

**St. Stephen, the First Martyr Catholic Church
FUNERAL PLANNING SHEET**

Completed by: _____ Date: _____

Presider: _____ Clergy Assisting: _____

Name of the deceased: _____

Date of birth: _____ Date of death: _____ Mass or Memorial (circle)

Date of the Funeral Service: _____ Time: _____ Presider: _____

Cremains or Casket (circle) Location of burial/inurnment _____

Primary family contact: Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Liturgy of the Word (Scripture Readings): Adult Catholic family members or friends may proclaim the readings.

-First reading (Old Testament): Reading _____ # _____ page _____
Read by _____

-Second reading (New Testament): Reading _____ # _____ page _____
Read by _____

-General Intercession: *Read by Clergy*

Preparation Rite (Offertory): for a funeral Mass, gifts of bread and wine are presented at the Preparation Rite. You may choose family members or friends to bring the gifts to the Altar. Gifts presented by: _____

Communion Rite: Is there a close friend or family member who is a Eucharistic Minister who you would like to help distribute Communion at this Mass? _____

Music: The Music Ministry must approve all music selections. All music must be liturgically appropriate. Please reference the document *Music Guidelines for Funeral Liturgies* for a listing of all appropriate choices which is posted on the website www.ststephensanford.org

Entrance Hymn: _____

Responsorial Psalm (sung by the Cantor): _____

Preparation of Gifts (for Mass): _____

Communion (for Mass): _____

Recessional: _____

The stipend for the Organist/Pianist is **\$125** and the Cantor is **\$100**. A family member should bring the stipends mentioned above to the Parish Office before or on the day of the funeral unless previously arranged with the funeral home. If using a check, the names of the musicians can be provided by the Parish Office.

Funeral Reception:

If you wish to have a reception after the funeral at St. Stephen Parish, please contact:

Deacon Mark Westrick at 919-499-3772 or deaconmaw@gmail.com

Additional Information

Flower arrangements, pictures and the guest book should be placed in the gathering space of the Church one hour before the service. *Eulogies or Words of Remembrance are not part of the Funeral Liturgy. These can be expressed at the Visitation, Burial or Reception.*

Notes on the Deceased:
