

# Funeral Planning Guide & Family Participation



OUR LADY  OF GRACE  
CATHOLIC CHURCH  
EDINA

My Dear Friends,

The death of a loved one is a sad and difficult moment in each of our lives. We know this and want to be especially present to you through our prayers and pastoral support during this time of sorrow. The priests, staff and community of Our Lady of Grace are here to help. In making funeral arrangements at Our Lady of Grace, we ask the following:

- Speak with one of the priests from Our Lady of Grace to select a time for Mass. Once a priest has been contacted and a time selected, we will schedule a time to meet with you and your family to plan the funeral Mass and burial.
- Ordinarily the priests at Our Lady of Grace preside at funerals here. You are free to ask either of our priests to preside. Occasionally families request a relative to preside. Priests must have full archdiocesan faculties in order to preside, and must be able to commit to all the religious aspects of the funeral so that details are not left unattended. Please contact me to discuss the possibility of visiting clergy presiding.
- Our Lady of Grace is happy to provide for hospitality after the funeral. We believe that sharing a cup of coffee or sitting down to a meal is one of the nicest ways for families to gather after the funeral and reminisce.

We look forward to extending a warm welcome to you and ministering to you if you would like to have a funeral at Our Lady of Grace. May God bless you in this special time of need.

Sincerely yours in Christ,

Fr. Kevin Finnegan  
Pastor

## CHOOSING MUSIC

One of the decisions family has to make is choosing music for Mass. We will arrange for a cantor and organist, as well as assist you in choosing music at the funeral planning. Below is a sampling of music that might be chosen.

		<b>Music Code</b>
P, R	All Creatures of Our God and King (W #607)	
P, R	Amazing Grace (#650)	
P, R	Ye Watchers and Ye Holy Ones (#886)	
P, R	Jesus Christ is Risen Today (#516)	<i>(Choose one of each)</i>
P, R	Jesus Shall Reign (#569)	
P, R	I Know That My Redeemer Lives (#527)	<b>P</b> — Processional
P, R	Sing With All the Saints in Glory (#526)	
P, R	For All the Saints (#891)	<b>R</b> —Recessional
P, R,C	Alleluia! Sing to Jesus (#953)	
P, Pr	Jerusalem, My Happy Home (#867)	<b>Pr</b> —Preparation of Gifts
P, Pr, R	O God our Help in Ages Past (#689)	
P, R	How Firm a Foundation (#687)	<b>Ps</b> — Psalm
P, Pr	We Walk By Faith (#674)	
P, R	Morning Has Broken (#847)	<b>C</b> — Communion
Ps, C	On Eagle's Wings (#690)	<b>SOF</b> – Song of Farewell
Ps	Psalm 23: My Shepherd is the Lord (#37)	
Ps, C	Psalm 23: Shepherd Me, O God (#36)	
Ps	Psalm 63: My Soul is Thirsting (#57)	
Ps	Psalm 116: I Will Walk in the Presence of the Lord (#90)	
Ps	Psalm 121: Our Help Comes from the Lord (#95)	
Ps	Psalm 122: Let Us Go Rejoicing (#96)	
Ps	Psalm 122: I Was Glad (#97)	
C	I Am the Bread of Life (#950)	
C	I Receive the Living God (#923)	
C	One Bread, One Body (#931)	
C	Take and Eat (#940)	
C	Taste and See (#945)	
Pr, C	Be Not Afraid (#680)	
Pr, C	Gift of Finest Wheat (#939)	
Pr, C	We Have Been Told (#763)	
Pr, C	Eye Has Not Seen (#713)	
Pr, C	The King of Love My Shepherd Is (#712)	
Pr, C	Lord of All Hopefulness (#686)	
Pr, C	How Great Thou Art (#578)	
Pr, C	There is a Balm in Gilead (#646)	
Pr, C	You Are Mine (#704)	
SOF	In Paradisum [traditional chant] (#200)	
SOF	May the Angels Lead You into Paradise (#991)	
SOF	I Know that My Redeemer Lives (#994)	

## IMPORTANT PRE-PLANNING CONSIDERATIONS

**Practice:** Have all family or friends who are participating in the Mass present one hour before the funeral Mass to practice their part in the Mass.

**Eulogy:** (optional) Many families choose **not** to include a eulogy; for most families this is the best choice. *If your family would like to designate one person to deliver a eulogy, it should be short (3-5 minutes) and written down (so that another might read your reflection if you are unable to do so).*

*The person giving the eulogy will be invited to speak by the priest at the beginning of Mass. They stop before the steps to reverence (bow before walking up the steps) the tabernacle and proceed to the lectern. Turn on the microphone (up is ON). When you are finished, turn off the microphone.*

If the family would like additional remembrances, we will gladly set up a microphone at the luncheon reception for this purpose.

**Placing the Pall:** The pall is a white cloth which covers the casket. It is a reminder of our baptism, and is placed on the casket at the beginning of the funeral liturgy. The funeral home will place the folded pall on the casket. The family then unfolds and drapes the pall over the casket.

**Reading the Old Testament: (1)** Immediately after the entrance procession, the priest will stand next to the altar and pray. *When the priest says "Amen",* the first reader comes to the lectern. The reader stops before the steps to reverence the tabernacle (bow before walking up the steps) and proceed to the lectern. Turn on the microphone (up is ON). The book at the lectern will have a copy of your reading inside it. When finished, turn off the microphone and turn the page for the next reader.

**Reading the New Testament: (1)** Immediately after the first reading, the congregation will sing a psalm. *When the organ plays the last note of the psalm,* the second reader should proceed to the lectern. The reader stops before the steps to reverence (bow before walking up the steps) the tabernacle and proceed to the lectern. Turn on the microphone (up is ON). The book at the lectern will have a copy of your reading inside it. When finished, turn off the microphone and turn the page for the next reader.

**Reading the Prayers and Intentions: (1+)** *After the priest has given the homily, we read the intentions. After the homily, the priest will stand by the altar and invite us to prayer. The reader stops before the steps to reverence (bow before walking up the steps) the tabernacle and proceed to the lectern. Turn on the microphone (up is ON). The book at the lectern will have a copy of your reading inside it. When you are finished, turn off the microphone. Stand by the lectern until the priest says “Amen”, then return to your seat. **The prayers are most often read by one person, but may be shared by 1-3 family members.***

**Bringing up the gifts before Holy Communion: (2+)** *The gifts are brought up by at least 2 people, but may include as many individuals as the family chooses. Often all the grandchildren bring up the gifts. The gift bearers walk to the back of the sanctuary when the person reading the prayers and intentions walks to the lectern.*

**Serving as a Eucharistic Minister: (1+)** *If a friend or family member serves as a Eucharistic Minister in their community, they may assist at the funeral. We will provide a Eucharistic Minister if the family does not have someone they would like to invite. The Eucharistic Minister(s) come and stand behind the altar at the *Lamb of God*. The cup bearers stand at the corner of the steps to serve. After the last person has received Holy Communion, the Precious Body and Blood should be taken to the altar.*

**Burial:** Normally we proceed to the cemetery following the funeral Mass and funeral luncheon. Your funeral home will arrange a burial time.

**Pall Bearers: (6-8)** Your funeral home will work with your pall bearers.

**A Note on Cremated Remains:** Cremated remains will be placed next to the baptismal font. A friend or family member should be chosen to process with the cremated remains. They will follow the priest into and out of the sanctuary. **The Church encourages burial of the cremated remains.**

# FREQUENTLY ASKED QUESTIONS

**Who to Call:** After the death of a loved one, call the Parish Office and ask to speak to a priest to set a time and date for the funeral. You will also need to schedule a funeral planning time. Once the funeral time and date is determined, your funeral home will help you place the obituary.

**Choosing a Time and Date for the Funeral:** Most often, funerals at Our Lady of Grace are held Monday-Friday at 10:30 AM, with a 9:30 AM visitation prior to the funeral and a luncheon at 11:30 AM following the funeral. Saturday or evening funerals are less common due to the building scheduling constraints.

## Costs:

**Funeral Hospitality Meal:** \$7.00/person

Meal fees for a reception following the funeral liturgy includes: the use of reception space; the use of Our Lady of Grace kitchen; service of the Hospitality Coordinator; and help provided by our volunteer Funeral Hospitality Team. Our plate fee includes either: a funeral luncheon, dinner, or coffee and dessert reception to be determined by our Hospitality Coordinator in conjunction with the family based on expected funeral attendance, time of day and availability of space. Hospitality is only available after a funeral service. No hospitality can be offered for visitations.

## Other Fees:

Building use for visitation and funeral:	\$150.00
Musicians:	
	(organ/piano): \$200.00
	Cantor: \$200.00
Clergy:	\$250.00

**What to bring to the funeral planning:** If you would like a picture of your loved one on the cover of the worship aid, please bring it with you to the planning. A black and white or color picture with high resolution will reproduce best.

**Photos and Memorabilia:** Families may bring hard copy pictures and memorabilia of the deceased to display in the Commons from the vigil until after the funeral reception. Pictures may be mounted on foam core and displayed on easels, or photo albums and framed pictures may be placed on banquet tables. A special framed photo of the deceased may be placed on the Commons center table along with the guest registry book.

**Slide Show:** Families may create a slide show of the deceased to display during the visitation and/or at the luncheon after the funeral. *The family must bring a laptop with an HDMI port (or Mini DisplayPort to HDMI adapter).* Our Lady of Grace provides one SmartBoard and an HDMI cord.

**Flowers:** Flowers should be delivered to the Commons *one hour prior to the vigil* so the funeral home has time to arrange the flowers in the sanctuary. As an example, for an 10:30 AM funeral with a 9:30 AM vigil, flowers should arrive by 8:30 AM. If flowers were delivered to the funeral home (for a wake), the funeral home will bring the flowers to church prior to the funeral.

After the funeral, let your funeral home know if you would like flowers taken to the cemetery. Any remaining flowers can be taken home or designated for the MHT Adoration Chapel, the center table in the Commons, or the Church.

**Memorial Opportunities:** Families often designate an organization or charity significant to their loved one as a way of remembrance. If your family would like to designate memorial contributions in your loved one's name, please let your funeral home know so that the obituary can indicate your preferences. This is often done in lieu of flowers. It is helpful to provide the name and address of the organization for the obituary so that friends and family may be assured their memorial gifts are received by the intended organization.

A memorial fund may be established at Our Lady of Grace in honor of your loved one. Our Lady of Grace memorial funds are used to purchase meaningful gifts of a generally permanent nature that add life to the parish community. Many of these gifts are beyond the reach of the regular church budget. Examples include: a memorial fund established to refurbish the Parish Library or gifts for OLG School Scholarships.

Many families also request Mass be said for their loved one. Our Front Desk Receptionist can assist you in scheduling dates for Masses.

OLG also has Memorial Pavers outside the Commons. If you would like to have a brick paver installed for your loved one, please call the Parish Office for details.

## CONTACT NAMES AND NUMBERS

<b>Fr. Kevin Finnegan</b> Pastor <a href="mailto:frfinnegan@olgparish.org">frfinnegan@olgparish.org</a>	952-929-3317 x102
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