

FUNERAL PLANNING FORM FOR ST. FRANCIS XAVIER CHURCH

Name of Deceased Person _____
(as it should appear on the program)

Date of Birth _____ Date of Death _____

Date/Time/Place of Visitation _____

Date/Time/Place of Vigil Service _____

Date/Time/Place of Funeral Liturgy _____

Celebrant for Vigil _____ Celebrant for Funeral _____

Will the body be present? _____ Cremated remains? _____

Name of Spouse _____

Names of Children _____

Number of Grandchildren _____ Number of Great-Grandchildren _____

Acknowledgments of memorials & Mass cards should be sent to whom and at what address?

Phone numbers of family contact person (H) _____ (C) _____

How many programs should be printed? _____ How many pews should be reserved? _____

Where and when will the burial occur? _____

Will there be a meal? _____ For how many people? _____ Where? _____

Information to be included on the Memorial Board for the church foyer (3 TO 5 COMMENTS – career, hobbies, personal characteristics, church or civic affairs, etc.)

[Note: There are no flowers in the church on Thursdays or Fridays.]

VIGIL SERVICE

[Check the Parish Calendar for scheduled activities]

NAME OF DECEASED _____

NUMBER OF PEWS TO RESERVE _____

LITURGY OF THE WORD

FIRST READING (New Testament) _____

LECTOR _____ EMAIL ADDRESS _____

RESPONSORIAL PSALM (SUNG) _____

GOSPEL _____

PRAYER OF INTERCESSION

LITANY/GENERAL INTERCESSIONS

LECTOR _____ EMAIL ADDRESS _____

INCLUDE DECADE OF ROSARY? _____ MEDITATION HYMN? _____

WORDS OF REMEMBRANCE? *(If there is a vigil service, words of remembrance take place at that service rather than at the funeral mass.)* _____

List names of hymns that the family would like to have incorporated in the liturgy if possible:

_____	_____
_____	_____
_____	_____

Cantor/Soloist preference? _____

FUNERAL LITURGY

Check the Parish Calendar for scheduled activities

List names of hymns that the family would like to have incorporated in the liturgy if possible (*if not done for Vigil*):
(Please begin by suggesting Catholic hymns.)

_____	_____
_____	_____
_____	_____

Cantor/Soloist preference? _____

INTRODUCTORY RITES

Who will place the pall on the casket? _____

LITURGY OF THE WORD

First Reading _____

Lector _____ Email Address _____

Responsorial Psalm (Sung) _____

Second Reading _____

Lector _____ Email Address _____

Gospel _____

General Intercessions

Reader _____ Email Address _____

List names of deceased family members to be included _____

(Special Intentions to be included, e.g. caregivers) _____

LITURGY OF THE EUCHARIST

Who will present the Gifts? _____

Who will give Words of Remembrance? (limit, 2) _____