - Garbage bags
 - Ice
- The Family is responsible for the following:
 - ▶ Set up and clean up of the room.
 - ▶ All paper goods (*plates, napkins, silverware, cups, etc.*).
 - ▶ All food, a reminder there is no kitchen to cook or heat food. Nor is there refrigeration.
 - ▶ All coffee and Soda. This would include coffee supplies.
 - ▶ Decorations if desired (*Nothing can be hung on the ceilings, doors, walls or windows*).
 - ▶ Family to provide table clothes (*cloth or disposable*).
 - ▶ Family would provide and servers required to help with the food.
 - ▶ Children should remain with parents/adults, in building, at all times.

Though we strongly encourage the family to plan the funeral liturgy, you may choose to let the friars and staff plan the liturgy. We will be glad to do that for you.

If you have any questions, please, call Jennifer Williams at the parish office at 813-229-1595 ext 220 or by e-mail at jwilliams@sacredheartfla.org.

May Christ's peace be with you during this difficult time.

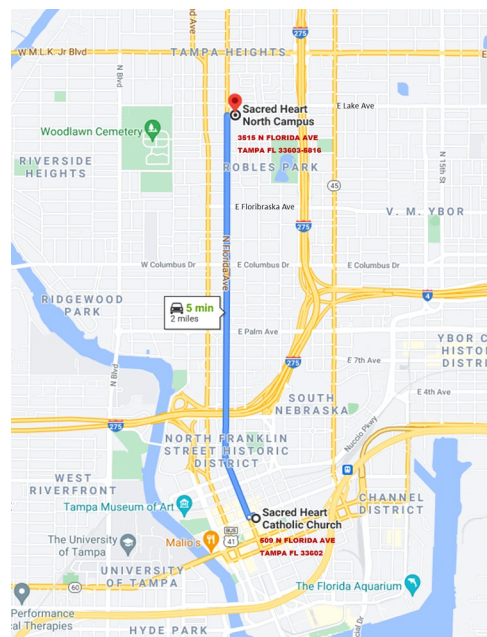
Peace

Fr Michael Jones, OFM
Pastor

Sacred Heart Church (Physical Address)
509 N Florida Ave
Tampa, FL 33602

Sacred Heart Office (Mailing Address)
518 N Marion St
Tampa, FL 33602
(813) 229-1595

Sacred Heart North Campus
3515 N Florida Ave
Tampa, FL 33603



Prayer of the Faithful H1

PRESIDER: Gracious God, you raised Jesus from the dead, with confidence we ask you to hear our prayer:

READER: Our Response is: **Gracious God, Hear our Prayer.**

-For N____ who in Baptism was given the pledge of Eternal Life,
that he/she now be admitted to the company of the saints, we pray...

-For N____ who ate the Body of Christ, the Bread of Life,
that he/she may enjoy the vision of God, we pray...

-For the family and friends of N____ that they may be consoled in their grief
by Christ who wept at the death of his friend Lazarus, we pray...

-For all of us assembled here to worship God in faith,
that we may be gathered together in God's kingdom, we pray...

PRESIDER: God, our shelter and our strength, you listen in love to the cry of your people; hear the prayers we offer. Receive your son/daughter into your Sacred Presence and comfort his/her family in this time of grief. We pray this in Jesus' name. Amen.

Prayer of the Faithful H2

PRESIDER: My dear friends, let us join with one another in praying to God, for N____, for the Church, for peace in the world, and for ourselves.

READER: Our Response is: **Merciful God, hear our prayer.**

-For all Christians, that we may live the Gospel and express in action what we profess, we pray...

-For N____ that God may receive him/her into the joy of all the saints, we pray...

-For the family and friends of N____ who mourn his/her death,
that they may receive God's strength and consolation, we pray...

-For our families and friends who have departed this life,
that they may rest in the light and peace of God's kingdom, we pray...

PRESIDER: O God, Creator and redeemer of all the faithful, hear our prayers for those we love. Grant them the pardon they have always desired. We ask this through Jesus, the Christ. Amen.

Prayer of the Faithful H3

PRESIDER: Brothers and sisters, Jesus Christ is risen from the dead and sits at the right hand of God, interceding for us. Confident that God hears all who trust in Christ Jesus, let us join our prayers to His.

READER: Our response is: **Loving God, hear our prayer.**

-In Baptism, (N)____ received the Light of Christ.

Scatter the darkness now and lead him/ her over the waters of death, we pray...

-Our brother/sister (N)____ was nourished at the table of the Savior.

Welcome him/her into the halls of the heavenly banquet, we pray...

-Many friends and members of our families have gone before us in death.

Grant them a place in your eternal kingdom of peace, we pray...

-The family and friends of (N)____ seek comfort and consolation.

Heal their pain; dispel the darkness and doubt that comes from grief, we pray...

PRESIDER: Loving God, giver of peace and healer of souls, hear the prayers of our Savior Jesus Christ and the voices of your people, whose lives were redeemed by the blood of the Lamb. We ask this through Jesus the Christ. Amen.

Prayer of the Faithful H4

PRESIDER: We remember that Jesus wept at the death of Lazarus. Let us turn to our compassionate God as we mourn today for our beloved N____

READER: Our Response is: **Compassionate God, hear us.**

-That N____ enter with great joy into the eternal home of God, we pray...

-That all who mourn the death of N____ receive the consolation of God's tender mercy, we pray...

-That God will grant us the courage and grace we need at the hour of our own death, we pray...

-That this gathering on the occasion of N____'s death

help us to appreciate and reverence life, we pray...

PRESIDER: We are you people, O God. Sustain us with your promise of eternal life. Strengthen our hope in the resurrection of Jesus Christ, who lives and reigns with you forever and ever. Amen.