

FAMILY'S TO-DO CHECK LIST

Saint Francis Xavier Catholic Church – 205-871-1153

(Sister Sara Burress, OSB = 205-803-5414 or 381-0095; pastoralcare@sfxbirmingham.com)

Please email items 1 through 5 to – liturgy@sfxbirmingham.com

1. **OBITUARY**

2. **SELECT SCRIPTURE AND READERS:**

- (1) **FIRST SCRIPTURE** (Old Testament) _____
NAME OF READER _____
- (2) **SECOND SCRIPTURE** (New Testament epistle) _____
NAME OF READER _____
- (3) **THE GOSPEL** (the priest will read) _____

3. **READER for the Intercessory Prayers:**

4. **WHO will bring the gifts forward?** (IF Eucharist is included in the funeral liturgy)

5. **WHO will give Words of Remembrance?** (optional – 5 minutes maximum)

6. **TELL all the above named people** to meet with Sister Sara at the church at least 20 minutes before the funeral for instructions. AND, please give scripture readers named above the photocopy of their reading so that they have a chance to practice before the funeral.

7. **MEMORY BOARD (optional):** Please deliver to the church office an unframed, good quality **PHOTO** of the deceased (**or scan and e-mail to secretary@sfxbirmingham.com**), and 3 or 4 brief “bullet points” of information about the deceased to be printed on the Memory Board.

8. **AFTER THE FUNERAL**, please remove all flowers. Thank you.

9. **FUNERAL MEAL OR RECEPTION**

If you or your loved one is a member of our parish, we offer a meal or reception following the funeral without cost to you. However, if you are anticipating more than 50 people to be fed, please make a donation to the church to help defray the cost. The meal will be held in our Parish Hall, depending on availability of space, or delivered to your home. For questions, contact Sister Sara (205-381-0095).

[this form continues on 2nd page]

SUGGESTED STIPENDS:

Name of the **CELEBRANT** you have selected:

- Rev. Robert J. Sullivan, Pastor [Amount of stipend for the priest is at your discretion]
- Rev. Ray Remke, Associate Pastor
- Guest Priest: _____

Name of the **CANTOR/SOLOIST** you have selected:

- Nancy Grundhoefer (on SFX Church Staff) [Suggested stipend is \$75]
- Guest Cantor/Soloist: _____ [Ask this musician about his/her fee]

Name of the **ORGANIST/PIANIST** you have selected:

- Molly Knerl (on SFX Church Staff) [Suggested stipend is \$75]
- Guest Musician _____ [Ask this musician about his/her fee]

ALTAR SERVERS suggested stipend is \$10 (3 servers in the Church but none needed in the Chapel)

Holy Cards

If the Funeral Home you are using does not provide Holy Cards, these may be purchased at Alpha Church Supply and Gifts (205-942-5750 or alphachurchsupply.com), 121 West Valley Avenue.

Cremation Information:

1. Parishioners have used: Abanks (322-9050), Cremation Services of East AL (256-403-6257), or Cremation Center of Birmingham (970-6886), or Ridout's Valley Chapel (879-3401). Other names of cremation services can be found on the internet or in the Yellow Pages of the Birmingham area telephone directory.
2. If you wish to purchase a niche in our columbarium, speak with Kathy Kononchek in our office (205-803-5418). To arrange a time to pick up the metal cylinder which will hold the cremains inside the niche, please talk with Kathy. In her absence call our receptionist (205-871-1153).
3. Take this container to the crematory of your choice. Tell them when and where the service will be held and ask them to deliver the cremains to the Parish Office between 8:00 a.m. and 4:00 p.m. Monday through Thursday or between 8:00 a.m. and noon on Friday.
4. Obtain 1 or 2 guest registration books or ask the Mortuary/Funeral Home to bring them to the church prior to the scheduled hour for Visitation or the Funeral Mass.
5. You may bring a framed photograph (free-standing) and a small vase of flowers approximately 18 inches high or shorter to sit on a small table along with our 12-inch high wooden box which will hold the cremains during the Funeral Mass.